

## Procedures for Handling Registered Postal Bank Remittance Mail

Handbook DM-902

April 2010  
Transmittal Letter

**A. Introduction.** Handbook DM-902, *Procedures for Handling Registered Postal Bank Remittance Mail*, has been developed to constitute the official procedures and requirements for handling and processing Registered Postal Bank Remittance Mail. These policies and procedures have been developed in accordance with the United States Postal Inspection Service's® national security review of the Postal Service's Registered Mail System. This *Next Generation* Registered Mail System is in alignment with the strategic goals outlined in the Postal Service Strategic Transformation Plan for improving security processes, streamlining operations, generating revenue, reducing cost, and achieving results with a customer-focused performance-based culture.

The governing regulations for the domestic Registered Mail system are contained in the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 503.2.0.

These instructions are consistent with the procedures provided in the Handbook DM-901, *Registered Mail*, the *Administrative Support Manual*, and Handbook F-101, *Field Accounting Procedures*.

**B. Availability.** Handbook DM-902 is available via the Postal Service *PolicyNet* Web site:

- Go to <http://blue.usps.gov>.
- In the left-hand column, under "Essential Links," click *PolicyNet*.
- Click *HBKs*.

(The direct URL for the Postal Service *PolicyNet* Web site is <http://blue.usps.gov/cpim>.)

**C. Comments.**

1. **Content.** Refer all questions and suggestions about the content of this document to:

PROCESSING OPERATIONS  
US POSTAL SERVICE  
475 L'ENFANT PLAZ SW  
WASHINGTON, DC 20260-6808

2. **Clarity.** Refer all questions about the organization of this document and any editorial suggestions to:

INFORMATION POLICIES AND PROCEDURES  
US POSTAL SERVICE  
475 L'ENFANT PLAZ SW  
WASHINGTON, DC 20260-6808



Jordan M. Small  
Vice President  
Network Operations



# Contents

- 1 General Requirements . . . . . 1**
  - 1-1 Purpose and Instructions . . . . . 1
    - 1-1.1 Governing Regulations . . . . . 1
    - 1-1.2 Remittance Dispatch Facilities . . . . . 1
    - 1-1.3 Training . . . . . 1
    - 1-1.4 Registry Employees. . . . . 2
  
- 2 Procedures for Preparing a Postal Bank Remittance for Mailing . . . . . 3**
  - 2-1 Closeout Procedures at Retail Units. . . . . 3
  - 2-2 Registered Mail Pouch Dispatch Procedures. . . . . 4
    - 2-2.1 Contents Bill (PS Forms 3854 or 3854-A) at Closeout Units . . . . . 4
    - 2-2.2 Procedures for Preparing the Pouch Contents Bill for Registered Mail Articles With a Remittance or For Only a Remittance. . . . . 5
    - 2-2.3 Procedures for Preparing the Pouch Contents Bill for Registered Mail Articles Without a Remittance. . . . . 8
    - 2-2.4 No Registered Mail Articles and No Remittance (NIL-BILL) . . . . . 11
  - 2-3 Securing the Registered Mail Pouch . . . . . 14
    - 2-3.1 Rotary Lock . . . . . 14
    - 2-3.2 Numbered Tin Band Seal . . . . . 14
    - 2-3.3 Pouch Slide Label . . . . . 14
  - 2-4 Preparation and Dispatch of Dispatch Bill (Driver’s Bill). . . . . 15
    - 2-4.1 Dispatch Bill . . . . . 15
    - 2-4.2 Hand-to-Hand Exchange . . . . . 16
  - 2-5 Vestibule Exchange . . . . . 16
    - 2-5.1 Description . . . . . 16
    - 2-5.2 Picking Up and Signing for Registered Mail Involving a Vestibule Exchange. . . . . 16
    - 2-5.3 Preparation for Dispatch (HCR Routes With Sealed Trucks) . . . . . 17
  - 2-6 Notification of Discrepancies . . . . . 18
  
- 3 Platform Operations. . . . . 19**
  - 3-1 General Requirements . . . . . 19
    - 3-1.1 Acceptance of Inbound Registered Mail. . . . . 19
    - 3-1.2 Verification Procedures . . . . . 19
  
- 4 Banking Processing and Distribution Center/Facility Section. . . . . 25**
  - 4-1 Registry Employees . . . . . 25
  - 4-2 Registry Section Clerks . . . . . 25

4-2.1	Accepting Clerk . . . . .	25
4-2.2	Clerk-in-Charge of the Vault, Safe, or Security Cage . . . . .	26
4-3	Registry Section Opening Area . . . . .	27
4-3.1	Registry Section Checklist . . . . .	27
4-3.2	Opening Clerk Responsibilities . . . . .	27
4-3.3	Processing Registered Mail Pouch . . . . .	28
4-4	Repairing Registered Mail Containing a Bank Deposit . . . . .	31
4-5	Consolidating Daily Bank Checklist . . . . .	31
4-5.1	Discrepancies . . . . .	32
4-5.2	Discrepancy Reports . . . . .	32
4-6	Processing of Remittances by the Clerk-in-Charge of the Vault, Safe, or Security Cage . . . . .	37
4-6.1	Collecting of Remittances . . . . .	37
4-6.2	Building the Direct Bank Pouch . . . . .	37
4-6.2.1	Using the Firm Print Work Station . . . . .	38
4-6.2.2	Securing the Direct Bank Pouch to the Vault . . . . .	39
4-6.2.3	Preparation for the Transfer of Accountability of the Direct Bank Pouches Between Tours . . . . .	40
4-6.2.4	Transfer of the Contents of Vault, Safe, or Security Cage . . . . .	40
4-7	Armored Courier Service . . . . .	42
4-7.1	Direct Armored Courier Services and Other Approved Procedures . . . . .	42
4-7.2	Armored Courier Service Pick-Up at P&DC/F . . . . .	42
4-7.3	Armored Courier Service Delivery to the Bank . . . . .	44
<b>5</b>	<b>Nonbanking Consolidation Mail Processing and Distribution Centers and Facilities . . . . .</b>	<b>47</b>
5-1	Registry Employees . . . . .	47
5-2	Registry Section Clerk . . . . .	47
5-3	Registry Section Opening Area . . . . .	48
5-3.1	Registry Section Checklist . . . . .	48
5-3.2	Opening Clerk Responsibilities . . . . .	48
5-3.3	Processing Registered Mail Pouch . . . . .	49
5-4	Repairing Registered Mail Containing a Deposit . . . . .	51
5-5	Consolidating Daily Bank Checklist . . . . .	51
5-5.1	Discrepancies . . . . .	52
5-5.2	Discrepancy Reports . . . . .	52
5-6	Processing of Remittances by the Clerk-in-Charge of the Vault, Safe, or Security Cage . . . . .	52
5-6.1	Collecting of Remittances . . . . .	52
5-6.2	Building the Direct Bank Pouch and Using the Firm Print Work Station . . . . .	53
5-6.3	Preparing the Contents Bill for the Direct Bank Pouch (Numbered Tin Band Seal) . . . . .	54
5-6.4	Containerizing Direct Bank Pouch . . . . .	55
5-6.5	Arrival of the HCR/PVS Driver or Platform Registered Mail Receiver . . . . .	56

Contents

5-6.6 Preparation for Dispatch (Highway Contract Routes With Sealed Trucks). . . . . 57

**6 Nonbanking Transfer Point . . . . . 59**

6-1 Offices With a Registry Section . . . . . 59

6-2 Offices Without a Registry Section. . . . . 59

6-2.1 Accepting Clerk. . . . . 59

6-2.2 Consolidation of Pouches and Preparing for Dispatch. . . . . 60

6-2.3 Preparation for Dispatch to the HCR/PVS Driver . . . . . 61

6-2.4 Preparation for Dispatch (Highway Contract Routes With Sealed Trucks). . . . . 62

**Appendix A – Hold-Up Instructions . . . . . 63**

1 Hold-Up Prevention . . . . . 63

2 Violence Prevention Procedures in Case of Robbery . . . . . 63

3 Actions During a Hold-Up. . . . . 64

4 Actions After a Hold-Up . . . . . 65

5 Observe and Memorize All Characteristics of the Person Involved . . . . . 65

6 Remember the Description of Vehicle . . . . . 66

**Glossary . . . . . 67**

This page intentionally left blank

# 1 General Requirements

## 1-1 Purpose and Instructions

---

### 1-1.1 Governing Regulations

The procedures in this handbook constitute the official procedures and requirements for handling and processing Registered Postal Bank Remittance Mail.

Every Post Office™, station, branch, contract unit, and concentration office must submit a Registered Mail™ pouch to a concentration or banking processing and distribution center/facility (P&DC/F) each business day. Installations must follow the procedures documented in this handbook. This handbook also includes instructions for offices that do not submit daily postal remittances (NIL-BILL).

These instructions are consistent with the procedures provided in Handbook DM-901, *Registered Mail*, the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM), the *Administrative Support Manual (ASM)*, Handbook F-1, *Reporting and Accounting Policy*, and Handbook F-101, *Field Accounting Procedures*.

See [Appendix A](#) for hold-up instructions.

### 1-1.2 Remittance Dispatch Facilities

Post Offices dispatch their remittances to one of the following three types of processing facilities each business day:

- a. Banking P&DC/F (see Chapter [4](#)).
- b. Nonbanking consolidation facility (see Chapter [5](#)).
- c. Nonbanking transfer facility (see Chapter [6](#)).

The information in Chapter [1](#) applies to all Postal Service™ facilities. Chapter [2](#)'s information applies to all retail units and some processing facilities. Chapter [3](#)'s information applies to all processing facilities. The information in Chapters [4](#), [5](#), and [6](#) is specific to the three processing facilities listed above in items a, b, and c, respectively.

All employees must provide the proper hand-to-hand exchange of all Registered Mail in accordance with subchapter 4-1 of Handbook DM-901.

### 1-1.3 Training

All employees who handle Registered Mail must complete the Registered Mail Training course (number 31510-00).

### 1-1.4 Registry Employees

Only career employees are permitted to work in the registry section.

Area responsibility occurs in a registry section when a group of employees, rather than an individual employee, is responsible for the Registered Mail.

The district manager/senior plant manager of the performance cluster or his or her designee may authorize area responsibility at an office when the cost of individual responsibility is prohibitive. Such authorization must be in writing. A copy of this authorization should be provided to the area manager of operations support, and prominently posted within the designated registry section. Area responsibility will not be authorized if other classes of accountable mail are processed within the secure area.

Registry bid employees and those regularly assigned to registry section must sign in and out of the registry section using PS Form 1625, *Record of Entry Into Registry Section*, to provide accurate records of employees working with Registered Mail. Instances requiring signing in and out include:

- a. Upon beginning registry-related duties or beginning tour.
- b. When leaving for and returning from lunch and breaks.
- c. Upon ending registry-related duties or ending tour.

The use of a card access system does not relieve employees from the sign-in requirement.

Based on local conditions, local management may require employees to sign in and out when the employee leaves the registry section to perform registry-related duties.

All other employees and visitors must sign in and out each time they enter or leave the registry section. There are no exceptions. Record this activity on a separate PS Form 1625.

**Note:** Only individuals on official business should be allowed access to the registry section.

The Postal Service has established procedures to ensure appropriate internal control and separation of duties. To the extent practicable, as determined by management, functions are divided so that no one person has control over all parts of a transaction (i.e., signature of transfer, witnessing, and reconciliation of data).



# 2 Procedures for Preparing a Postal Bank Remittance for Mailing

## 2-1 Closeout Procedures at Retail Units

---

Post Offices, postal retail units (PRUs), and contract postal units (CPUs) use the tamper-evident plastic bags, ordered through the national contract, for remitting bank deposits.

Prepare the bank deposit remittance bag as follows:

- a. Prepare and attach a self-adhesive Label 41, G-10, *Open Return Address*.
  - Apply the address to the label using the bank address stamp from Harland Clarke or a preprinted label.
  - Ensure the return address is included on the G-10 label.
  - Date stamp the G-10 label with the unit's round-dater.
  - Attach the G-10 label to the tamper-evident plastic bag in the space provided.
- b. Attach a bar-coded Registered Mail red label 200 in the space provided on the front of the bag. Complete PS Form 3806, *Receipt for Registered Mail*, and file the form locally.
- c. Enter the Registered Mail article number in the Register Dispatch Book (PS Form 3584 or 3584-A).
- d. Place the deposit ticket, check items (e.g., checks, money orders, and traveler's checks), list of check items, and cash in the tamper-evident plastic bag. (Do *not* include any other documents.)
- e. Seal the bag as follows:
  - With the label side of the bag facing up, fold the tamper-evident flap away from the white strip underneath.
  - Remove (peel) the white adhesive cover strip.
  - Unfold the tamper-evident flap and press it against the adhesive on the back lining of the bag.
- f. Use either a POS ONE terminal, Integrated Retail Terminal (IRT), or Intelligent Mail Device (IMD) to perform an "Acceptance" scan on the Registered Mail article number placed on the bag. If using an IMD, select the Accept event, choose First Class as the Product Code, and enter the bank ZIP Code as the Destination Zip Code.

- g. Dispatch the tamper-evident plastic bag containing the bank deposit with the other Registered Mail. A bank deposit cannot be registered if it has been prepared poorly and the contents can be revealed and examined easily without destruction.

Refer to Handbook F-101, *Field Accounting Procedures*, section 9-1.2.2, Preparing and Dispatching Bank Deposits. Also, a *Bank Deposit Preparation Quick Reference* guide is available at the accounting Web site. The direct URL for the guide is [http://blue.usps.gov/accounting\\_pdf/BankDepositPrepGuide.pdf](http://blue.usps.gov/accounting_pdf/BankDepositPrepGuide.pdf).

See [Appendix A](#) for hold-up instructions.

## 2-2 Registered Mail Pouch Dispatch Procedures

### 2-2.1 Contents Bill (PS Forms 3854 or 3854-A) at Closeout Units

This section provides the instructions for preparing and dispatching a Registered Mail pouch in any one of the following scenarios (see [Exhibit 2-2.1](#)):

- Registered Mail articles and a remittance.
- Registered Mail articles without a remittance.
- Only a remittance.
- No Registered Mail articles and no remittance (NIL-BILL).

All retail offices are expected to send a pouch and a remittance each business day. [Exhibit 2-2.1](#) lists the four possible Registered Mail dispatching scenarios from all retail acceptance sites.

Exhibit 2-2.1  
**Dispatch Scenarios**

Items Accepted At Counter	Remittance	PS Forms 3854 or 3854-A
Registered Article(s)	Remittance	<ul style="list-style-type: none"> <li>■ PS Form 3854 or 3854-A noting all article numbers including remittance article number.</li> <li>■ The dispatching clerk must diagonally line through all remaining blank rows after the last article number.</li> </ul>
Registered Article(s)	No Remittance	<ul style="list-style-type: none"> <li>■ PS Form 3854 or 3854-A noting all article numbers plus the last row of the PS Form 3854 or 3854-A must state "NO DEPOSIT."</li> <li>■ The dispatching clerk must diagonally line through all remaining blank rows after the last article number and before the last row with the above ending statement.</li> </ul>

No Registered Article	Remittance	<ul style="list-style-type: none"> <li>■ PS Form 3854 or 3854-A noting the remittance article number.</li> <li>■ The dispatching clerk must diagonally line through all remaining blank rows following the last article number.</li> </ul>
No Registered Article	No Remittance	<ul style="list-style-type: none"> <li>■ PS Form 3854 or 3854-A manifest with “NIL BILL” statement.</li> <li>■ The dispatching clerk must diagonally line through all available rows.</li> </ul>

### 2-2.2 Procedures for Preparing the Pouch Contents Bill for Registered Mail Articles With a Remittance or For Only a Remittance

Use only authorized equipment approved for Registered Mail as described in subchapter 52 of Handbook DM-901, *Registered Mail*. The required equipment is the Number 2 canvas pouch and a rotary lock. An approved registry numbered tin band seal (item 0817-C) may be used if a rotary lock is not available. Rotary locks are approved for Cost Ascertainment Group (CAG) offices A through J. Numbered tin band seals are approved for CAG offices K and L and contract units.

Post Offices, stations, branches, and contract units must prepare PS Form 3854 or 3854-A, *Manifold Registry Dispatch Book* bill, in duplicate. The dispatching employee must complete the form with the following information (see [Exhibit 2-2.2a](#) and [Exhibit 2-2.2b](#)):

- a. Round date all the copies of the PS Form 3854 (top-right postmark of dispatching office block including the coupon portion of the bill) as the official postmark. It is not required to round date the PS Form 3854-A.
- b. Address the “To” line to the destination office.
- c. Enter the rotary lock number and rotary number or the numbered tin band seal for the pouch in the top heading portion of the form.
- d. List each Registered Mail article number (except for outsides), beginning on line 1 of PS Form 3854 or 3854-A. Ensure accuracy of all hand-written numbers.
- e. Bundle articles in quantities of no more than 30 pieces each and place the articles in the same sequence as they are listed on PS Form 3854 or 3854-A.
- f. Before placing the mail in the dispatch pouch, count the number of articles being dispatched and compare that number with the total number listed on PS Form 3854 or 3854-A. If the count does not agree, verify each piece against the corresponding entry on the bill.
- g. Draw diagonal lines through any unused spaces.
- h. Enter or verify on the Delivery Receipt Confirmation System (DCRS) the total number of registered articles listed on PS Form 3854 or 3854-A. Legibly sign name in the top postmaster block area on all copies of PS Form 3854 or 3854-A and enter the time the transaction was completed.

