United States Army Soldier Support Institute
Adjutant General School

Interservice Postal Training Activity

PROCESS REGISTERED MAIL

Lesson #CJAF5216

Appendix D

SH   STUDENT HANDOUT   SH

September 2020

REGISTERED MAIL STUDENT HANDOUT

Table of Contents

DEFINITION OF TERMS

REGISTRY SECTION: A highly secured area used to process incoming and outgoing registered mail.

REGISTRY CLERK: A Military Postal Clerk (MPC) who is authorized to process incoming and outgoing registered mail.

WITNESS: A Military Postal Clerk, other than the registry clerk, who has the task of witnessing the receipt and dispatch of articles listed on the inside bills of incoming and outgoing registered mail.

MAILGUARD: An individual who accompanies the mail and is responsible for the safe and secure transportation of mail dispatched from one MPO and AMT to another MPO.

PERSONAL MAIL: Mail addressed to an individual by name (i.e., SSG Tony Greene, LTC John Adams).

OFFICIAL MAIL: Mail addressed to a Commander or person by title. (i.e., Commanding Officer, Safety Officer).

OUTSIDE PIECE (OSP): Registered articles that are too large to fit inside a pouch.

POUCH: A mailbag identified by its leather strap locking device generally used for first class and registered mail.

MISSENT MAIL: An article received at the wrong MPO. These articles will be included with the next registered dispatch. Endorse missent mail "**MISSENT TO APO** (write your APO number). For example:
MISSENT TO APO 09012.

TRUCK BILL: A PS Form 3854 (Manifold Registry Dispatch Book) used to transfer registered pouches and outside pieces (OSP's) between postal facilities. (Also referred to as an Outside Bill). The truck bill consists of two parts: the bill and a coupon. **Prepare truck bills in three copies.**

INSIDE BILL: A PS Form 3854 (Manifold Registry Dispatch Book) placed inside a registered pouch listing the registry numbers of the articles enclosed. The inside bill consists of two parts: the bill and a coupon. **Prepare inside bills in two copies.**

TRANSFER BILL: A PS Form 3854 used by window clerks to transfer registered mail accepted over the counter to the registry section.

COUPON: A detachable part of the PS Form 3854 located on the right hand side of the form. Prepare the front and reverse side of the coupon to report irregularities noted on the bill. Detach it from the bill at the perforation and mail it back to the post office at fault.

RECEIPT: The registry clerk accepts responsibility of the articles received by signing the accompanying documentation.

DELIVER: Delivering mail to the addressee or an authorized agent (i.e., mail clerk or orderly).

DISPATCH: Sending mail to another destination using Inside Bills and Truck Bills.

AERIAL MAIL TERMINAL (AMT)/FLEET MAIL CENTER (FMC): A facility used to process mail for further movement, which the Air Force and Navy manage respectively.

ENHANCED DISTRIBUTION LABEL (EDL): It will be scanned prior to the Piece-to-Bag Nesting, Bag Closing, and Bag Dispatching processes via AMPS

BACKSTAMP: To mark the back of a mail piece with a postmarking or canceling device to show that the piece was received, dispatched, or missent.

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RECEIVING REGISTERED ARTICLES
(Incoming Truck Bill)

Lock No._ _ _ _   Rotary No._ _ _ _   Jacket No._ _ _ _   Control No._ _ _ _

Bill No. 325   Page No._ 1X _ _   Seal No._ _ _ _ _ _

To _ _ APO AE 09086 _ _ _ _ _ _ _ _ _

(P.O. or R.P.O. and Tr. N...)

