



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109
August 1, 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commercial Small Package Express Shipments Billing and Payment

Effective immediately, the approved methods for billing and payment of commercial small package express shipments are as follows:

(1). **PowerTrack** - Commercial Small Package Express shipments that are processed by the Transportation Officer in accordance with the Army G-4 guidance outlined at attachment 1.

(2). **Government Purchase Card (GPC)** - Commercial Small Package Express shipments paid for using the GPC when such services are requested from an approved government contracted carrier and the shipment is in compliance with Private Express Mail statues as outlined in the Army G-1 guidance, (attachment 2) and security requirements of Army Regulation 380-5. Customers must ensure that the Army's GPC guidance is followed when using the card for payment of small package express shipments. This guidance can be found via the web at:
(<http://purchasecard.saalt.army.mil/Army%20SOP%2031%20Jul%2002.pdf>).

(3). **Delivery Order** - against an Indefinite Delivery/Indefinite Quantity (IDIQ) contract. This covers delivery orders against a GSA contract established for payment of commercial small package express shipments.

Every effort should be made to process all commercial small package express shipments using one of the methods above. For additional information contact Ms. Audrea M. Nelson, SAFM-FOF at (703) 693-2771, DSN 223-2771, email: audrea.nelson@hqda.army.mil, Ms. Carol Kornhoff, Army G-4 at (703) 614-1032, email: carol.kornhoff@hqda.army.mil, or Mr. John Hall, Mail Manager, Army G-1, (703) 803-3205, email: john.hall@rmda.belvoir.army.mil.

William M. Landrum III
Colonel, Finance Corps
Acting Deputy Assistant Secretary of
the Army (Financial Operations)

Attachments

DISTRIBUTION:

Office, Deputy Chief of Staff for Plans, G-1

Office, Deputy Chief of Staff for Logistics. G-4

Office, Secretary of the Army, Resource Services-Washington, (OA 22)

ATTN: SAAA-RM

Office, Assistance Chief of Staff for Installation Management

Agency,

Acquisition Support Center, ATTN: SFAE-RM, 9900 Belvoir Road, Bldg 201, Suite 101, Ft. Belvoir, VA. 22060-5567

Office, Assistance Chief of Staff for Installation Management, Director for Resource Management, Accounting, ATTN: IMA-RM-A/IMA-RM-B/IMA-HRD

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U.S. Army Forces Command, ATTN: AF-RM

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U.S. Army Test and Evaluation Command, ATTN: CSTE-RM-PBD

U.S. Army Military District of Washington, ATTN: AN-RM

U.S. Army Finance Command, ATTN: SFFM-FC-ZA

U.S. Army Corps of Engineers, ATTN: CERM-ZA

U.S. Army Audit Agency, ATTN: SAAG-RM

175th Finance Command, ATTN: EAFC

266th Finance Command, ATTN: AEUFC-PA

13th Finance Group, ATTN: AFVX-CFG-CDR

18th Finance Group, ATTN: AFZA-FG

Superintendent, U.S. Military Academy, ATTN: MA-RM

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Chief, Army Reserve, ATTN: DAAR-CO

Commandant, U.S. Army Finance School, ATTN: ATSG-FS

HQ U.S. European Command, ATTN: ECCM

HQ U.S. Southern Command, ATTN: SCJ8-CM

American Forces Info Services, ATTN: Budget Office
Defense Acquisition University, ATTN: Budget Office
National Defense University, ATTN: NDU-RMD