Exhibit 2-2.2a

PS Form 3854, Manifold Registry Dispatch Book for Registered Mail

Lock No. M12345 Rotary No. 0689 Jacket No. \_\_\_\_\_ Control No. \_\_\_\_\_  
 Bill No. \_\_\_\_\_ Page No. \_\_\_\_\_ Airmail \_\_\_\_\_ Seal No. \$16895689  
 To Destination office  
 (P.O. or R.P.O. and Reg. No.)

**GMF PHOENIX AZ REGISTERS JUN 6 2005 USPS**

Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin. Use only for Jacket, Lock, or Seal Numbers. Not required for individual Reg. Nos.	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin. Use only for individual Reg. Nos. or Seal Numbers. Not required for individual Reg. Nos.
1. RA 123456789 US		16.	
2. RB 345789156 US		17.	
3. RA 789686353 US		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	

A total of 3 articles sent by this dispatch  
 POSTMASTER, John Doe 1639P M. Dispatching Clerk.  
 POSTMASTER, \_\_\_\_\_ M. Receiving Clerk.

A total of \_\_\_\_\_ articles received in this dispatch

Postmark of \_\_\_\_\_  
 Receiving Office \_\_\_\_\_

Bill No. \_\_\_\_\_  
 A.M. Re. & F.I.L. No. \_\_\_\_\_  
 Jacket No. \_\_\_\_\_  
 Lock No. \_\_\_\_\_  
 Rotary No. \_\_\_\_\_  
 Seal No. \_\_\_\_\_


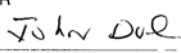

Received articles described on above-specified bill from dispatching office named in postmark.  
 Receiving Clerks \_\_\_\_\_

(Use back for reporting irregularities or discrepancies.)

PS Form 3854, April 1985

Exhibit 2-2.2b

**PS Form 3854 or 3854-A, Manifold Registry Dispatch Book for Registered Mail**

		<b>Registered Mail Dispatch Bill</b> Canvas Pouch											
Rotary Lock/Seal No: <b>M12345-0689</b> Jacket No: _____		REGISTERS	Postmark of PHOENIX MAIN OFFICE  06/07/2005 Dispatching Office	Postmark of PHOENIX MAIN OFFICE  06/07/2005 Dispatching Office									
Bill No: _____ Page No: <b>1 of 1</b> Airmail: _____													
Control No: _____ Bulk Count: <b>0</b> Wgt.: _____													
To: <b>ALBUQUERQUE</b> 87119-9998 (Post Office)													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Article Number</th> <th style="width: 50%;">Origin/Destination</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">RA123456789US</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">RA789686353US</td> </tr> </tbody> </table>	Article Number	Origin/Destination	1	RA123456789US	3	RA789686353US	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Article Number</th> <th style="width: 50%;">Origin/Destination</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">RA345789956US</td> </tr> </tbody> </table>	Article Number	Origin/Destination	2	RA345789956US	Bill No. _____  A.M. Rte. & Flt. No. _____  Jacket No. _____  M12345-0689 Rotary Lock/Seal No. _____  Received articles described on above specified bill from dispatching office named in postmark.  Receiving Clerk _____	
Article Number	Origin/Destination												
1	RA123456789US												
3	RA789686353US												
Article Number	Origin/Destination												
2	RA345789956US												
A total of <u>3</u> articles sent by this dispatch	POSTMASTER  (Printed by: _____) Dispatching Clerk	Postmark of  Receiving Office	Postmark of  Receiving Office										
A total of _____ articles received by this dispatch	POSTMASTER  _____ Receiving Clerk												
PS Form 3854-A, November 1993 Printed 06/07/2005 10:28 pm													
Dispatch Site: PHOENIX MAIN OFFICE		<b>52141.032972</b>											
		Form ID: 52141.032972 Printed 06/07/2005 10:28 pm											

- i. Place the original PS Form 3854 or 3854-A (contents bill) either on top of or under the first article of the bundle or in an EP-399 and place into the Registered Mail pouch. Retain the second copy locally.
- j. Attach an EP-9 envelope to the hasp before engaging the rotary lock or tin band numbered seal. Lock the pouch with the rotary number or the tin band number seal facing up.
- k. Insert the pouch label and ensure that it is properly addressed as indicated in [2-3.3](#).
- l. Do **NOT** double-pouch (except for restricted internal processes). An example of double-pouching would be to place a Number 2 canvas pouch used specifically for Registered Mail™ inside an Express Mail® sack, Priority Mail® sack, or any other pouch/sack not intended for that class of mail. Double-pouching could cause mishandling and loss or theft of registered articles.
- m. File all registry records in a secure area for 2 years, preferably inside the registry section.

### 2-2.3 **Procedures for Preparing the Pouch Contents Bill for Registered Mail Articles Without a Remittance**

If there is Registered Mail and no remittance to dispatch, Post Offices, stations, branches, and contract units must prepare PS Form 3854 or 3854-A in duplicate. The dispatching employee must complete the form with the following information (see [Exhibit 2-2.3a](#) and [Exhibit 2-2.3b](#)):

- a. Round date all copies of PS Form 3854 (top-right postmark of dispatching office block including the coupon portion of the bill) as the official postmark. It is not required to round date PS Form 3854-A.
- b. Address the “To” line to the destination office.
- c. Enter the rotary lock number and rotary number or the numbered tin band seal for the pouch in the top heading portion of the form.
- d. List each Registered Mail article by number (except outsides), beginning on line 1. Ensure the accuracy of all hand-written numbers.
- e. Because there is no remittance, complete the next available line on PS Form 3854 or 3854-A with the words “**No Deposit.**” Bundle articles in quantities of no more than 30 pieces each, and place the articles in the same sequence as they are listed on PS Form 3854 or 3854-A.
- f. Before placing the mail in the dispatch pouch, count the number of articles being dispatched and compare that number with the total number listed on PS Form 3854 or 3854-A. If the count does not agree, verify each piece against the corresponding entry on the bill.
- g. Draw diagonal lines through any unused spaces.
- h. Enter or verify on the DCRS the total number of registered articles listed on PS Form 3854 or 3854-A. Legibly sign name in the top postmaster block area on all copies of PS Form 3854 or 3854-A and enter the time the transaction was completed.

Exhibit 2-2.3a

PS Form 3854, Manifold Registry Dispatch Book for Registered Mail Articles Without a Remittance

Lock No. R34567 Rotary No. 0896 Jacket No. \_\_\_\_\_ Control No. \_\_\_\_\_  
 Bill No. \_\_\_\_\_ Page No. \_\_\_\_\_ Airmail \_\_\_\_\_ Seal No. 61367652  
 To Destination office  
 (P.O. or R.P.O. and Tr. No.)

Office or ZIP of Origin. Use only for Jacket, Lock, or Seal Numbers. Not required for individual Reg. Nos.

Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin. Use only for Jacket, Lock, or Seal Numbers. Not required for individual Reg. Nos.	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin. Use only for Jacket, Lock, or Seal Numbers. Not required for individual Reg. Nos.
1. <u>RA678123645 US</u>		16.	
2. <u>RB345123478 US</u>		17.	
3. <u>No. Deposit</u>		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	

A total of 2 CTWO articles sent by this dispatch

A total of \_\_\_\_\_ articles received in this dispatch

POSTMASTER, John Doe 16:26 P.M. M.  
 Dispatching Clerk.

POSTMASTER, \_\_\_\_\_ M.  
 Receiving Clerk.

Bill No. \_\_\_\_\_  
 A.M. File & File No. \_\_\_\_\_  
 Jacket No. \_\_\_\_\_  
 Lock No. \_\_\_\_\_  
 Rotary No. \_\_\_\_\_  
 Seal No. \_\_\_\_\_

Received articles described on above-specified bill from dispatching office named in postmark.


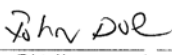

Receiving Clerks \_\_\_\_\_

Postmark of \_\_\_\_\_  
 Receiving Office \_\_\_\_\_

PS Form 3854, April 1985

Exhibit 2-2.3b

**PS Form 3854-A, Manifold Registry Dispatch Book for Registered Mail Articles Without a Remittance**

		<b>Registered Mail Dispatch Bill</b> Canvas Pouch											
Rotary Lock/Seal No: <b>R34567-0896</b> Jacket No: _____		<b>REGISTERS</b>	Postmark of PHOENIX MAIN OFFICE  06/07/2005 Dispatching Office	Postmark of PHOENIX MAIN OFFICE  06/07/2005 Dispatching Office									
Bill No: _____ Page No: <b>1 of 1</b> Airmail: _____													
Control No: _____ Bulk Count: <b>0</b> Wgt.: _____													
To: <b>ALBUQUERQUE 87119-9998</b>													
<i>(Post Office)</i>													
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Article Number</th> <th style="width: 40%;">Origin/Destination</th> <th style="width: 10%;">Article Number</th> <th style="width: 40%;">Origin/Destination</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>RA678123645US</td> <td style="text-align: center;">2</td> <td>RB345123678US</td> </tr> <tr> <td style="text-align: center;">3</td> <td>NO DEPOSIT</td> <td></td> <td></td> </tr> </tbody> </table>	Article Number	Origin/Destination	Article Number	Origin/Destination	1	RA678123645US	2	RB345123678US	3	NO DEPOSIT			Bill No. _____  A.M. Rte. & Flt. No. _____  Jacket No. _____  <b>R34567-0896</b> Rotary Lock/Seal No. _____  Received articles described on above specified bill from dispatching office named in postmark.  Receiving Clerk _____
Article Number	Origin/Destination	Article Number	Origin/Destination										
1	RA678123645US	2	RB345123678US										
3	NO DEPOSIT												
A total of <u>2</u> <sup>(two)</sup> articles sent by this dispatch	POSTMASTER <div style="text-align: center;">           _____          (Printed by: _____) Dispatching Clerk       </div>	Postmark of  Receiving Office	Postmark of  Receiving Office										
A total of _____ articles received by this dispatch	POSTMASTER _____ _____ Receiving Clerk	Receiving Office	Receiving Office										
PS Form 3854-A, November 1993 Printed 06/07/2005 10:25 pm													
Dispatch Site: PHOENIX MAIN OFFICE		<b>52139.032972</b>											
		Form ID: 52139.032972 Printed 06/07/2005 10:25 pm											



- i. Place the original PS Form 3854 or 3854-A (contents bill) either under the first article of the bundle or in an EP-399, and place into the Registered Mail pouch. The second copy is retained locally.
- j. Attach an EP-9 envelope to the hasp before engaging the rotary lock or numbered tin band seal. Lock the pouch with the rotary lock or numbered tin band seal facing up.
- k. Insert the pouch label and ensure that it is properly addresses as indicated in [2-2.3](#).
- l. Do not double-pouch (except for restricted internal processes). An example of double-pouching would be to place a Number 2 canvas pouch used specifically for Registered Mail inside an Express Mail sack, Priority Mail sack, or any other pouch/sack not intended for that class of mail. Double-pouching could result in the mishandling and loss or theft of registered articles.
- m. File all registry records in a secure area for 2 years, preferably inside the registry section.

#### 2-2.4 **No Registered Mail Articles and No Remittance (NIL-BILL)**

If there are no registered articles and no bank remittance, prepare a PS Form 3854 or 3854-A in duplicate sheets as a NIL-BILL. The dispatching employee must complete the form with the following information (see [Exhibit 2-2.4a](#) and [Exhibit 2-2.4b](#)):

- a. Round date all copies of the PS Form 3854 (top right postmark of dispatching office block including the coupon portion of the bill) as the official postmark. It is not required to round date the PS Form 3854-A.
- b. Address the "To" line to the destination office.
- c. Enter the rotary lock number and rotary number or the numbered tin band seal for the pouch in the top heading portion of the form.
- d. Print the words "NIL-BILL" in large print across the numbered columns on PS Form 3854 or 3854-A and draw diagonal lines through any unused spaces.
- e. Total registered articles as "0" (zero) sent by this dispatch.
- f. Legibly sign name in the top postmaster block area on all copies of PS Form 3854 or 3854-A and enter the time the transaction was completed.
- g. Place the original copy of PS Form 3854 or 38540A inside an Envelope Container (EP-399). Keep a copy of PS Form 3854 or 38540A on file for 2 years.
- h. Attach an EP09 envelope to the hasp before engaging the rotary lock or numbered tin band seal. Lock the pouch with the rotary lock or numbered tin band seal facing up.
- i. Insert the pouch slide label and ensure that it is properly addressed as indicated in [2-3.3](#).

Exhibit 2-2.4a

PS Form 3854, Manifold Registry Dispatch Book for No Registered Mail Articles and No Remittance (NIL-BILL)

Lock No. A67892 Rotary No. 0896 Jacket No. \_\_\_\_\_ Control No. \_\_\_\_\_  
 Bill No. \_\_\_\_\_ Page No. \_\_\_\_\_ Airmail \_\_\_\_\_ Seal No. \$89765623  
 To Destination office  
 (P.O. or R.P.O. and Tr. No.)

REGISTERS  
 Postmark of JUN 6 2005  
 Dispatch Office PHOENIX, AZ

Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin. Use only for Jacket, Lock, or Seal Numbers. Not required for individual Reg. Nos.	Reg. No., Jacket, Lock or Seal Nos.	Office or ZIP of Origin. Use only for Jacket, Lock, or Seal Numbers. Not required for individual Reg. Nos.
1. NIL-BILL		16.	
2.		17.	
3.		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	

A total of 0370 articles sent by this dispatch  
 POSTMASTER, John Doe Dispatching Clerk. 1430P M.  
 POSTMASTER, \_\_\_\_\_ M.  
 \_\_\_\_\_ Receiving Clerk.

Postmark of \_\_\_\_\_  
 Receiving Office \_\_\_\_\_


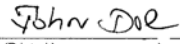

Bill No. \_\_\_\_\_  
 A.M. Rate & Fil. No. \_\_\_\_\_  
 Jacket No. \_\_\_\_\_  
 Lock No. \_\_\_\_\_  
 Rotary No. \_\_\_\_\_  
 Seal No. \_\_\_\_\_

Received described on above specified bill from dispatching office named in postmark.  
 Receiving Clerks \_\_\_\_\_

(Use back for reporting irregularities or discrepancies.)

Exhibit 2-2.4b

**PS Form 3854-A, Manifold Registry Dispatch Book for No Registered Mail Articles and No Remittance (NIL-BILL)**

 <b>UNITED STATES POSTAL SERVICE®</b>		<b>Registered Mail Dispatch Bill</b> Canvas Pouch	
Rotary Lock/Seal No: <b>A 75036-0363</b> Jacket No: _____		REGISTERS	Postmark of PHOENIX MAIN OFFICE  06/06/2005 Dispatching Office
Bill No: _____ Page No: <b>1 of 1</b> Airmail: _____			Postmark of PHOENIX MAIN OFFICE  06/06/2005 Dispatching Office
Control No: _____ Bulk Count: <b>0</b> Wgt.: _____			
To: <b>AHWATUKEE STATION-85044-9998</b> (Post Office)			
Article Number	Origin/Destination	Article Number	Origin/Destination
NIL-BILL			
		Bill No. _____	
		A.M. Rte. & Fit. No. _____	
		Jacket No. _____	
		<b>A 75036-0363</b> Rotary Lock/Seal No.	
Received articles described on above specified bill from dispatching office named in postmark.			
		Receiving Clerk _____	
A total of <u>0</u> articles sent by this dispatch		POSTMASTER  (Printed by: _____) Dispatching Clerk	
A total of _____ articles received by this dispatch		POSTMASTER _____ Receiving Clerk	
PS Form 3854-A, November 1993 Printed 06/06/2005 4:48 pm		 <b>74394.032972</b>	
Dispatch Site: PHOENIX MAIN OFFICE		Form ID: 74394.032972 Printed 06/06/2005 4:48 pm	

- j. Do not double-pouch (except for restricted internal processes). An example of double-pouching would be to place a Number 2 canvas pouch used specifically for Registered Mail inside an Express Mail sack, Priority Mail sack, or any other pouch/sack not intended for that class of mail. Double-pouching could result in the mishandling and loss or theft of registered articles.
- k. File all registry records in a secure area for 2 years, preferably inside the registry section.

## 2-3 Securing the Registered Mail Pouch

---

There are two approved methods for securing the Registered Mail pouch. Rotary locks are approved for CAG offices A through J. Numbered tin band seals (Item 0817-C) are approved for CAG offices K and L and CPUs.

### 2-3.1 Rotary Lock

Lock the pouch with the rotary number facing out. Test the lock to ensure that it is secured.

### 2-3.2 Numbered Tin Band Seal

Seal the pouch by slipping the seal, with the number down, through the hasp and up through one of the pouch's grommets. Test the seal to ensure the ends have locked and securely fastened. The numbered tin band seal should be attached with the numbers facing outward (see Exhibit 2-3.2).

Exhibit 2-3.2

#### Numbered Tin Band Seal



### 2-3.3 Pouch Slide Label

Prepare the pouch label as follows:

- Top Line: City, state, and ZIP Code of destination.
- Second Line: Registered Mail.
- Bottom Line: City, state, and ZIP Code of dispatching office.

Ensure the label is properly completed as stated above and place it in the label slide attached to the Registered Mail pouch.

## 2-4 Preparation and Dispatch of Dispatch Bill (Driver's Bill)

---

### 2-4.1 Dispatch Bill

Normally Registered Mail pouches and outsides must be dispatched on the "close-out" truck. **However, if for any reason the dispatch is on an earlier transportation run, the Post Office must call the P&DC/F and report the trip number and provide the reason for early dispatch.**

Postmaster or designated employee prepares another set of PS Forms 3854 or 3854-A for the Highway Contract Route (HCR) or Postal Vehicle Service (PVS) employee in triplicate (unless additional copies are needed).

Enter the following information on PS Form 3854 or 3854-A in triplicate (unless additional copies are needed) at the time of dispatch:

- a. Complete the headings properly showing the postmark of dispatching office (round-date all copies) and complete the "To" line with the name of the destination office.
- b. Enter the rotary lock number and rotary number or numbered tin band seal for Registered Mail pouch(s) and outside articles (see [5-3.1](#)) beginning on Line 1. Also, include the name of the office or ZIP Code of origin (as identified by the originating round-date on the registered article) and the final destination (ZIP Code of delivery address).
- c. Code all outsides articles by placing the symbol "Ø" before the registered article number.
- d. Code all tin band seal pouches by placing the symbol "\$" before the seal number.
- e. Count the number of articles being dispatched and compare the count with the total number listed on PS Form 3854 or 3854-A. If the totals do not agree, verify each pouch and outside against the corresponding entry on the bill.
- f. Draw diagonal lines through any unused spaces.
- g. Do not sign and note the time of dispatch until the hand-to-hand exchange takes place except for a dispatch operating under a vestibule exchange.

Articles too large or too heavy to be enclosed in a Number 2 white canvas Registered Mail pouch are dispatched as outsides.

Each outside article number must be listed on the PS Form 3854 or 3854-A. List each registered article number, preceded by the capital letter O with a slash (/) through the letter O (Ø) and include the ZIP Code of the origin office (as indicated by the originating round date) and final destination.

### 2-4.2 **Hand-to-Hand Exchange**

A hand-to-hand exchange is the documented transfer of registered articles, numbered seal pouches, rotary lock pouches, and containers between two individuals. Prior to dispatch, the dispatching individual must verify that the receiving individual has the appropriate Postal Service identification. The following actions apply:

- a. At the time of the hand-to-hand exchange with the receiving individual, the clerk signs his/her name on the top postmaster line signature block on all copies and complete the actual time of dispatch.
- b. The receiving individual verifies rotary lock number and rotary number or numbered tin band seal band pouches and outsides listed to PS Form 3854 or 3854-A.
- c. The receiving individual must examine each Registered Mail pouch and outside for any visual damage. Resolve any discrepancies and note any irregularities on PS Form 3854 or 3854-A.
- d. The receiving individual notes the quantity of articles, legibly signs and completes the actual time of receiving the shipment on all three copies on the postmaster block line.
- e. The dispatching individual provides the receiving individual with the original and third copy of PS Form 3854 as documentation of hand-to-hand exchange of accountability and places them in the attached EP-9 envelope. If any transportation exchange occurs between drivers prior to arrival at the final destination office, additional copies must be prepared and provided by the dispatching employee to accommodate the exchange. The office of dispatch keeps the second copy on file for 2 years.
- f. The accountability of the Registered Mail pouches and outsides has transferred from the dispatching employee from the Post Office, station, branch, or contact station to the highway contract route motor vehicle service (HCR/PVS) driver.
- g. Even after all registered rotary lock or numbered tin band seal pouches or outsides have been loaded on the truck, the driver must be present at all times until the door is closed and locked.

## 2-5 Vestibule Exchange

---

### 2-5.1 **Description**

A vestibule exchange occurs when the transportation employee arrives to receive or deliver Registered Mail at a Post Office with no Postal Service employee on duty.

### 2-5.2 **Picking Up and Signing for Registered Mail Involving a Vestibule Exchange**

The transportation employee locates the Registered Pouch, PS Form 3854, and any “outside” Registered Mail pieces. This employee must examine all

registered pouches and/or outside pieces to ensure they are in good condition and must verify all entries on PS Form 3854 or 3854-A. Indicate total pieces received, legibly sign, date, and enter the time of receipt on all copies of the PS Form 3854 or 3854-A. The transportation employee leaves the second copy of PS Form 3854 or 3854-A and takes the original and remaining copies with the Registered Mail.

If any discrepancies or irregularities are found, document them on all copies of PS Form 3854 or 3854-A. Transportation of the Registered Mail must continue. Report discrepancies, irregularities, or damage to a Postal Service supervisor as soon as possible but no later than upon arrival at the destination office.

If PS Form 3854 or 3854-A is missing, the transportation employee is required to transport the registered pouches and/or outsides to the destination office where a duplicate PS Form 3854 or 3854-A will be completed and provided to the driver.

**If the registered pouch and/or outsides cannot be found in the vestibule, the transportation employee is required to notify a Postal Service supervisor as soon as possible but no later than the transportation employees' arrival at the destination office.**

In either case, the destination office must contact the office of origin to verify/resolve any discrepancies and to confirm articles left for dispatch. An irregularity is any deficiency in preparing, accepting, paying, or dispatching a registered article. Issue a PS Form 3826 as appropriate.

PS Form 3854 is normally completed in triplicate by the dispatching employee. If any transportation exchange occurs between drivers prior to arrival at the final destination office, additional copies must be prepared and provided by the dispatching employee to accommodate the exchange.

Any transfer of Registered Mail made after the vestibule collection must be conducted as a hand-to-hand exchange.

### 2-5.3 **Preparation for Dispatch (HCR Routes With Sealed Trucks)**

The HCR driver must follow the procedures provided in [2-3.2](#).

The HCR driver must load the Registered Mail pouches and outsides directly onto the truck. The HCR driver must maintain visual control and be present until the back of the truck is closed, locked, and an orange numbered tin band seal (Item 0817-A) is applied to the back of the truck for that shipment. Prior to closing and securing the truck, the Postal Service employee completes PS Form 5398-A (see [Exhibit 2-5.3](#)) and places it inside the back of the truck.

The HCR driver must be present and take custody of the Registered Mail anytime the seal is removed and contents are unloaded and be present when the truck is closed, locked and resealed. Prior to reclosing and securing the truck, the Postal Service employee completes a new PS Form 5398-A and places it inside the back of the truck.

**Note:** Under no circumstances is an HCR or PVS driver permitted to transport Registered Mail pouches or outsides in the cab of the truck.

Exhibit 2-5.3

**PS Form 5398-A, Contact Route Vehicle Record**

Contract Route Vehicle Record						
Route No.		Trip	Frequency	Capacity		% Load
Schedule			Actual		Van No.	Destination
Dep.	Arr.	Dep.	Arr.	No. Bars		No. Straps
MPL/FT LD		Time Sealed		Delay		
Load Restraint Checked and Sealed By				Dispatching Facility		
Opened by						
Load Secure at Dest.		Date				
<input type="checkbox"/> Yes <input type="checkbox"/> No						
Comments (Contents, Special, etc.)				Driver's Name		
Seal Number(s)						
PS Form 5398-A, September 1992				3 - Post Inside Vehicle		

## 2-6 Notification of Discrepancies

---

The dispatching office is responsible for providing the manager of Distribution Operations (MDO) at the P&DC/F with a current listing of all telephone numbers (including cell phones) and the names of two contact persons of all submitting remittance offices who can be notified when discrepancies are found.



# 3 Platform Operations

## 3-1 General Requirements

---

The instructions in this chapter apply to the three processing facilities identified in Chapters [4](#), [5](#), and [6](#).

The manager of Distribution Operations (MDO) at the processing and distribution center/facility (P&DC/F) is responsible for maintaining a current listing of all 24-hour telephone numbers (including cell telephones) and the names of two contact persons of all submitting remittance offices who can be notified when discrepancies are found.

### 3-1.1 Acceptance of Inbound Registered Mail

Place rotary lock and numbered sealed pouches and any outside registered articles collected at the platform in a secured locked container. These containers and articles must be kept under the immediate control of the designated employee until transfer is made to the registry section. When more than one employee is designated to receive Registered Mail on the platform, each employee must have his or her own locked container.

The procedures listed below are to be followed on platform operations:

- a. The highway contract route (HCR) or postal vehicle service (PVS) driver must provide the registered rotary locked or numbered tin band sealed pouches and outsides with the original and copy of PS Form 3854 or 3854-A, *Manifold Registry Dispatch Book* bill, to the platform Registered Mail receiver employee or to the registry clerk on the platform. An HCR driver is not permitted on the workroom floor.
- b. When an HCR truck is sealed, the driver unlocks the back of the truck and the Postal Service employee cuts the orange numbered tin band seal from the truck. The Postal Service employee immediately locates PS Form 5398-A, *Contract Route Vehicle Record*, and verifies the identification number on the orange numbered tin band seal on PS Form 5398-A. If the truck has been sealed, the HCR driver must be present when the seal on the back of the truck door is cut, removed, and verified.

### 3-1.2 Verification Procedures

The HCR driver presents Registered Mail pouches and outsides to the platform Registered Mail receiver or to the registry clerk on the platform with the original and the copy of PS Form 3854 or 3854-A. The receiving

employee checks the condition of each Registered Mail pouch or outside for any visual damage and verifies the headings, rotary lock number, rotary number or numbered tin band seal, and the round date as entered on PS Form 3854 or 3854-A.

The receiving employee enters the total and legibly signs his or her name on both copies of PS Form 3854 or 3854-A in the bottom postmaster area block (top line). The receiving employee postmarks the form by round dating (in the postmark of receiving office block) and enters the actual time received. A copy is provided to the driver and the original is kept on file for 2 years. Once completed, the accountability of the Registered Mail transfers from the HCR driver to the platform Registered Mail receiver or to the registry clerk.

The platform Registered Mail receiver must maintain a Registry Pouch Check-Off Sheet at the platform area (see [Exhibit 3-1.2a](#)). As the registry pouches and outsides arrive, the receiver records receipt by initialing his or her name beside the name of the dispatching office. Each office is required to send a Registered Mail pouch each business day. The Registered Pouch Check-Off Sheet must be provided to the registry section for filing.

A PS Form 3826, *Registry Irregularity Report*, must also be completed for all identified irregularities. Irregularities may include an improperly sealed pouch, two or more articles registered as one, items not numbered (without a registered label number), illegible endorsing or numbering, improper postmarking, a torn or damaged Registered Mail pouch, a registered article received not listed, a missing dispatch, and improper carrying of the Registered Mail pouch inside the HCR cab. A log sheet describing irregularities must be kept by the platform Registered Mail receiver for further investigation or action by management.

If any Registered Mail pouch or outside is missing, the MDO must be notified immediately and interview the HCR/PVS driver before the driver leaves the facility. The MDO or his or her representative must contact the postmaster or supervisor at the dispatching office to determine whether a pouch was dispatched. A physical search of the P&DC and origin office is required as appropriate. If the Registered Mail pouch is located at the origin office, an irregularity report must be submitted. If the Registered Mail pouch was not found, the MDO must immediately notify the Postal Inspection Service. The district finance manager should also be notified as soon as possible.

**Note:** On the next business day, the Tour 2 registry acceptance clerk is responsible for checking with platform operations and contacting all offices (by telephone) cited with an irregularity. A log sheet (see [Exhibit 3-1.2b](#)) describing all irregularities must be kept and updated by the receiving office until resolution has been made.

Exhibit 3-1.2a

**Registry Pouch Check-Off Sheet**

**Monday-Friday  
MVS Registered Mail Arrival Log Sheet**

Run	Station	Scheduled Arrival	Time Received	Pouches	Outsides	Clerk's Initial
	<b>Contract Stations</b>					
GMF 20	CS#1 Linda's Hallmark 85022	1715				
GMF 20	CS#3 Michelle's Hallmark 85016	1715				
GMF 15	CS#4 Cornerstone Pharmacy 85018	1815				
GMF 3	CS#5 hallmark Creations 85044	1730				
GMF 14	CS#6 Camelback Village Pharmacy 85018	1830				
GMF 25	CS#8 Monty's Hallmark 85053	1745				
GMF 20	CS#11 Martins Hallmark 85051	1715				
GMF 7	CS#15 John & Kathy's Smoke Shop 85003	1815				
MVS	CS#16 Postal Palace 85032	1715				
MVS	CS#24 Diana's Card & Gift 85028	1745				
GMF 21	CS#25 Desert Sky/Flying Stamp 85075	1715				
GMF 19	CS#801 Diane's Hallmark 85284	1800				
GMF 12	CS#805 Doc Watson's 85282	1815				
GMF 19	CS#807 Bug and Weed Mart 85283	1800				

Run	Station	Scheduled Arrival	Time Received	Pouches	Outsides	Clerk's Initial
	<b>Phoenix</b>					
209	Ahwatukee Sta. 85044	1815				
229	Arcadia Sta. 85018	1850				
213	Boulder Hills 85050	1900				
206	Cactus Sta. 85032	1845				
339	Capitol Sta. 85009	1830				
225	Downtown Sta. 85004	1810				
235	Indian School Sta. 85014	1835				
232	Maryvale Sta. 85031	1830				
210	McDowell Sta. 85008	1815				
235	Northeast Sta. 85016	1835				
205	Northwest Sta. 85015	1830				
205	Osborn Sta. 85013, Philatelic #50, 51	1830				
228	Pecos Sta. 85048	1830				
306	Rio Salado Sta. 85034	1745				
301	Shaw butte Sta. 85029	1815				
212	Sierra Adobe Sta. 85023	1900				
204	South Mountain Sta. 85040	1820				
207	Sunnyslope Sta. 85020	1830				
224	Washington Sta. 85021	1840				
	GMF Window Serv 85026 (Early Close out)	1830				
	GMF Window Serv 85026 (Late Close out)	2230				
	Mobile Unit #56 85026	1600				



Employees not assigned to the registry unit, who are designated to receive, or are receiving Registered Mail on the platform must prepare, in duplicate, a PS Form 3854 or 3854-A to transfer the Registered Mail to the registry section. The manifold dispatch bill must be completed as follows:

- a. In the heading portion, complete the "To" line.
- b. Descriptively list the particulars of all rotary lock pouches and numbered sealed pouches and outside articles including the office of origin and destination ZIP Code.
- c. List the outside registered articles by registry numbers preceded by the symbol Ø (the capital letter O with a diagonal line through its center) and descriptively list offices of origin and destination.

Registry unit employees assigned to receive Registered Mail outside of the registry unit may transfer received items to the registry unit without preparing a new PS Form 3854 or 3854-A provided that the same employee physically delivers the locked container to the registry section.

If custody of the locked container or pouches is transferred to another registry unit employee outside of the registry unit for transport to the registry unit, a PS Form 3854 or 3854-A must be prepared in duplicate as outlined above for nonregistry unit employees in order to maintain individual accountability outside of the registry unit. All pouches and outsides within the locked container must be listed and verified individually.

The security containers must be kept under the immediate control of the platform Registered Mail receiver until hand-to-hand transfer is made to the registry cage. When more than one employee is designated to receive Registered Mail on the platform, each employee must have his or her own locking container. Incoming Registered Mail must be transferred to the registry cage no later than 30 minutes after arrival.

The platform Registered Mail receiver must round date all PS Forms 3854 or 3854-A, enter the rotary lock and rotary number or numbered tin band seal, list all outsides, and complete the name of office or ZIP Code of origin. The "To" line must be addressed to the P&DC/F registry cage. The form permits up to 30 entries. Use additional forms if more than 30 items are being transferred. Draw diagonal lines through unused spaces, and enter the total number of pouches and outsides to be dispatched. The platform Registered Mail receiver legibly signs his or her name in the top postmaster area block (top line) on both copies and enters the date and time of transfer.

**Note:** Under no circumstances is an HCR or PVS driver permitted to transport Registered Mail pouches or outsides in the cab of the truck.

If an HCR or PVS driver is observed with a Registered Mail pouch taken from the cab of the truck an irregularity report PS Form 5500 (HCR) or PS Form 3826 (PVS) must be completed and submitted to the appropriate transportation and networks manager.

This page intentionally left blank

# 4 Banking Processing and Distribution Center/Facility Section

**Note:** Registry cage employees and clerks-in-charge of the vault, safe, or security cage at a nonbanking Processing and Distribution Center/Facility Section (P&DC/F) should refer to Chapter [5](#).

## 4-1 Registry Employees

---

Registry bid employees and those regularly assigned to registry section must sign in and out of the registry section using PS Form 1625, *Record of Entry – Registry Section*, to provide accurate records of employees working with Registered Mail. These instances include the following:

- a. Upon beginning registry-related duties or beginning tour.
- b. When leaving for and returning from lunch and breaks.
- c. Upon ending registry-related duties or ending tour.