Army G-4, Logistics Guidance Covering Commercial Small Package Express Shipments

1. This guidance applies to commercial small package express shipments processed by the CONUS Transportation Officer.
2. The installation transportation officer shall process all Commercial Small package shipments requiring expedited routing to include all packages containing supply and equipment items using the PowerTrack small package express module. This excludes items **not requiring expedited routing** that can be shipped through the mail distribution center in accordance with local installation guidance.
3. Supply warehouse activities requiring a separate PowerTrack account for processing small package express shipments shall:
 - a. Coordinate with Installation Transportation Officer (ITO).
 - b. Contact MTMC to obtain a Bill of Lading Location (BLOC).
 - c. Once BLOC is received, activity needs to obtain unique PowerTrack account, userid, and password. (See Army G-4 POC below).
 - d. A certifying official must be appointed in writing to process and certify invoices, in accordance with (IAW) Certifying Officer guidance outlined in the DOD Financial Management Regulation (DOD FMR) 7000.14-R, Volume 5, Chapter 33.
 - e. All invoices received must be entered into PowerTrack via the “e-bill process” to reflect the invoice amount total by individual fund cite and all line items associated with those fund cites.
 - f. The supply warehouse activity as well as the transportation officer must maintain records supporting PowerTrack third-party billings certified for payment IAW disbursing officer records management guidance outlined in the DoD FMR, (7000.14-R), Volume 5, Chapter 21. para 21010, page 21-3.
4. Mail Distribution Center. For supply and equipment packages not requiring expedited routing, activities may use their local mail distribution center to process shipments. Activities need to contact their regional Installation Management Agency (IMA) for accounting and payment details.
5. The Army G-4 POC for obtaining a PowerTrack account, userid, and password is Mr. Matt Linehan, e-mail: matt.linehan@hqda.army.mil, comm 703-614-1769 or DSN 224-1769.

Attachment 1

Army G-1, Mail Distribution Director, Guidance covering use of PRIVATE EXPRESS STATUTES

The Private Express Statutes are a group of laws that gives the U.S. Postal Service (USPS) exclusive right, with certain limited exceptions and suspensions, to carry letters for compensation. Congress enacted the Statutes to protect the USPS and thereby enable it to fulfill its mission of providing mail service to all parts of the country at uniform rates. The Statutes enable the USPS to fulfill its responsibilities by preventing private courier services from competing selectively with USPS on its most profitable routes.

A letter is defined as a message directed to a specific person or address and recorded on a tangible object. Tangible objects used for letters include but are not limited to paper, recording disks, and magnetic tapes. Objects whose material or shape and design make them valuable or useful for purposes other than as a media for long-distance communications are not normally considered "tangible objects used for letters." Generally, all First-Class Mail and all Standard Mail (A) matter, other than merchandise or other goods, delivered to a specific person or place would be considered a letter. A more complete definition can be found at title 39, Code of federal Regulations (CFR), 310.1.

The Statutes provide that letters may be transported outside the U.S. Mail system only if one or more of the exceptions or suspensions apply, or appropriate postage is paid. The basic prohibition is against private carriage of letters for other persons without payment of postage. If a private carrier is used for items that do not meet one or more of the exceptions or suspensions, then the applicable postage must be affixed to the article in addition to the fee charged by the private carrier.

The law allows for the private carriage of letters under certain circumstances, including letters:

- Sent with and relating in all substantial respects to the cargo that they accompany
- Carried by senders or recipients or their regular, salaried employee
- Carried by private hands without compensation.
- Carried by special messenger on an infrequent, irregular basis for the sender or addressee.
- Carried to or from a postal facility prior or subsequent to mailing.

More information regarding exceptions and suspensions is available in 39 CFR 310.3 and 320.

Certain extremely urgent letters may be carried by means other than the USPS and without the payment of postage if either of the two tests stated below are met:

- The letter's value or usefulness will be lost or greatly diminished if not delivered within specific urgent time limits, and the private carrier meets that time limit. Specifically, the time limit for this test for letters dispatched before 12 noon and within 50 miles of the intended destination is delivery within 6 hours or by the close of the address's normal business day. Delivery of letters dispatched within the same distance after 12 noon and before 12 midnight must be completed by 10 a.m. on the addressee's next business day. For letters sent more than 50 miles, delivery must be completed within 12 hours or by noon of the addressee's next business day.

- It is "conclusively presumed" that a letter is extremely urgent if the amount paid for the private carriage of the letter is at least \$3.00 or twice the applicable First-Class rate (including Priority Mail), whichever is greater.

More detailed information concerning the Private Express Statute can be found at www.usps.com/cpim/ftp/pubs/pub542.htm. Any questions regarding the applicability of the Private Express Statutes to a particular item should be referred to the Installation Official Mail Manager prior to shipment via private carriage.