Use of a card access system does not relieve employees from this sign-in requirement.

Based upon local conditions, local management may require employees to sign in and out when they leave the registry section to perform registry-related duties.

All other individuals must sign in and out each time they enter or leave the registry section. There will be no exceptions. Record this activity on a separate PS Form 1625.

**Note:** Only individuals on official business are allowed access to the registry section.

## 4-2 Registry Section Clerks

---

### 4-2.1 Accepting Clerk

When the registry clerk accepts Registered Mail pouches and outsides from the platform Registered Mail receiver or HCR/PVS driver, the following occurs:

- a. The receiving employee checks the condition of each Registered Mail pouch or outside for visual damage and verifies that the headings on PS Form 3854 or 3854-A, *Manifold Registry Dispatch Book Bill*, are

properly completed showing the postmark of dispatching office (round dated both copies) and the “To” line is completed with the name of the registry section, or cage. The receiving employee also verifies the rotary lock number and rotary number or numbered tin band sealed pouches and outsides registers to those listed on PS Form 3854 or 3854-A and verifies the total number of articles dispatched to the total number of articles received, and enters the number received on the form. If there is a discrepancy in the rotary number or rotary lock number or numbered tin band seal, he or she immediately notifies the manager of distribution operations (MDO) or a supervisor and notes the irregularities on PS Form 3854 or 3854-A. Report any irregularity on PS Form 3826, *Registry Irregularity Report*.

- b. The acceptance clerk legibly signs his or her name in the bottom postmaster signature block area (bottom line), completes the actual time of receipt, and round dates all copies (lower right-hand corner) of PS Forms 3854 or 3854-A.

The platform Registered Mail receiver or HCR/PVS driver keeps one copy of PS Form 3854 or 3854-A, and the registry clerk retains the original copy in the registry section for 2 years.

**Note:** As a reminder, the Tour 2 registry acceptance clerk must also check with platform operations and contact the offices (by telephone) who were cited with a Registered Mail irregularity. Keep an updated log sheet (see [Exhibit 3-1.2b](#)) describing irregularities on file until resolution has been made.

All direct Registered Mail rotary pouches addressed to “Registry – Vault” must be immediately transferred from the acceptance clerk to the clerk-in-charge of the vault, safe, or security cage. The accepting registry clerk must identify it as a high-value article by writing the remittance pouch “RP” notation on the incoming PS Form 3854 or 3854-A and hand-to-hand transfer the accountability of the direct bank pouch to the clerk-in-charge of the vault, safe, or security cage. The clerk-in-charge of the vault, safe, or security cage must initial next to the “RP” notation on the PS Form 3854 or 3854-A. The acceptance clerk provides the clerk-in-charge of the vault, safe, or security cage with the PS Form 3854 or 3854-A and the registered rotary locked or numbered tin band mail pouches. Under no circumstance is this pouch to be opened by an opening clerk. The bank reconciliation checklist must be notated showing receipt of the direct bank pouch.

#### 4-2.2 **Clerk-in-Charge of the Vault, Safe, or Security Cage**

Employees in charge of or working in the valuable cage or vault must sign and note their times of entering and leaving the valuable cage or vault each time. Use a PS Form 1625 for recording the times.

Having accepted accountability, the clerk-in-charge of the vault, safe, or security cage must immediately transfer the direct bank to the valuable cage and must perform the following actions:

- a. Remove the pouch label, open and remove the rotary lock or cut the numbered tin band seal, remove the EP-9 envelope from the pouch, and temporarily set the envelope aside.



**Note:** The EP-9 envelope is used by the HCR/PVS driver to transport PS Form 3854 or 3854-A.

- b. Open and remove the contents from the Registered Mail pouch. The contents will have another Registered Mail pouch labeled to the bank that is secured with a numbered tin band seal along with a EP-399 envelope containing PS Form 3854 or 3854-A (contents bill) and a penalty envelope containing PS Forms 3883 or 3883-A, *Firm Delivery Receipt for Accountable and Bulk Delivery Mail*. The clerk must ensure all contents have been removed by elbowing the pouch.

The clerk-in-charge of the vault, safe, or security cage must locate the penalty envelope and verify the back of the penalty envelope for the dispatching office's round date, the two employees' signatures, and the identification number of the numbered tin band seal to the pouch received. The clerk opens the penalty envelope and removes copies of PS Forms 3883 or 3883-A. The clerk must verify the numbered tin band seal listed on the last sheet of the forms to the direct numbered tin band seal on the pouch to the bank. The enclosed PS Forms 3883 or 3883-A provide a detailed listing of the registered bank remittances submitted from the nonbanking P&DC/Fs that are enclosed in the pouch to the bank. **Do not open the direct pouch to the bank** but place it and PS Forms 3883 or 3883-A in the vault, safe, or security cage for later processing to the armored car service.

Report any discrepancies on PS Form 3883 or 3883-A immediately to the MDO. Notify the district finance manager as soon as possible.

## 4-3 Registry Section Opening Area

---

### 4-3.1 Registry Section Checklist

The P&DC/F registry section is responsible for maintaining a bank checklist that provides a listing of all Post Offices, stations, branches, and contract units that submit a bank remittance nightly. The checklist is used to document the receipt of a remittance, NIL-BILL, a no deposit, or a late deposit at the opening unit and will be used later during the reconciliation procedures. [Exhibit 4-3.1](#) is an example of a bank checklist.

### 4-3.2 Opening Clerk Responsibilities

The opening clerk must properly document receipt of a remittance by initialing the checklist under the appropriate column labeled for the type of remittance received, such as a deposit, NIL-BILL, no deposit, or late deposit. Additional copies of the checklist should be available to opening clerks for easier tracking of incoming deposits from retail units. If multiple bank checklists are used, a consolidated bank checklist will be required for reconciliation procedures.

Once all Registered Mail pouches have been processed, one opening clerk is responsible to gather and round date all bank checklists, update the previous day's worksheet, and update the log sheets for any registry irregularity. The clerk must immediately notify the MDO/SDO of the name of any office not

submitting a Registered Mail bank deposit, a NIL-BILL, or the statement “No deposit.” The MDO/SDO should immediately contact the office for resolution.

#### 4-3.3 Processing Registered Mail Pouch

To process the Registered Mail pouch, the opening clerk must perform the following:

- a. Check and remove the contents in EP-9 envelope attached to the pouch.

**Note:** There should be no contents in the envelope. The EP-9 is used by the HCR/PVS driver to transport PS Form 3854 or 3854-A.

- b. Check the condition of the pouch. Remove the pouch label, open and remove the rotary lock or cut the numbered tin band seal from the pouch, and set them aside. Remove the EP-9 envelope.
- c. Remove all contents. Check the pouch by elbowing and visually ensuring that all contents have been removed or by turning the pouch inside out.
- d. Locate PS Form 3854 or 3854-A (contents bill) or the envelope container (EP-399) to verify the rotary lock number and rotary number or the numbered tin band seal to the entries listed on the form. The PS Form 3854 or 3854-A may be located inside the EP-399 envelope or attached to a bundle.

**Note:** EP-399 is used at Post Offices, stations, branches, or contract units that submit a Registered Mail pouch nightly that contains no Registered Mail articles and no remittance (deposit). EP-399 contains PS Form 3854 or 3854-A. The form will show the words “NIL-BILL” written in large print across the columns. Once accepted, the opening clerk must identify the name of the office on the bank checklist and must initial his or her name to show the receipt of a NIL-BILL.

**Note:** All EP-399s must be opened to verify contents.

For offices sending a Registered Mail pouch with Registered Mail articles and no remittance (deposit), the PS Form 3854 or 3854-A will show the last numbered line entry as “No Deposit.” The opening clerk identifies the name of the office on the bank checklist and initials his or her name to document the receipt of a “No Deposit.”

- e. Initial his or her name on the daily bank checklist to document the receipt of a bank deposit. For poorly prepared deposits, refer the installation head of the dispatching office to the proper procedures detailed in Handbook F-101, *Field Accounting Procedures*, 9-1.2.2, Preparing and Dispatching Bank Deposits. Also, a *Bank Deposit Preparation Quick Reference* guide is available at the following link: [http://blue.usps.gov/accounting/\\_pdf/BankDepositPrepGuide.pdf](http://blue.usps.gov/accounting/_pdf/BankDepositPrepGuide.pdf).
- f. Place all registered bank deposits into a container identified for Postal Service bank deposits, located near the opening table(s) within the registry section. The clerk-in-charge of the vault, safe, or security cage is responsible for continuously collecting these deposits and securing

them in the vault, safe, or security cage. Deposits must not be left unattended in the opening area in the registry section.

**Note:** The opening clerk must check the round date on the G-10 address label attached to the bank deposit remittance. If the date is not current, this deposit must be included on the current day's bank checklist sheet and marked as "Late Deposit" in order to obtain the total number of registered deposits received. This deposit is considered late and must also be accounted for on the previous day's bank checklist sheet to balance the worksheet.

**Note:** Part 2-2.4 provides the NIL-BILL and dispatch system standard procedures that are used by Post Offices, stations, branches, and contract units. If there are any irregularities in how these procedures are carried out, then the office must be contacted immediately. All irregularities must be noted on PS Form 3854 or 3854-A. A PS Form 3826 must be completed.

- g. Examine the condition of individual articles and verify each article received to the listed entries on the PS Form 3854 or 3854-A. Indicate the distribution of each article received by writing one of the following symbols adjacent to the article number as listed on PS Form 3854 or 3854-A:

VP	Valuable piece.
R	Remittance article (bank deposit).
—	City (local delivery).
√	Outgoing mail.
X	Opener.
RP	Remittance pouch (direct bank pouch).

**Note:** Remittances are not required to be exchanged hand-to-hand from the opening clerk to the high value clerk. However, bank remittances must be individually verified by the valuable clerk and transferred to the high valuable cage timely but no longer than 30 minutes after opening.

- h. Verifies a direct bank pouch received inside another authorized container from a nonbanking mail P&D/F on the contents bill and transfers by hand-to-hand to the valuable clerk immediately.
- i. Enters the number of articles received on the PS Form 3854 or 3854-A, legibly signs his or her name (in the bottom postmaster block area of form), enters time received, and round dates the form (lower right-hand corner). This registry copy of PS Form 3854 or 3854-A is kept on file in the registry section for 2 years.
- j. Identifies any irregularity in writing on PS Form 3854 or 3854-A. If there is a discrepancy involving the rotary lock, the rotary number, numbered tin band seal, contents, or a damaged article, the clerk must immediately notify the MDO or an appropriate supervisor, complete PS Form 3826, and maintain a log sheet of irregularities.

**Note:** For damaged articles, management and the opening clerk must sign PS Form 3854 or 3854-A and write "DC" (damaged condition) after the article number listed on the form. The clerk must retain the rotary lock or numbered tin band seal and the pouch label for further investigation.

Exhibit 4-3.1

Sample Bank Checklist

Updated 6/6/2005 U.S. Postal Service **DAILY- REGISTERED MAIL REMITTANCE AND POUCH ACCOUNTABILITY RECORD** Confidential

MONDAY-FRIDAY									
	STATIONS	Opening clerk's initial	Bank Deposit	Late Deposit	SSPC	Vault clerk's initial	No Deposit (NDR)	NIL-BILL	Comments
1	CS#1 Linda's Hallmark 85022								
2	CS#3 Michelle's Hallmark 85016								
3	CS#4 Cornerstone Pharmacy 85018								
4	CS#5 Hallmark Creations 85044								
5	CS#6 Camelback Vlg. Pharmacy 85018								
6	CS#8 Monty's Hallmark 85053								
7	CS#11 Martins Hallmark 85051								
8	CS#16 Postal Palace 85032								
9	CS#15 John&Kathy's Sm. Shop 85003								
10	CS#24 Diana's Card & Gift 85028								
11	CS # 25 Desert Sky/Flying Stamp 85075								
12	GMF Window Serv. (Early Close out)								
13	GMF Window Serv. (Late Close out)								
14	GMF Window Serv-Mobile # 56								
15	Ahwatukee Sta. 85044								
16	Arcadia Sta. 85018								
17	Boulder Hills 85050								
18	Cactus Sta. 85032								
19	Capitol Sta. 85009								
20	Downtown Sta. 85004								
21	Indian School Sta. 85014								
22	Maryvale Sta. 85031								
23	McDowell Sta. 85008								
24	Northeast Sta. 85016								
25	Northwest Sta. 85015								
26	Osborn Sta. 85013								
27	Osborn Philatelic#50,51 (Closed Thursday)								
28	Pecos Sta. 85048								
29	Rio Salado Sta. 85034								
30	Shaw Butte Sta. 85029								
31	Sierra Adobe Sta. 85023								
32	CS#7 New River Mail Box 85087								
33	CS#9 Anthem-Basket,Blossoms 85086 (1 day behind)								
34	CS#10 Desert Hills Mail Box 85085								
35	South Mountain Sta. 85040								
36	Sunnyslope Sta. 85020								
37	Washington Sta. 85021								
38	Littlefield 86432 (1 day behind) (Monday No Deposit)								
	<b>Total</b>	<b>38</b>							

## 4-4 Repairing Registered Mail Containing a Bank Deposit

---

The following procedures must be followed when a registered tamper-evident plastic bag containing a bank deposit arrives at a registry unit in a manner not consistent with Registered Mail items or breaks open in a registry cage:

- a. Immediately notify a supervisor. The supervisor should determine whether or not the tamper-evident plastic bag or its contents were violated. If it is determined that it has been violated, immediately contact the Inspection Service and request their involvement in examining the package and verifying its contents.
- b. If the Inspection Service is not available, the supervisor should determine whether to verify the contents. Witnesses are required for verification of contents.
- c. If the contents are verified and the original package is repaired or a separate package is used, then use the original PS Label 200, affix and endorse PS Label 21 as per Handbook DM-901, 6-3.2.1, document the irregularity, and forward the articles accordingly. If the contents have been compromised or it can not be determined, the original dispatch items (pouch, rotary lock, numbered tin band seal, label, paperwork, and packaging) must be retained pending confirmation of the deposit by the bank and for audit control purposes.
- d. The registry unit employee discovering the questionable tamper-evident plastic bag containing the bank deposit should write a brief narration of the incident, sign it, and have the supervisor sign it as a confirmation of the transaction. They must also initial all documents and notes that came with the shipment or new containers made for forwarding.

## 4-5 Consolidating Daily Bank Checklist

---

The opening clerk consolidates the daily bank checklists (see [Exhibit 4-5](#)) to determine the following:

- a. Total of deposits received.
- b. Total of NIL-BILL received.
- c. Total of No Deposits received.
- d. Total of Late Deposits received.
- e. Number of expected deposits.
- f. Grand total of number of deposits received.

The clerk prints his or her name and round dates the form. The total number of remittances received (including NIL-BILLS and no deposits) must match the total number of bank remittances expected. For offices with multiple forms, a consolidated sheet must be completed with the totals of remittances received on each checklist and documented on the consolidated sheet. Total the consolidated sheet. The clerk prints his or her name as the

person completing the consolidated form, round dates, and attach all the checklists to this form.

#### 4-5.1 **Discrepancies**

The MDO is required to maintain a current list of all office's 24-hour telephone numbers (including cell telephone numbers) and the names of two contact persons who can be notified at the time of any discrepancies in receiving bank deposits. This includes the names and telephone numbers of personnel responsible for direct Registered Mail pouches from the concentration facilities. It is recommended to include the names and telephone numbers of managers of Post Office operations and managers of customer service.

#### 4-5.2 **Discrepancy Reports**

If there are any discrepancies, notify the supervisor immediately. All discrepancies must be followed up and resolved as soon as possible. At the end of each tour, the registry supervisor or MDO must ensure that a Daily Remittance Discrepancy Report is completed (see [Exhibit 4-5.2](#)). This report must be sent to the district manager, plant manager, manager Post Office operations, district finance manager, MDOs, registry coordinators, and registry supervisors.

Exhibit 4-5

**Daily Bank Checklists, (page 1)**

Phoenix Registry Updated 6/6/2005							
<b>Consolidated Bank Checklist Worksheet</b>							
<b>Tour 3 to Tour 1</b>							
Date:							
<b>Phoenix Processing &amp; Distribution Center Bank Deposits</b>							
Page	Bank Deposit	Late Deposit	SSPC	No Deposit	NIL-BILL	Closed Offices	Comments
1							
2							
3							
4							
5							
6							
7							
8							
9							
<b>Total</b>							
<b>Total Number of Deposits documented on the Accountability Sheet by Tour-3:</b>							
<b>Total Number of Deposits Printed on PS Form 3883-A, by Tour-3:</b>							
<b>Total Number of Bank Registered Mail Pouches prepared</b>							
<b>Total Number of Deposits in each of the Bank Registered Mail Pouches</b>							
<b>Total number of Bank registered pouches transferred to Tour1</b>							
<b>Seal Number(s) on the Pouch(s) Transferred</b>							
<b>Print name of person completing Bank Tour 3 Checklist</b>							
<b>Clerk Signature Preparing Bank Registered Mail Pouch:</b>							
<b>Witness Signature Verifying Bank Registered Mail Pouches: (Must be a SDO)</b>							
<b>Have all the discrepancies on the Accountability sheet in Tour 3 are addressed:( SDO's signature)</b>							
<b>Has DRDR (Daily Remittance Discrepancy Report) been sent for today: (SDO's signature)</b>							
<b>Comments:</b>							
6/6/2005				Round Date			

Exhibit 4-5 (page 2)  
**Daily Bank Checklists**

Phoenix Registry  
 Updated 6/6/2005

<b>Consolidated Bank Checklist Worksheet</b>							
<b>Tour 1 to Tour 2</b>							
Date:							
<b>Phoenix Processing &amp; Distribution Center Bank Deposits</b>							
Page Number	Bank Deposit	Late Deposit	SSPC	No Deposit	NIL-BILL	Closed Offices	Comments
1							
2							
3							
4							
5							
6							
7							
8							
9							
<b>Total</b>							
Total Number of Deposits documented in the Accountability Sheet :							
Total # of Deposits Printed on PS Form 3883-A, by Tour-1:							
Total # of Deposits Printed on PS Form 3883-A, by Tour-3:							
Total # of Bank Registered Mail Pouch prepared in Tour 1							
Total Tour 1 Deposits in each Bank Registered Mail Pouch							
Seal Number(s) on the Pouch(s) prepared on Tour 1							
Total Tour 3 Bank Registered Mail Pouches received							
Seal Number(s) on the Pouch(s)							
Total Tucson Bank Registered Mail Pouches received/ # of deposits in each pouch							
Seal Number(s) on the Pouch(s)							
Print name of person completing Tour 1 Bank Checklist Form:							
Clerk Signature Preparing Bank Registered Mail Pouch:							
Witness Signature Verifying Bank deposits (Must be an SDO):							
Are all the discrepancies on the Accountability sheet addressed: (SDO's signature)							
Is the Accountability sheet completed 100%? ;(SDO's signature):							
Has DRDR (Daily Remittance Discrepancy Report) been sent for today: (SDO's signature)							
Comments:							
Round Date							

6/6/2005



Exhibit 45 (page 3)  
**Daily Bank Checklists**

Phoenix Registry  
 Updated 6/6/2005

Consolidated Bank Checklist Worksheet							
Tour 2 to ATS ( Armored ) driver							
Date:							
Phoenix Processing & Distribution Center Bank Deposits							
Page	Bank Deposit	Late Deposit	SSPC	No Deposit	NIL-BILL	Closed Offices	Comments
1							
2							
3							
4							
5							
6							
7							
8							
9							
<b>Tucson</b>							
<b>Total</b>							
Total Number of Deposits documented in the Accountability Sheet:							
Total Number of Deposits Printed on PS Form 3883-A (Tour 3 + Tour 1)							
Grand Total of Number of Deposits Received by Tour 2 (Tour1+Tour3):							
Total Number of Bank Registered Mail Pouches received from Tour 1							
Seal Number(s) on the Pouch(s)							
Total Number of Bank Deposit received from Tucson							
Seal Number(s) on the Pouch(s)							
Total Number of pouches turned in to the ATS (Armored) Driver:							
Did the Armored courier's signature match the signature on the list							
Clerk Signature Transferring Bank deposits to the ATS driver:							
Witness Signature Verifying Bank deposits pouches (Must be an SDO):							
Are all the discrepancies on the Accountability sheet addressed: (SDO's signature)							
Is the Accountability sheet completed 100% and the discrepancies been addressed ( SDO's signature)							
Comments:							
					Round Date		

6/6/2005

Exhibit 4-5.2

**Daily Remittance Discrepancy Report**

**“ Daily Discrepancy Report” - DDR  
Tour - 3- Resolved**

This Report indicates the office(s), which failed to send the Nil Bill, remittance or pouches, and who was contacted and by whom and when.

Date of the discrepancy	Name, City & Zip Code of the office	Item not received			Name of Contact Person & Designation	Reason * (see below)	Contacted by-Name & designation(SDO, Manager etc.,)	Time of the Phone call	Inspector McKinley Notified		Did P & DC notified ahead		Date the discrepancy resolved, (attach, if any and see note below)**
		Pouch	Nil Bill	Remittance					Yes	No	Yes	No	
5/31/2005	Chino Valley 86323	X	X	X	Dave Hyslip SCS	1	Karen Garnand SDO	1800		X	Yes	6/3/2005	
5/31/2005	Washington Station 85021	X	X	X	Henry Villalobos SCS	2	Karen Garnand SDO	2130		X	No	6/3/2005	

\* If not enough room please explain below indicated by number.  
 \* Problem:  
 1. HCR driver informed Marie Johnson, SCS at Prescott, that Chino Valley did not have their paperwork with the pouch in the vestibule so he left the pouch. She then called the Phoenix Registry to inform us of the situation. Dave Hyslip was called and informed of the situation. He stated he will go back to Chino Valley and secured the pouch and will send it in on 06/01/2005.  
 2. Spoke to Mr. Villalobos and he stated the paperwork was not correct so the driver wouldn't wait for the clerk to correct it. The pouch is secure in the station.

\*\*Solution:  
 1. Received deposit on 06/01/2005.  
 2. Received Washington Stations deposit on 06/01/2005.

6/6/2005

updated 06/20/03

## 4-6 Processing of Remittances by the Clerk-in-Charge of the Vault, Safe, or Security Cage

---

### 4-6.1 Collecting of Remittances

For collecting remittances, the following procedures are to be followed:

- a. The clerk-in-charge of the vault, safe, or security cage is responsible for gathering and placing all registered bank deposits in letter trays grouped together by size. This procedure makes the scanning of registered barcodes easier to complete.
- b. The clerk-in-charge of the vault, safe, or security cage verifies that all articles are appropriately addressed for banking purposes. The total received at the vault, safe, or security cage must match the total received at the opening unit and must be verified to the total on the consolidated bank checklist and the clerk must initial each individual item. Any discrepancy in totals must be resolved immediately.

**Note:** Responsibility for the high valuable vault, safe, or security cage must be limited to only one employee per tour. Access to the high valuable vault, safe, or security cage must be restricted to the high valuable clerk and the witness during the building of the bank pouch. Any employee entering the high valuable vault, safe, or security cage must document on PS Form 1625 every time they enter or leave the area.

### 4-6.2 Building the Direct Bank Pouch

The following procedures are to be followed in building the Direct Bank pouch:

- a. The clerk-in-charge of the vault, safe, or security cage must prepare a direct Registered Mail numbered tin band sealed pouch to the bank.
- b. To prepare and properly seal a number 2 canvas Registered Mail pouch for the bank, the following materials are needed:
  - (1) Number 2 canvas mail pouch (pouches appearing torn or defective upon examination are not used).
  - (2) PS Forms 3854 or 3854-A.
  - (3) Registered Mail bank deposits.
  - (4) Printed PS Forms 3883-A.
  - (5) Bank checklists.
  - (6) Pouch label for the Number 2 canvas mail pouch made out to the bank.
  - (7) Numbered tin-band seal (Item 0817-C).
  - (8) Rubber bands.

#### 4-6.2.1 Using the Firm Print Work Station

Prepare a direct mail pouch to the bank as described below:

- a. The clerk-in-charge of the vault, safe, or security cage must scan all Registered Mail barcodes for bank deposits by using the PWS scanner. A **supervisor** (preferred) or another registry clerk **must be present to witness** the scanning of Registered Mail barcodes for the bank deposits, placing of the contents in the mail pouch, and sealing of the pouch. After scanning all items, the clerk must print three copies of the firm delivery bill (PS Form 3883-A).

The clerk must verify the grand total printed on PS Form 3883-A to the appropriate total on the consolidated checklist. The totals must match. All discrepancies must be resolved immediately. The clerk-in-charge of the vault, safe, or security cage, and a witness, supervisor (preferred) or a registry clerk after verifying that all entries are correct must sign their names on the consolidated bank checklist and on all of the last pages of PS Form 3883-A. Round date to certify the total number scanned equals the total number received and recorded on the bank checklist.

**Note:** The creation of a firm sheet permits the clerk-in-charge of the vault, safe, or security cage to link multiple mail pieces to a single signature by using the barcodes on the firm sheets and PS Form 3849, *Delivery Notice/Reminder/Receipt*.

- b. The clerk-in-charge of the vault, safe, or security cage places the three printed copies of the firm delivery bill (PS Form 3883-A) in front of the item relating to the first registered number printed on the form. The firm delivery bill shows the first 50 pieces scanned by listing each of the registered articles on lines 1 through 50.

The next set of firm delivery bills shows the next 50 scanned registered remittances by listing each of the registered articles on lines 51 through 100. If the registered remittances are dispatched in trays, the succeeding pages of PS Forms 3883-A are placed in front of the first registered number article on the printed list. This procedure continues until all Registered Mail bank deposits have been accounted for by using the PWS scanner.

If the registered remittances are bundled, the clerk-in-charge of the vault, safe, or security cage then separates the 3 copies of Form 3883-A and places the original and 1 copy of the form on top of the first article listed and sets the other copy aside. The clerk bundles the registered remittances and places all the Forms 3883-A on top of the first article of the first bundle. The best practice in bundling is to place the articles in sequence as listed on PS Form 3883-A and number the bundles sequentially. Letters and flats should be bundled separately.

**Note:** Always check the interior of the No. 2 canvas mail pouch for articles that may have been trapped in the pouch prior to using.

The clerk-in-charge of the vault, safe, or security cage must write the numbered tin band seal identification number on the last printed sheets

of all the PS Forms 3883-A prior to placing into the Registered Mail pouch.

- c. The clerk-in-charge of the vault, safe, or security cage must secure the Number 2 canvas Registered Mail pouch with a numbered tin band seal and prepare the pouch label.

**Note:** The clerk must seal the pouch by slipping the seal, with the number down, through the hasp and up through one of the pouch's grommets before sealing. The number should appear on the outside of the seal.

The clerk should identify the registered pouch by properly preparing the mail pouch label:

Top line:           Name of bank, Post Office box number.  
 Second line:       City, state and ZIP Code of destination.  
 Bottom line:       City, state, and ZIP Code of dispatching office.

The clerk ensures the label is completed as stated above and places it in the label slide attached to the Registered Mail pouch.

#### 4-6.2.2 **Securing the Direct Bank Pouch to the Vault**

Secure the Direct Bank pouch to the vault as described below.

- a. The clerk-in-charge of the vault, safe, or security cage must place the pouch and the copies of any PS Forms 3883-A in the vault, safe, or security cage for dispatch to the armored car service.

**Note:** The direct mail pouch to the bank from the concentration offices (nonbanking P&DC/Fs) and PS Forms 3883 or 3883-A are verified, accepted, and placed in the vault, safe, or security cage until the armored car service driver arrives. This pouch must be listed to the valuable inventory on PS Form 3854 or 3854-A. The concentration offices account for bank deposits by providing the banking P&DC/F with the appropriate PS Form 3883 or 3883-A relating to that shipment.

- b. Once the numbered tin band seal Direct Bank pouch has been prepared, the clerk-in-charge of the vault, safe, or security cage must complete a PS Form 3849 in blue or black ink, as follows:
  - (1) Enter today's date.
  - (2) Enter sender's name/ZIP Code.
  - (3) Check "Other" on the left side of the front of the form and write Pouch(s).
  - (4) In the article number(s) area, list the numbered tin band seals of the bank Registered Mail pouches (including the direct pouches from the nonbanking P&DC/Fs).
  - (5) Provide the customer name (the bank) and address in the Notice Left Section for customer pick up.
- c. The clerk must leave all Direct Bank pouches in the vault, safe, or security cage until the arrival of the driver from the armored car service.
- d. The clerk-in-charge of the vault, safe, or security cage prepares PS Form 3854 or 3854-A (in triplicate) to hand-to-hand transfer the

accountability of direct Registered Mail numbered tin band seal pouches to the armored car service driver, who then transfers them to the bank.

In preparing PS Form 3854 or 3854-A, the clerk-in-charge of the vault, safe, or security cage must do the following:

- (1) Ensure that headings show the postmark of the dispatching office (round date all copies).
- (2) Complete the "To" line with the names of the armored car service and the bank.
- (3) List all numbered tin band seal(s) of each registered pouch (beginning on line 1) to be dispatched to the bank and complete office name or ZIP Code of the facility that prepared the pouch and the destination ZIP Code of the bank.
- (4) Draw diagonal lines through unused spaces.
- (5) Complete the block with the total number of Registered Mail pouches on the form.
- (6) Keep PS Form 3854 or 3854-A and copies with registered numbered tin band seal pouch(s) in the vault, safe, or security cage until delivery can be made.

#### 4-6.2.3 **Preparation for the Transfer of Accountability of the Direct Bank Pouches Between Tours**

The ending tour's clerk-in-charge of the vault, safe, or security cage transferring the accountability of the direct numbered tin band seal Registered Mail pouch(s) to the next tour's clerk-in-charge of the vault, safe, or security cage must complete PS Form 3854 or 3854-A (in triplicate). In preparing the form, the ending tour's clerk must:

- a. Round date the form (in the top postmark of dispatching office block).
- b. Address the "To" line to the next tour (number) clerk name in charge of vault, safe, or security cage.
- c. List numbered tin band seal pouches for hand-to-hand transfer.
- d. Provide the name of office or ZIP Code of origin and destination.
- e. Draw diagonal lines through unused spaces.
- f. Enter the total number of Registered Mail pouches to transfer.

Keep PS Form 3854 or 3854-A with registered pouch(s) in the vault, safe, or security cage until hand-to-hand transfer of accountability can be completed.

#### 4-6.2.4 **Transfer of the Contents of Vault, Safe, or Security Cage**

The following actions occur during transfer of the contents of a vault, safe, or security cage:

- a. At the time of hand-to-hand transfer of the accountability of the high-valuable items, including the Direct Bank pouch(s), the ending tour's clerk-in-charge of the vault, safe, or security cage provides the incoming tour's clerk-in-charge of the vault, safe, or security cage with the appropriate number of PS Forms 3854 or 3854-A, the high-valuable

- items, and numbered tin band seal Direct Bank pouch(s). The ending tour's clerk legibly signs his or her name in the top postmaster block area (top line) to make the exchange and enters the time of the transaction on all copies.
- b. The incoming tour's clerk-in-charge of the vault, safe, or security cage must verify the headings of PS Form 3854 or 3854-A, must verify the register number of the high valuables and the registered numbered tin band seal pouch(s) to the items listed on the PS Form 3854 or 3854-A, and must examine the condition of each pouch transferred. The incoming tour's clerk legibly signs his or her name in the top postmaster block area (bottom line), enters the date and time, and round dates all forms in the lower right-hand corner as the receiving clerk. Any discrepancies identified during these procedures must be resolved immediately.
  - c. The incoming tour's clerk provides the ending tour's clerk with the original copy and keeps the third copy. The second copy is kept on file for 2 years.
  - d. The total count of all articles in the high valuable area must be recorded on PS Form 3875, *Daily Balance — Registry Section*. The purpose of this form is to account for the number of valuable articles, pouches, sacks, and jackets transferred to the valuable unit. The form is prepared at the end of each tour. A receipt must be obtained from the clerk assigned to the unit on the succeeding tour. The form is divided into two sections: "Registered Articles Handled" and "Registered Pouches, Sacks, and Jackets Handled." Each section has one column for mail received or held from previous day or tour and the other column for mail dispatched or on hand for the next day or tour. The total lines must always balance in each section (mail on hand or received in the unit must equal mail dispatched from the unit or still on hand for the next day or tour).
  - e. The bottom portion of the form contains a line for signature of the person in charge of the registry section and two lines for signatures of responsible clerks. The clerk preparing the form and transferring the registered articles must sign on the top line and the clerk receipting for Registered Mail articles signs on the bottom line.
  - f. If valuables are to be locked in a safe, vault or high valuable area for overnight retention, a descriptive listing by number and office must be prepared on PS Form 3854 or 3854-A and retained with the articles. These articles must be listed for the tour that will dispatch them the following day on PS Form 3875 under "received from other sources."
  - g. If the valuables will not be dispatched on the next tour (i.e., on a holiday), this transfer must take place at the end of each tour until these items are dispatched.

## 4-7 Armored Courier Service

---

### 4-7.1 Direct Armored Courier Services and Other Approved Procedures

Where management has provided for direct armored courier pick-up or local deposit to a branch bank from a retail unit, there must be a letter of authorization outlining these procedures. These procedures will be established by the area finance office (area treasury coordinator on behalf of the area finance manager) with approval of the district manager, local Inspection Service, Deputy Chief Inspector Headquarters, area security coordinator, and the assistant treasurer bank relations, Washington, DC. Districts that provide direct armored courier service to retail units must consult with the approval authorities listed above on acceptable procedures, and issue instructions to their retail units on protecting and transferring the remittance to the armored courier. Copies of the authorization and instructions must be on file with all approval authorities.

### 4-7.2 Armored Courier Service Pick-Up at P&DC/F

**Note:** When the armored courier service arrives at the banking P&DC/F, the courier must be escorted on Postal Service premises.

The following actions are required:

- a. The vault, safe, or security cage clerk or supervisor is responsible for verifying that the armored courier is an approved authorized courier prior to letting them into the building. The clerk must verify the courier's identity to a picture identification and signature list maintained for the vault, safe, or security cage. The armored car service is responsible for providing updated information of all authorized couriers assigned to pick up Postal Service remittances. Under no circumstances can Registered Mail articles be provided to unauthorized and unconfirmed couriers. Once authorization has been confirmed, the Registered Mail can be released.

**Note:** Never remove the deposit from the vault, safe, or security cage until the armored courier is verified and ready to receive the shipment.

- b. The clerk-in-charge of the vault, safe, or security cage presents the driver with PS Form 3854 or 3854-A, Registered Mail pouch(s) and PS Form 3849. The clerk legibly signs his/her name in the top postmaster block area (top line) making the dispatch, and enters the time of exchange on all copies of the forms.
- c. The armored car courier verifies headings, postmark date, and the numbered tin band seals of pouches listed on PS Form 3854 or 3854-A and examines the condition of each registered pouch. Any discrepancy or concerns involving the condition of the Registered Mail pouch or form must be resolved immediately. The courier legibly signs his or her name in the top postmaster block area (bottom line) and enters the date and time. The clerk must compare the signature and match the



name to the courier list for reasonable assurance. If it is questionable, summon a supervisor/manager to the registry room. The courier verifies the information written on PS Form 3849 and must legibly sign and print his or her name. The clerk-in-charge of the vault, safe, or security cage retains the signed form. The clerk must compare the signature and match the name to the courier list for reasonable assurance. If it is questionable, summon a supervisor/manager to the registry room.

- d. The clerk-in-charge of the vault provides the driver with the original and the third copy of the PS Form 3854 or 3854-A and the numbered tin band sealed Registered Mail pouch(s). The vault clerk keeps the second copy on file for 2 years.
- e. The clerk-in-charge of the vault, safe, or security cage scans the barcode on PS Form(s) 3849 and all PS Forms 3883 or 3883-A barcodes (including PS Form(s) 3883 or 3883-A from the concentration offices) to electronically link the barcode information to report that the Registered Mail deposits have been delivered. The clerk also must enter the barcode identification number of PS Form 3849 on all PS Form 3883 or 3883-A.
- f. The clerk-in-charge of the vault, safe, or security cage makes a copy of the signed PS Form 3849 and sends the original copy to the Central Forwarding System (CFS) for updating delivery information into the national database.

**Note:** The signed PS Form 3849 must be kept intact and in good condition, free of folds, tape, and tears. This will ensure that the form can be imaged properly on the optical scanning workstation at the CFS site.

- g. The clerk-in-charge of the vault, safe, or security cage gathers together and files them in the registry section for 2 years all copies of PS Form 3883 or 3883-A, the opening clerk's consolidated bank checklists, PS Form 3854 or 3854-A, and the signed copy of PS Form 3849.

**Note:** See [Exhibit 4-7.2](#), Daily Armored Courier Transaction Report, which records all the elements of the courier pick-up.

- h. At times the armored car service will bring cash and coin fulfillment orders for Post Offices. Once these items are received at the P&DC/F registry cage, the following steps must be taken:
  - (1) The registry acceptance clerk accepts PS Form 3877 and Registered Mail articles from the armored courier. All articles received are verified to the articles listed on the form.
  - (2) The clerk must total the number of pieces listed by sender, total the number of pieces received at the Post Office, sign his/her name legibly in the postmaster block area, and round date all copies. The copy is sent to the bank and the original is filed and retained at the registered cage for 2 years.
  - (3) Once each article is accepted, the registered clerk is required to affix a First-Class Mail Postage and Fee Paid Postal Service Permit No. G10 label to each article in order to dispatch.

- (4) If there is a discrepancy, the registered clerk notifies his/her immediate supervisor to verify those items presented and accepted on PS Form 3877. All discrepancies are noted on the form and the supervisor must notify the district Finance manager (DFM) and the Inspection Service.

#### 4-7.3 **Armored Courier Service Delivery to the Bank**

The following procedures apply to armored courier service delivery to the bank:

- a. At the time of the hand-to-hand exchange with the bank, the armored courier service provides the original and one copy of PS Form 3854 or 3854-A and the Registered Mail pouch(s) to transfer the accountability to the bank representative. The courier must legibly sign his or her name again on the bottom postmaster block area (top line) to make the dispatch and must enter the date and time of transfer on all copies of PS Form 3854 or 3854-A.
- b. The bank representative must examine the condition of each registered sealed pouch and verify the postmark date and the numbered tin band seal(s) from the received pouch(s) to PS Form 3854 or 3854-A. The bank representative must legibly sign his/her name on both forms in the bottom postmaster block area (bottom line). Any discrepancy must be noted on both forms and the MDO must be immediately notified by the bank representative.
- c. The bank representative returns to the armored courier the copy of PS Form 3854 or 3854-A and keeps the original on file for 2 years.
- d. The bank representative removes each pouch label, cuts the numbered tin band seal from the pouch, and sets them aside. He or she removes the EP-9 envelope (if attached to the pouch) and all bank remittances that are inside the pouch.

**Note:** Only canvas mail pouches from the nonbanking P&DC/Fs will have an EP-9 envelope attached to the pouch. There should be no contents in the envelope.

- e. The bank representative must verify each Registered Mail article inside the pouch to the listed entries on PS Forms 3883 or 3883-A enclosed with each of the bundles or letter trays.
- f. Any discrepancy must be reported immediately to the MDO and to the district finance office. If a discrepancy is identified, the bank representative is responsible to retain and return to the MDO or designee, the original signed copy of PS Form 3854 or 3854-A, PS Forms 3883 or 3883-A, the Registered Mail pouch, the numbered tin band seal, and the pouch label for further investigation. The MDO must make arrangements with the bank on how to have the items listed returned in a timely manner.

**Note:** The MDO and the district finance office will notify the Inspection Service and the district finance manager of any irregularity. The MDO must make arrangements with the bank to return the items listed in a timely manner. The bank representative

must be provided with two Postal Service contact names and telephone numbers for reporting irregularities.

- g. After all items have been verified, a bank representative must sign and stamp with their bank stamp and send one full-set copy of PS Forms 3883 or 3883-A back to the banking P&DC/F. The banking P&DC/F clerk-in-charge of the vault, safe, or security cage must verify receipt of all returned forms from the bank and file them with appropriate paperwork for 2 years. The banking P&DC/F should provide the bank with self-addressed penalty envelopes to ensure the return of the signed copies of PS Forms 3883 or 3883-A.

Exhibit 4-7.2

**Daily Armored Courier Transaction Report**

**DAILY ARMORED COURIER TRANSACTION REPORT  
(DACTR)**

Phoenix Registry

Date of Transaction	Day of Transaction	Name of Armored Personnel	Badge number	Is this Person in the ATS List?	Arrival Time	Departure Time	Total Trans Time(Mts)	Total # of Remittances to Compass Bank	Number of pouches delivered	Seal number of each pouch List below	Did the Armored driver's signature match the signature on the list Provided by ATS	Name of the Supervisor Witnessed	Name of the Employee (s) doing the transfer	Armored Car License #
6/5/2005	Sun	J.Doe	A123	Yes	8:45 AM	8:51 AM	6	xxx	3	\$123456, \$789123, & \$456789	Yes	B Briggs	Andrews	AB99999
Starting 10-01-04 ATS would deliver the Bank Remittances to Compass Bank.														

Restricted Information

Confidential

Updated on 11/03/04

# 5 Nonbanking Consolidation Mail Processing and Distribution Centers and Facilities

## 5-1 Registry Employees

---

Registry bid employees and those regularly assigned to the registry section must sign in and out of the registry section using PS Form 1625, *Record of Entry Into Registry Section*, to provide accurate records of employees working with Registered Mail. These times include the following:

- a. Upon beginning registry-related duties or beginning tour.
- b. When leaving for and returning from lunch and breaks.
- c. Upon ending registry-related duties or ending tour.

Use of a card access system does not relieve employees from this sign-in requirement.

Based on local conditions, local management may require employees to sign in and out when they leave the registry section to perform registry-related duties.

All other individuals must sign in and out every time they enter or leave the registry section. There will be no exceptions. This activity will be recorded on a separate PS Form 1625.

**Note:** Only individuals on official business are allowed access to the registry section.

## 5-2 Registry Section Clerk

---

The registry clerk accepting Registered Mail pouches and outsides from the platform Registered Mail receiver or highway contract route/private vehicle service (HCR/PVS) driver performs the following:

- a. Checks the condition of each Registered Mail pouch or outside for any visual damage.
- b. Verifies that the headings on PS Form 3854 or 3854-A, *Manifold Registry Dispatch Book Bill*, are properly completed showing the postmark of dispatching office (round date both copies).

- c. Checks that the “To” line is completed with the name of the P&DC/F, registry section, or cage.
- d. Verifies that the rotary lock number and rotary number or numbered tin band sealed pouches and outsides registers to those listed on PS Form 3854 or 3854-A.
- e. Verifies the total number of articles dispatched to the total number of articles received and enters the number received on the form. Reports any irregularity using PS Form 3826, *Registry Irregularity Report*.

The acceptance clerk performs the following:

- a. Legibly signs his/her name in the bottom postmaster signature block area (bottom line).
- b. Completes the actual time of receipt.
- c. Round dates all copies (lower right-hand corner) of PS Forms 3854 or 3854-A.

The platform Registered Mail receiver or HCR/PVS driver keeps one copy of PS Form 3854 or 3854-A, and the registry clerk retains the original copy in the registry section for 2 years.

**Note:** The Tour 2 registry acceptance clerk must also check with platform operations and contact the offices (by telephone) who were cited with a Registered Mail irregularity. A log sheet (see [Exhibit 3-1.2b](#)) describing irregularities must be kept and updated on file until resolution has been made.

## 5-3 Registry Section Opening Area

---

### 5-3.1 Registry Section Checklist

The mail processing and distribution centers and facilities (P&DC/F) registry section is responsible for maintaining a bank checklist that provides a listing of all Post Offices, stations, branches, and contract units that submit a bank remittance each business day. The checklist is used to document the receipt of a remittance, NIL-BILL, a no deposit, or a late deposit at the opening unit and will be used later during the reconciliation procedures. [Exhibit 4-5](#) is an example of a bank checklist.

### 5-3.2 Opening Clerk Responsibilities

The opening clerk must properly document receipt of a remittance by initialing the checklist under the appropriate column labeled for the type of remittance received, such as a deposit, NIL-BILL, no deposit, or late deposit. Additional copies of the checklist should be available to opening clerks for easier tracking of incoming deposits from retail units. If multiple bank checklists are used, a consolidated bank checklist will be required for reconciliation procedures.

Once all Registered Mail pouches have been processed, one opening clerk is responsible to gather and round date all bank checklists, update the previous day’s worksheet, and update the log sheets for any registry irregularity. The

clerk must immediately notify the manager of distribution operations/ supervisor of distribution operations (MDO/SDO) of the name of any office not submitting a Registered Mail bank deposit, a NIL-BILL, or the words "No deposit." The MDO/SDO will immediately contact the office for resolution.

### 5-3.3 Processing Registered Mail Pouch

To process the Registered Mail pouch, the opening clerk must:

- a. Check and remove the contents in EP-9 envelope attached to the pouch.

**Note:** There should be no contents in the envelope. The EP-9 is used by the HCR/PVS driver to transport PS Form 3854 or 3854-A.

- b. Check the condition of the pouch. Remove the pouch label, open and remove the rotary lock or cut the numbered tin band seal from the pouch, and set them aside. Remove the EP-9 envelope.
- c. Remove all the contents. Check the pouch by elbowing and visually ensuring that all contents have been removed or by turning the pouch inside out.
- d. Locate PS Form 3854 or 3854-A or the envelope container (EP-399) to verify the rotary lock and rotary number or the numbered tin band seal to the entries listed on the form.

**Note:** An EP-399 is used at Post Offices, stations, branches, or contract units that submit a Registered Mail pouch nightly that contains no Registered Mail articles and no remittance (deposit). An EP-399 contains PS Form 3854 or 3854-A. The form will show the words NIL-BILL written in large print across the columns. Once accepted, the opening clerk must identify the name of the office on the bank checklist and initial his or her name to show the receipt of a NIL-BILL.

**Note:** All EP-399s must be opened to verify contents.

For offices sending a Registered Mail pouch with Registered Mail articles and no remittance (deposit), the PS Form 3854 or 3854-A will show the last numbered line entry as No Deposit. The opening clerk identifies the name of the office on the bank checklist and initials his or her name to document the receipt of a No Deposit.

- e. The opening clerk must initial his or her name on the daily bank checklist to document the receipt of a bank deposit. For poorly prepared deposits, refer the installation head of the dispatching office to proper procedures detailed in Handbook F-101, *Field Accounting Procedures*, 9-1.2.2, Preparing and Dispatching Bank Deposits. Also, a *Bank Deposit Preparation Quick Reference* guide is available at the following link: [http://blue.usps.gov/accounting/\\_pdf/BankDepositPrepGuide.pdf](http://blue.usps.gov/accounting/_pdf/BankDepositPrepGuide.pdf).
- f. The clerk must place all registered bank deposits into a container identified for Postal Service bank deposits, located near the opening table(s) within the registry section. The clerk-in-charge of the vault, safe, or security cage is responsible for collecting these deposits and

securing them in the vault, safe, or security cage. Deposits must not be left unattended in the opening area in the registry section.

**Note:** The opening clerk must check the round date on the G-10 address label attached to the bank deposit remittance. If the date is not current, this deposit must be included on the current day's bank checklist sheet and marked as Late Deposit in order to obtain the total number of registered deposits received. This deposit is considered late and must also be accounted for on the previous day's bank checklist sheet to balance the worksheet.

**Note:** Part 2-2.4 provides the NIL-BILL and dispatch system standard procedures used by Post Offices, stations, branches, and contract units. If there are any irregularities in how these procedures are carried out, then the office must be contacted immediately. Note all irregularities on PS Form 3854 or 3854-A and complete a PS Form 3826.

- g. Examine the condition of individual articles and verify each article received to the listed entries on the PS Form 3854 or 3854-A. Indicate the distribution of each article received by writing one of the following symbols adjacent to the article number as listed on PS Form 3854 or 3854-A:

VP	Valuables piece.
R	Remittance article (bank deposit).
—	City (local delivery).
√	Outgoing mail.
X	Opener.
RP	Remittance pouch ("direct bank" pouch).

**Note:** Remittances are not required to be exchanged hand-to-hand from the opening clerk to the high value clerk. However, bank remittances must be individually verified by the valuable clerk and transferred to the high valuable cage timely but no longer than 30 minutes after opening.

- h. A direct bank pouch received inside another authorized container from nonbanking mail processing and distribution centers/facilities must be verified on the contents bill and transferred by hand-to-hand to the valuable clerk immediately.
- i. The opening clerk enters the number of articles received on the PS Form 3854 or 3854-A, legibly signs his/her name (in the bottom postmaster block area of form), enters time received, and round dates the form (lower right-hand corner). This registry copy of PS Form 3854 or 3854-A is kept on file in the registry section for 2 years.
- j. Any irregularity must be identified in writing on the PS Form 3854 or 3854-A. If there is a discrepancy involving the rotary lock, the rotary number, numbered tin band seal, contents or a damaged article, the clerk must immediately notify the manager distribution office (MDO) or an appropriate supervisor and complete PS Form 3826 and maintain a log sheet of irregularities.

**Note:** For damaged articles, management and the opening clerk must sign the PS Form 3854 or 3854-A and place the symbol "DC"



(damaged condition) after the article number listed on the form. The clerk must retain the rotary lock or numbered tin band seal and the pouch label for further investigation.

## 5-4 Repairing Registered Mail Containing a Deposit

---

The following procedures must be followed when a registered tamper-evident plastic bag containing a bank deposit arrives at a registry unit in a manner not consistent with Registered Mail items or breaks open in a registry cage:

- a. Immediately notify a supervisor. The supervisor should determine whether or not the tamper-evident plastic bag or its contents were violated. If it is determined that it has been violated, immediately contact the Inspection Service and request their involvement in examining the package and verifying its contents.
- b. If the Inspection Service is not available, the supervisor should determine whether to verify the contents. Witnesses are required for verification of contents.
- c. If the contents are verified and the original package is repaired or a separate package is used, use the original PS Label 200, affix and endorse PS Label 21 as per Handbook DM-901, *Registered Mail*, section 6-3.2.1, document the irregularity, and forward the articles accordingly. If the contents have been compromised or it can not be determined, the original dispatch items (pouch, rotary lock, numbered tin-band seal, label, paperwork, and packaging) must be retained pending confirmation of the deposit by the bank and for audit control purposes.
- d. The registry unit employee discovering the questionable tamper-evident plastic bag containing a bank deposit should write a brief narration of the incident, sign it, and have the supervisor sign it as a confirmation of the transaction. They must also initial all documents and notes that came with the shipment or new containers made for forwarding.

## 5-5 Consolidating Daily Bank Checklist

---

The opening clerk consolidates the daily bank checklists (see [Exhibit 4-5](#)) to determine the following:

- a. Total of deposits received.
- b. Total of NIL-BILL received.
- c. Total of No Deposits received.
- d. Total of Late Deposits received.
- e. Number of expected deposits.
- f. Grand total of number of deposits received.

The clerk prints his or her name and round dates the form. The total number of remittances received (including NIL-BILLs and No Deposits) must match the total number of bank remittances expected. For offices with multiple forms, a consolidated sheet must be completed with the totals of remittances received on each checklist and documented on the consolidated sheet. Total the consolidated sheet. The clerk prints his or her name as the person completing the consolidated form, round dates, and attaches all the checklists to this form.

#### 5-5.1 **Discrepancies**

The MDO is required to maintain a current list of all office's 24-hour telephone numbers (including cell phones) and the names of two contact persons who can be notified at the time of receiving any discrepancies in bank deposits. This list includes the names and telephone numbers of personnel responsible for direct Registered Mail pouches from the concentration facilities. It is recommended to include the names and telephone numbers of managers of Post Office operations and managers of customer service.

#### 5-5.2 **Discrepancy Reports**

If there are any discrepancies, notify the supervisor immediately. All discrepancies must be followed up and resolved as soon as possible. At the end of each tour, the registry supervisor or MDO must ensure that a Daily Remittance Discrepancy Report is completed (see [Exhibit 4-5.2](#)). This report must be sent to the district manager, plant manager, manager Post Office operations, district finance manager, MDOs, registry coordinators, and registry supervisors.

## 5-6 Processing of Remittances by the Clerk-in-Charge of the Vault, Safe, or Security Cage

---

#### 5-6.1 **Collecting of Remittances**

The clerk-in-charge of the vault, safe, or security cage is responsible for gathering and placing all registered bank deposits in letter trays grouped together by size. This procedure makes the scanning of registered barcodes easier to complete.

The clerk-in-charge of the vault, safe, or security cage verifies that all articles are appropriately addressed for banking purposes. The total received at the vault, safe, or security cage must match the total received at the opening unit and must be verified to the total on the consolidated bank checklist and the clerk must initial each individual item. Resolve any discrepancy in totals immediately.

**Note:** Responsibility for the high valuable vault, safe, or security cage must be limited to only one employee per tour. Access to the high valuable vault, safe, or security cage must be restricted to the high valuable clerk and the witness during the building of the bank pouch. Any

employee entering the high valuable vault, safe, or security cage must document on PS Form 1625 every time they enter or leave the area.

## 5-6.2 **Building the Direct Bank Pouch and Using the Firm Print Work Station**

The following procedures are to be followed in building the Direct Bank pouch:

- a. The clerk-in-charge of the vault, safe, or security cage must prepare a direct Registered Mail numbered tin band sealed pouch to the bank.
- b. To prepare and properly seal a Number 2 canvas Registered Mail pouch for the bank, the following materials are needed:
  - EP-9 Envelope.
  - EP-399 Envelope.
  - Number 2 canvas mail pouch (2) (pouches appearing torn or defective upon examination are not used).
  - Rotary lock.
  - Penalty envelope large enough to hold a copy of PS Form 3883 or 3883-A.
  - PS Forms 3854 or 3854-A.
  - Registered Mail bank deposits.
  - PS Forms 3883 or 3883-A.
  - Consolidated and attached bank checklists.
  - Pouch label for the Number 2 canvas mail pouch (2).
  - Numbered tin band seal.
  - Rubber bands.

Prepare a direct mail pouch to the bank as described below:

- a. The clerk-in-charge of the vault, safe, or security cage must scan all Registered Mail barcodes for bank deposits by using the PWS scanner. After scanning all items, the clerk must print four copies of the firm delivery bill (PS Form 3883-A, *Firm Delivery Receipt for Accountable and Bulk Delivery Mail*).

The clerk must verify the grand total printed on PS Form 3883-A to the appropriate total on the consolidated bank checklist. The totals must match. Resolve all discrepancies immediately. The clerk-in-charge of the vault, safe, or security cage and a witness, supervisor (preferred), or a registry clerk, after having verified all entries are correct must sign their names on the consolidated bank checklist and all of the last pages of PS Form 3883-A. Round date to certify the total number scanned equals the total number received and recorded on the bank checklist.

**Note:** The creation of a firm sheet permits the clerk-in-charge of the vault, safe, or security cage to link multiple mail pieces to a single signature by using the barcodes on the firm sheets.

- b. The clerk-in-charge of the vault, safe, or security cage places the four printed copies of the firm delivery bill (PS Form 3883-A) in front of the

item relating to the first registered number printed on the form. The firm delivery bill shows the first 50 pieces scanned by listing each of the registered articles on lines 1 through 50.

The next set of firm delivery bills shows the next 50 scanned registered remittances by listing each of the registered articles on lines 51 through 100. This printed list is placed in front of the first registered number article printed on this additional set of PS Forms 3883-A. This procedure continues until all Registered Mail bank deposits have been accounted for by using the PWS scanner.

- c. The clerk-in-charge of the vault, safe, or security cage then separates the four copies of PS Form 3883-A and places the original and one copy of the form under the first article listed and sets the other copy aside. The clerk bundles each group of registered bank deposits with the appropriate PS Form 3883-A. Do not bundle more than 50 registered articles together. The best practice in bundling is to place the articles in sequence as listed on PS Form 3883-A and number the bundles sequentially. Letters and flats should be bundled separately.

**Note:** Always check the interior of the Number 2 canvas mail pouch for articles that may have been trapped in the pouch prior to using.

- d. The clerk-in-charge of the vault, safe, or security cage must write the numbered tin band seal identification number on the last printed sheets of all the PS Forms 3883 or 3883-A prior to placing into the Registered Mail pouch.

The clerk-in-charge of the vault, safe, or security cage must secure the Number 2 canvas Registered Mail pouch with a numbered tin band seal and prepare the pouch label.

**Note:** The clerk must seal the pouch by slipping the seal, with the number down, through the hasp and up through one of the pouch's grommets before sealing. The number should appear on the outside of the seal.

- e. The clerk should identify the registered pouch by properly preparing the mail pouch label:

Top line: Name of bank, Post Office box number.

Second line: City, state, and ZIP Code of destination.

Bottom line: City, state, and ZIP Code of dispatching office.

- f. The clerk ensures the label is completed as stated above and places it in the label slide attached to the Registered Mail pouch.

### 5-6.3 Preparing the Contents Bill for the Direct Bank Pouch (Numbered Tin Band Seal)

The clerk-in-charge of the vault, safe, or security cage completes PS Form 3854 or 3854-A by completing the following:

- a. Round date all the copies of the PS Form 3854 (top right postmark of dispatching office block including the coupon portion of the bill) as the official postmark. It is not required to round date the PS Form 3854-A.

- b. Enter the rotary lock number for the outside pouch in the appropriate field in the upper left-hand corner of the PS Form 3854 or 3854-A.
- c. Address the "To" line to the destination banking P&DC/F.
- d. Enter the numbered tin band seal for the pouch on the PS Form 3854 or 3854-A on line 1 and include the ZIP Code of origin and final destination.
- e. Draw diagonal lines through any unused spaces.
- f. The dispatching employee enters the total number of registered pouches listed on the PS Form 3854 or 3854-A. The employee legibly signs his or her name in the top postmaster block area on all copies of PS Form 3854 or 3854-A and enters the time the transaction was completed.

#### 5-6.4 **Containerizing Direct Bank Pouch**

After the Direct Bank pouch has been made, the clerk-in-charge of the vault, safe, or security cage takes another empty Number 2 canvas mail pouch and places the prepared registered sealed Direct Bank pouch inside the empty canvas mail pouch *in the presence of the witness*.

- a. The clerk-in-charge of the vault, safe, or security cage must place a copy of all scanned bank deposits listed on PS Forms 3883-A in a penalty envelope and seal. The penalty envelope must be addressed to the banking P&DC/F, registry section, clerk-in-charge of the vault. Once the envelope is properly addressed, the clerk legibly writes the numbered tin band seal identification number(s) on the back of the envelope.
- b. The clerk-in-charge of the vault, safe, or security cage and a witness, supervisor (preferred), or a registry clerk must sign their names and round date the back of the sealed penalty envelope. (Each employee signs his or her name over the intersection of the envelope flaps or seal.) The sealed envelope is inserted into an EP-399 along with the PS Form 3854 or 3854-A (contents bill) (for listing the rotary lock number of the Direct Bank pouch) and placed into the canvas mail pouch prior to securing with a rotary lock.
- c. The clerk-in-charge of the vault, safe, or security cage must secure the outer mail pouch by attaching an empty EP-9 envelope under the rotary lock and then locking the rotary lock with the rotary number facing out. Ensure that the lock is properly locked. **The outer pouch must always be secured with a rotary lock.**  
**Note:** The EP-9 envelope is used by the HCR/PVS driver to transport the documents (PS Form 3854 or 3854-A).
- d. Prepare the direct mail pouch label for the banking P&DC/F as follows:  
Top Line:           Registry — VAULT.  
Second Line:       City, state, and ZIP Code of destination.  
Bottom Line:       City, state, and ZIP Code of dispatching office.
- e. The clerk ensures the label is completed properly as stated above and placed in the label slide in the Registered Mail pouch.

- f. The clerk-in-charge of the vault, safe, or security cage must place Registered Mail rotary lock and rotary number pouch(s) in the vault, safe, or security cage waiting the arrival of the HCR/PVS driver or platform Registered Mail receiver.

**Note:** In the event that the Direct Bank pouch is dispatched on a succeeding tour, ensure that the pouch is handled in accordance with the procedures for high values listed in sections [4-6.2.3](#) and [4-6.2.4](#).

### 5-6.5 **Arrival of the HCR/PVS Driver or Platform Registered Mail Receiver**

The actions listed below are performed after the arrival of the HCR/PVS driver or platform Registered Mail receiver.

The clerk-in-charge of the vault, safe, or security cage prepares PS Form 3854 or 3854-A (in triplicate) to hand-to-hand transfer the accountability of the rotary locked Registered Mail pouch to the HCR or PVS driver, who will then hand-to-hand exchange to the banking P&DC/F.

**Note:** The clerk-in-charge of the vault, safe, or security cage prepares PS Form 3854 or 3854-A to transfer the accountability to the dispatching platform Registered Mail receiver, to the HCR or PVS driver, who will then transfer accountability to the banking P&DC/F.

The clerk-in-charge of the vault must prepare PS Form 3854 or 3854-A in the following manner:

- a. Round date all copies of the form in the top postmark of dispatching office block.
- b. Complete the To line with the HCR or PVS and the name of the banking P&DC/F. Headings of PS Form 3854 or 3854-A for the platform Registered Mail receiver must address the To line to Platform Registered Mail Receiver/HCR or PVS/Name of banking P&DC/F.
- c. List the rotary number and lock number of each registered pouch (beginning on line 1) to be dispatched in this shipment.
- d. Complete the office name or ZIP Code of origin.
- e. Draw diagonal lines through any unused spaces.
- f. Complete the block with the total number of Registered Mail pouches sent by this dispatch on the form.

Keep PS Forms 3854 or 3854-A with registered locked pouch(es) in the vault, safe, or security cage until transfer of accountability can be made to the HCR/PVS driver or platform Registered Mail receiver.

Upon arrival of the HCR/PVS driver or platform Registered Mail receiver, the clerk-in-charge of the vault, safe, or security cage **verifies the person accepting the bank deposits is approved as the authorized employee.** Under no circumstances can Registered Mail articles be provided to an unconfirmed or unauthorized employee. Once authorization has been confirmed, the Registered Mail pouches can be released.

**Note:** Never remove Registered Mail pouches containing remittances from the vault, safe, or security cage until the authorized employee is

ready to receive the shipment.

At the time of the hand-to-hand exchange with the HCR/PVS driver or platform Registered Mail receiver, the clerk-in-charge of the vault, safe, or security cage provides PS Forms 3854 or 3854-A. The clerk legibly signs his or her name in the top postmaster block area top line of all copies of the form and enters the date and time.

The HCR/PVS driver or platform Registered Mail receiver verifies the PS Form 3854 or 3854-A headings, the rotary lock, and rotary number of Registered Mail pouch(s) to the entries listed, examines the condition of the pouch(s), and legibly signs his or her name to the original and copies of the forms (in the top postmaster block area, bottom line). Resolve any discrepancy immediately.

The clerk-in-charge of the vault, safe, or security cage provides the driver or platform Registered Mail receiver with the original and third copy of PS Form 3854 or 3854-A and registered locked pouch(s). The registry section keeps the second copy of PS Form 3854 or 3854-A on file for 2 years.

**Note:** If a platform Registered Mail receiver is involved in the transfer, prepare a fourth copy of PS Form 3854 or 3854-A.

The clerk-in-charge of the vault must scan the barcodes on the registry section copies of PS Forms 3883 and use the event code as “in transit.”

Group all forms together and keep them on file in the registry section for 2 years.

#### 5-6.6 **Preparation for Dispatch (Highway Contract Routes With Sealed Trucks)**

The highway contract route (HCR) driver must follow the procedures in Subchapter [2-3](#).

The HCR driver must load the Registered Mail pouches and outsides directly onto the truck. The HCR driver must maintain visual control and be present until the back of the truck is closed, locked, and an orange numbered tin band seal is applied to the back of the truck for that shipment. Prior to closing and securing the truck, the Postal Service employee completes PS Form 5398-A, *Contact Route Vehicle Record*, and places it inside the back of the truck.

The HCR driver must be present and take custody of the Registered Mail anytime the seal is removed and contents are unloaded and be present when the truck is closed, locked, and resealed. Prior to reclosing and securing the truck, the Postal Service employee completes a new PS Form 5398A and places it inside the back of the truck.

**Note:** Under no circumstances is a HCR or PVS driver permitted to transport Registered Mail pouches or outsides in the cab of the truck.

This page intentionally left blank



# 6 Nonbanking Transfer Point

## 6-1 Offices With a Registry Section

---

Registry bid employees and those regularly assigned to registry section must sign in and out of the registry section using PS Form 1625, *Record of Entry Into Registry Section*, to provide accurate records of employees working with Registered Mail. These times include the following:

- a. Upon beginning registry-related duties, or begin tour.
- b. When leaving for and returning from lunch and breaks.
- c. Upon ending registry-related duties or ending tour.

Use of a card access system does not relieve employees from this sign-in requirement.

Based upon local conditions, local management may require employees to sign in and out when they leave the registry section to perform registry-related duties.

All other individuals must sign in and out each time they enter or leave the registry section. There will be no exceptions. This activity will be recorded on a separate PS Form 1625.

**Note:** Only individuals on official business should be allowed access to the registry section.

## 6-2 Offices Without a Registry Section

---

Offices without a secure area or registry section must maintain, at all times, individual accountability of all Registered Mail pouches and outside articles received.

### 6-2.1 **Accepting Clerk**

The clerk accepting Registered Mail pouches and outsides from the platform Registered Mail receiver or highway contract route/private vehicle service (HCR/PVS) driver must ensure the following:

- a. The platform Registered Mail receiver must maintain a **Registry Pouch Check-Off Sheet** at the platform area. See [Exhibit 3-1.2a](#). As the registry pouches and outsides arrive, the receiver records receipt by initialing his or her name beside the name of the dispatching office. Each office is required to send a Registered Mail pouch each business day.

- b. The receiving employee does the following:
- (1) Checks the condition of each Registered Mail pouch or outside for any visual damage.
  - (2) Verifies headings on PS Form 3854 or 3854-A are properly completed showing the postmark of dispatching office (round dated both copies) and the To line is completed with the name of the P&DC/F, registry section, or cage.
  - (3) Verifies the rotary lock number and rotary number or numbered tin band sealed pouches and outsides registers to those listed on PS Form 3854 or 3854-A, *Manifold Registry Dispatch Book*.
  - (4) Verifies the total number of articles dispatched to the total number of articles received, and enters the number received on the form.
  - (5) Reports any irregularity on PS Form 3826, *Registry Irregularity Report*.
- c. The acceptance clerk legibly signs his/her name in the bottom postmaster signature block area (bottom line), completes the actual time of receipt, and round dates all copies (lower right hand corner) of PS Forms 3854 or 3854-A.

The platform Registered Mail receiver or HCR/PVS driver keeps one copy of PS Form 3854 or 3854-A and the registry clerk retains the original copy in the registry section for 2 years.

**Note:** As a reminder, the Tour 2 clerk or supervisor must also check with platform operations and contact the offices (by telephone) who were cited with a Registered Mail irregularity. Keep a log sheet (see [Exhibit 3-1.2b](#)) describing irregularities updated and on file until resolution has been made.

## 6-2.2 Consolidation of Pouches and Preparing for Dispatch

The accepting clerk will consolidate the registry pouches and prepare the PS Form 3854 or 3854-A (contents bill).

Use only authorized equipment approved for Registered Mail as listed in subchapter 51 of Handbook DM-901, *Registered Mail*. The required equipment is the Number 2 canvas pouch or a security (hamper) liner (item 18-G) and a rotary lock.

To pouch Registered Mail, the accepting/dispatch clerk must prepare PS Form 3854 or 3854-A, *Manifold Registry Dispatch Book* bill, in duplicate. The accepting/dispatch clerk must complete the form with the following information:

- a. Round date all the copies of the PS Form 3854 (top-right postmark of dispatching office block including the coupon portion of the bill) as the official postmark. It is not required to round date the PS Form 3854-A.
- b. Address the To line to the destination office.
- c. Enter the rotary lock number and rotary number for the pouch in the top heading part of the form.

- d. List each Registered Mail seal number (except for outsides), beginning on line 1 on PS Form 3854 or 3854-A. Record the ZIP Code of origin and destination after each seal number. Ensure accuracy of all hand-written numbers.
- e. Draw diagonal lines through any unused spaces.
- f. The dispatching employee enters the total number of registered pouches listed on the PS Form 3854 or 3854-A. The employee legibly signs his or her name in the top postmaster block area on all copies of PS Form 3854 or 3854-A and enters the time the transaction was completed.
- g. Place the original PS Form 3854 or Form 3854-A (contents bill) and a copy of the pouch checklist in an EP-399 and place into the Registered Mail pouch.
- h. Attach an EP-9 envelope to the hasp before engaging the rotary lock. Lock the pouch with the rotary number facing up.
- i. Insert the pouch label and ensure that it is properly addresses as indicated in [2-3.3](#).
- j. File all registry records in a secure area for 2 years, preferably inside the registry section.

#### 6-2.3 **Preparation for Dispatch to the HCR/PVS Driver**

- a. The dispatch clerk prepares PS Form 3854 or 3854-A (in triplicate) to hand-to-hand transfer the accountability of the rotary locked Registered Mail pouch to the HCR or PVS driver, who will then hand-to-hand exchange to the nonbanking consolidation or banking P&DC/F.
- b. The dispatching clerk must prepare PS Form 3854 or 3854-A in the following manner:
  - (1) Round date all copies of the form in the top postmark of dispatching office block.
  - (2) Complete the "To" line with the HCR or PVS and the name of the nonbanking consolidation or banking P&DC/F.
  - (3) List the rotary number and lock number of each registered pouch and (beginning on line one) to be dispatched in this shipment.
  - (4) Complete the office name or ZIP Code of origin and final destination.
  - (5) List all outside articles (list the original ZIP Code of origin and the ZIP Code of the final destination).
  - (6) Draw diagonal lines through any unused spaces.
  - (7) Complete the block with the total number of Registered Mail pouches and outside articles sent by this dispatch on the form.
  - (8) Keep PS Forms 3854 or 3854-A with registered locked pouch(s) in a secure area until transfer of accountability can be made to the HCR/PVS driver.
- c. Upon arrival of the HCR/PVS driver, the dispatch clerk verifies the HCR/PVS driver as the authorized employee. Under no circumstances can Registered Mail pouches or outside articles be provided to an

unconfirmed or unauthorized employee. Once authorization has been confirmed, the Registered Mail pouches can be released.

**Note:** Never remove Registered Mail pouches from the secured area until the authorized employee is ready to receive the shipment.

- d. At the time of the hand-to-hand exchange with the HCR/PVS driver, the dispatch clerk provides PS Forms 3854 or 3854-A to the driver. The clerk legibly signs his or her name in the top postmaster block area top line of all copies of the form and enters the date and time.
- e. The HCR/PVS driver verifies the PS Form 3854 or 3854-A headings, the rotary lock and rotary number of Registered Mail pouch(s) and outside articles to the entries listed, examines the condition of the pouch(s) and outside articles, and legibly signs his or her name to the original and copies of the forms (in the top postmaster block area, bottom line), and records the time of the transfer on the form. Any discrepancy must be resolved immediately.
- f. The dispatch clerk provides the driver with the original and third copy of PS Form 3854 or 3854-A and registered locked pouch(s) and outside articles. The dispatch office keeps the second copy of PS Form 3854 or 3854-A on file for 2 years in a secure area.

**Note:** If additional transfers are necessary, a fourth copy of PS Form 3854 or 3854-A must be prepared.

#### 6-2.4 **Preparation for Dispatch (Highway Contract Routes With Sealed Trucks)**

The HCR driver must load the Registered Mail pouches and/or outside articles directly onto the truck. The HCR driver must maintain visual control and be present until the back of the truck is closed, locked, and an orange numbered tin band seal is applied to the back of the truck for that shipment. Prior to closing and securing the truck, the postal employee completes PS Form 5398-A, *Contact Route Vehicle Record*, and places it inside the back of the truck.

The HCR driver must be present and take custody of the Registered Mail anytime the seal is removed and contents are unloaded and be present when the truck is closed, locked and resealed. Prior to reclosing and securing the truck, the Postal Service employee completes a new PS Form 5398-A and places it inside the back of the truck.

**Note:** Under no circumstances is a HCR or PVS driver permitted to transport Registered Mail pouches or outsides in the cab of the truck.

## Appendix A

# Hold-Up Instructions

## A-1 Hold-Up Prevention

---

1. Call the police at once if you notice suspicious loitering in or near the Post Office or delivery areas.
2. Be very cautious in the building lobbies or other remote areas, especially in high-crime areas.
3. Ensure that your employees have been instructed about any electronic security devices such as cameras or alarms.
4. Avoid having large accumulations of cash. Do not count or otherwise display currency in areas of public view.
5. Keep all exterior doors that allow access to work areas closed and locked when not in use.
6. Be identification conscious. Check out all nonpostal personnel in areas where they should not be.
7. If you are alone in your area, a radio in another area could suggest another person is present.
8. Lock your credit drawer(s) when leaving your window area, even for short periods of time. Secure accountable mail and money orders.
9. Never respond to an emergency request to open the Post Office unless in the presence of the police, postal inspector, or postal police officer. If the caller identifies themselves as a police officer, call that person back to verify the call.
10. Keep the safe and vault doors closed and locked. Do not give burglars or robbers an advantage.
11. Do not discuss transportation methods for Registered Mail with anyone.

## A-2 Violence Prevention Procedures in Case of Robbery

---

### *Keep It Short and Smooth:*

The longer it takes, the more nervous the robber will become. Nervous individuals are more apt to shoot and worry about the consequences later.

*Obey His Commands:*

Robbers rarely hurt individuals who cooperate with their commands, so cooperate to the best of your ability.

*Do Not Argue:*

Once the robber has made his intentions clear, it is too late for him to change his mind, so do not make him angry by arguing.

*Do Not Fight:*

Attacking a robber is very foolhardy. Money is not worth risking your life. You may even lose your life in the attempt.

*Do Not Use Weapons:*

Guns and other weapons are not allowed on postal property. Postal police officers and postal inspectors are the only employees authorized to carry weapons.

*Inform Robber About Any Surprises:*

While in the process of cooperating with the robber, inform him of any surprises that might startle him. He will more than likely be extremely nervous, and it would not take much to scare him into shooting.

*Do Not Chase or Follow Him:*

Robbery suspects will usually shoot at a pursuer. The police may even shoot at you thinking that you are the robber.

*Call the Police (911) and Postal Inspectors:*

Call the police and postal inspectors as soon as it is safe to do so. Stay on the phone until told to hang up. Stay near the phone until help arrives.

*Do Not Talk To Reporters:*

Do not speak to reporters about the details of the robbery. Estimating money losses may attract other robbers to do the same. Direct all questions to the Postal Inspection Service.

## A-3 Actions During a Hold-Up

---

1. Take no action that would jeopardize your safety.
2. If the robber displays a firearm, consider it to be loaded.
3. Attempt to alert other employees by pre-arranged signals.
4. Follow the robber's instructions, but do not volunteer.
5. If the robber has written a note, place it aside and out of sight in an attempt to retain it as evidence.
6. Give the robber only what he demands.
7. Do not be obvious, but carefully observe the robber's actions. Try to remember a detailed description of what he is wearing and other identifying items.

## A-4 Actions After a Hold-Up

---

1. Call the police and give them a description of the robber, type of weapon used, vehicle used, direction of travel, and time of departure. Then notify the Postal Inspection Service immediately.
2. Ask witnesses to remain until police arrive. Do not let anyone in except police, Postal Inspectors or postal police officer.
3. Protect the scene of the crime. Do not touch anything or allow anyone else to do the same.
4. As soon as possible, jot down your memory of the crime and your description of the robbers.
5. Do not compare notes with others until you give your information to the postal inspectors or police.
6. Assist the Postal Inspectors and police officers in every way possible.
7. Do not discuss the details of sensitive information with anyone other than the Inspection Service, police officers, or postal police officers.

## A-5 Observe and Memorize All Characteristics of the Person Involved

---

1. Hair Line, if visible
2. Shape of eyebrow
3. Type of eyelids
4. Shape of ear
5. Shape of nose
6. Shape of head
7. Size and shape of lips
8. Type of chin
9. Indentation at temples
10. Wrinkles of baggy eyes
11. Pronounced cheek bone
12. Sunken cheeks
13. Wrinkles, scars, marks
14. Height

## A-6 Remember the Description of Vehicle

---

Color

Year

Make

Body

Antenna

License



# Glossary

**Address** — The location to which the Postal Service is to deliver or return a mailpiece. It consists of certain elements such as recipient name, street name and house number, and city, state, and ZIP Code as required by the mail class.

**All-purpose dating stamp** — A handstamping device for imprinting (in red ink) the date, the name of city, and the Post Office branch or Post Office station on Registered Mail and nonmail items such as receipts. (Also called *round-dater stamp*.)

**Backstamp** — To mark the back of a mailpiece with a postmarking or canceling device to show that the piece was received, dispatched, or missent. (Also, see *postmark*.)

**Best practice** — A method of accomplishing a postal business function or process that is considered to be superior to all other known methods.

**Bundle** — Two or more packages secured together into a single piece or unit.

**Cage** — A secure, enclosed area in a Post Office, separated from the rest of the workfloor, where Registered Mail and other accountable mail are kept.

**Carrier** — An individual contractor or private company (e.g., airline, trucking company, railroad) that transports the mail from one postal facility to another.

**Case** — A piece of equipment that contains separations into which clerks or letter carriers sort letters, flats, or irregular parcels. To sort mail into a case.

**Collect** — To pick up mail from collection boxes or customers.

**CON-CON (Concentration and Convoy)** — Registered Mail dispatched by air to and from designation airports in the CON-CON program.

**Concentration and Convoy Tracking System (CCTS)** — Tracks registered mail from origin to destination through the registered bar code serial number.

**Contract postal unit** — A postal unit that is a subordinate unit within the service area of a main Post Office. It is usually located in a store or place of business and is operated by a contractor who accepts mail from the public, sells postage and supplies, and provides selected special services (for example, postal money orders or Registered Mail).

**Delivery** — The act of taking mail from the Post Office to the customer. A name for the mail itself taken to the customer's business or residential delivery address or for the mail picked up at a Post Office, whether Post Office box, window, or dock.

**Direct** — A package, pouch, sack, or other mail container with each piece addressed to the same address, company, postal unit, or Post Office.

**Dispatch** — Mail readied and loaded for transportation. To ready the mail for loading.

**Distribute** — To sort mail in order to group pieces according to a plan or scheme.

**Driver** — An activity or condition that has a direct influence on the operational performance or cost structure of other activities.

**Dumping table** — A worktable where sacks or pouches are emptied.

**Elbow and eyeball (*Informal*)** — To open and examine the interior of a presumably empty sack to ensure that it does not contain mail trapped inside.

**Handbook** — A Postal Service directive that documents the procedures needed to implement Postal Service policy stated in manuals.

**Hand-to-hand exchange** — An exchange of registered articles between two individuals. Receiving employee receipts for the articles.

**Headquarters** — The national Postal Service unit that directs administration, policy, and operations. It is located at 475 L'Enfant Plaza, SW, Washington, DC 20260-0001.

**Highway contract route (HCR)** — A route of travel served by a postal contractor to carry mail over highways between designated points. Some HCRs include mail delivery to addresses along the line of travel. (Also known as a *star route*.)

**Irregularity** — A deficiency in the preparation, acceptance, payment, billing, or dispatch of registered articles.

**Letter** — According to the Private Express Statutes, a message directed to a specific person or an address and recorded in or on a tangible object. Also a shortened way to refer to letter-size mail.

**Letter tray** — A flat cardboard or plastic container for sorted letter-size mail that can hold several hundred letters. Various kinds and sizes of trays are used in place of sacks or pouches for transporting mail within and between major Postal Service facilities.

**Local postmark** — A cancellation that a Post Office without mail processing operations applies to postage stamps, if requested by the mailer. It shows the city, state, and ZIP Code of the Post Office.

**Lock** — A device used to seal Registered Mail and other valuable mail shipments and for locking surface pouches of First-Class Mail.

**Mail** — Any mailable matter that is accepted for mail processing and delivery by the Postal Service. Also, the sum total of the mail at any time that is in Postal Service custody.

**Mail count** — An enumeration (in pieces or pounds) of the amount of mail sorted or handled.

**Mailpiece** — A single addressed article of mail, usually a letter, flat, card, or parcel.

**Manifold book** — A document (PS Form 3854, *Manifold Registry Dispatch Book*) that contains perforated forms to track Registered Mail items.

**Manual** — A directive that contains Postal Service policy.

**NIL-BILL** — If a Post Office, station, branch, or contract unit is submitting no registered articles and no bank deposit, then it must prepare a PS Form 3854 or 3854-A, *Manifold Registry Dispatch Book bill*, in duplicate as a NIL-BILL.

**Opening unit** — An operational area within a mail processing facility where pouches, sacks, and containers of mail are received from arriving dispatches and are opened and prepared for distribution.

**Origin facility** — The point of entry used by a mailer presenting a mailing.

**Outside** — A mailpiece that cannot be placed into a sack or container because of size, weight, shape, or contents.

**Platform Registered Mail receiver** — Anyone authorized within the platform (dock) operations to accept the accountability of a Registered Mail pouch or outside that is received or dispatched to a PVS/HRC driver or a Registered Mail clerk.

**Postmark** — A postal cancellation imprint on letters, flats, and parcels. The imprint shows the date and the name, state, and ZIP Code of the Post Office or sectional center facility that accepted custody of the mailpiece.

**Postmaster** — The manager in charge of a Post Office.

**Post Office (PO)** — The basic organizational unit of the Postal Service. Generally, each Post Office has primary responsibility for collection, delivery, and retail operations in a specific geographic area. Each year, these units are categorized by revenue and mail volume.

**Post Office station** — A unit of a main Post Office that is within the corporate limits of the city or town of the main Post Office.

**Pouch** — A container identified by its leather neck strap with a closing latch and eye near the opening (unlike a sack, which is tied). It is generally used for First-Class Mail and Registered Mail; a special blue and orange pouch is used for Express Mail. The term used to indicate one unit making up a direct pouch labeled to another unit. (*In mail processing and dispatch functions*) To place mailpieces in pouches.

**Registered Mail** — A service by which, through a system of receipts, the Postal Service monitors the movement of a mailpiece from the point of acceptance by the Postal Service to delivery. The sender receives a receipt at the time of mailing, and a delivery record is kept at the Post Office of address. This service also provides optional indemnity in case of loss or damage. Registered Mail is the most secure service offered by the Postal Service.

**Remittance (bank deposit)** — A daily deposit that is received from retail offices for the sales generated for that business day.

**Return mail** — Mail that must be sent in the opposite direction for proper dispatch.

**Rotary lock** — A special lock for pouches of Registered Mail. The lock is cylindrical and made of brass. The words “Registered U.S. Mail” are engraved on the front of the lock, and the back is engraved with the

accountable serial number. A counter in the lock rotates to the next higher number with each turn of the key.

**Round date** — (See all-purpose dating stamp.)

**Route** — A scheduled course to follow by a Postal Service employee or carrier (a contractor) in performing transportation or delivery duties. To designate the time, schedule, mode of transportation (such as air, highway, or rail), and the line of travel to be used in dispatching mail from a postal unit or transportation terminal.

**Separation** — A compartment in mail processing equipment used to hold separated mail.

**Tour** — One of three scheduled Postal Service shifts: Tour I is the night shift (usually from 11:00 p.m. to 7 a.m.), Tour II is the daytime shift (usually from 7 a.m. to 3 p.m.), and Tour III is the evening shift (usually from 3 p.m. to 11 p.m.)

**Tray** — A container used in Postal Service facilities to hold letters and First-Class Mail flats. It is used as a basic unit of mail quantity for purposed or preparing mail to qualify for discounted postage rates.

**United States Postal Service** — The successor to the Post Office Department, created on July 1, 1971, by the Postal Reorganization Act, as an independent establishment of the executive branch.

**Valuable piece** — A registered article that is determined by local conditions to warrant transfer to the valuable unit. Local management determines the minimum value for articles to be transferred to a vault, safe, or security cage.

**Valuable unit** — A safe, vault, separate cage, or locked container within a registry unit where valuables are held until delivery or dispatch.

**Verification** — The procedural checks of a mailing presented by a mailer to determine proper preparation and postage payment.

**Verify** — To check either the proper destination of mail by piece-by-piece examination.

**Worked** — Sorted mail ready for dispatch.