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 S/68193240	AMF Kennedy N... 03000			
2 O/RB81275 4230US			17	
3			18	
4			19	
5			20	
6			21	
7			22	
8				
9				
10	**1**			
11				
12				
13				
14				
15 **2**			30 **3** **4** **5**	

Bill No. _ _ _ 325 _ _ _
A.M. Rte. _ _ _ _ _ _ _ _ _
& Fit. NO._ _ _ _ _ _
Jacket No._ _ _ _ _ _
Lock No._ _ _ _ _ _ _ _
Rotary No._ _ _ _ _ _ _
Seal No._ _ _ _ _ _ _ _

Received _ _ _ _ _ _ _ _ _
above specified bill from
dispatching office named in
postmark
....
Receiving clerks
....
....
....
....
....
....
....
....

Brad Long
3815 Shandon St.
Atlanta, GA 30257

REGISTERED MAIL
RB 812 754 230 US

REGISTERED OUTSIDE

SGT Mia Long
HHC, 3/77 AR BN
Unit 29907, Box 153
APO AE 09086

A total of _ 2 _ articles sent by this dispatch

Postmaster,
....
.... *Annabel Crosby* ....

...0800.. *M.*
Dispatching Clerk.

A total of _ 2 _ articles received in this dispatch

Postmaster,
....
.... *Richie Day* ....

...1100...*M*
Receiving Clerk.

PS Form 3854, April 1985   **A "WITNESS" is not required on Truck Bills**   *U.S. GOVLRNMLNI PRINTING OI ICL: 193

Figure 1 – Receipt of Articles on Incoming Truck Bill

REG -   4 SH

Instructions for Receiving Registered Articles on Incoming Truck Bill	
Block #	**Instructions**
1	Verify all items listed on the incoming truck bill against the items received.
2	Enter the number of articles received on this bill.
3	Sign your name on this line.
4	Enter the current time here.
5	Postmark the bill and the coupon with the APDS.
NOTE:	Back-stamp all registered mail received (letters and OSPs).

Once you complete the bottom portion of the truck bill, give the **duplicate** copy to the mail guard or dispatching activity to verify the delivery. Retain the **original** truck bill and file it at your post office.

RECEIVING REGISTERED ARTICLES AND ANNOTATING DISCREPANCIES
(Incoming Inside Bill)

U.S. MAIL 6 8 1 93 2 4 0

Lock No. _ _ _ Rotary No. _ _ _ _ Jacket No. _ _ _ _ Control No. _ _ _ _ _ _

Bill No. **184** Page No. _ **1X** _ _ Airmail _ _ _ _ _ Seal No. **68193240**

1

To _ _ **APO AE 09086** _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

(P.O. or R.P.O. and Tr. No.)

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.
2 RB812754230US			16	
2 RB826634005US			17	
3 RB473580371US	**SHOULD READ RB473850371US**		18	
4 RB862007713US			19	
5 RB374901867US			20	
6 RB448703211US	**MISSENT**	**3**	21	
7 RB604993267US			22	
8 RB770618100US	**NOT RECEIVED**		23	
9 RB252587002US				
10				
11				
12				
13			28	
14			29	
15 **4**	**5**		30 **6**	**7**	**8**

Bill No. _ _ **184** _ _ _

A.M. Rte. _____
& Fit. NO. _ _ _ _ _ _ _

_____
Jacket No. _ _ _ _ _ _ _

_____
Lock No. _ _ _ _ _ _ _ _

_____
Rotary No. _ _ _ _ _ _ _

Seal No. **68193240**

Received _ _ _ **8** _ _ _ _ **9**
above specified bill from dispatching office named in postmark
W.I.T.: *Jerry Ryder*
Receiving clerks
Rochelle Sanders
………………
………………
………………
………………
………………
…………..

Troy Jones
121 Jefferson St.
Temple, TX 76501
RB 812 754 230 US

SGT Kelly Stryker
57th TRANS BN
Unit 2405, Box 18
APO AE 09086

A total of _ **9** _ articles sent by this dispatch

Postmaster,
………………W.I.T.: *Jerry Seymore*………
……………*Ann Christian*…………

A total of _ **8** _ articles received in this dispatch

Postmaster, WIT: *Jerry Ryder*
…………………
Rochelle Sanders
…………………………………

…**0930**.. M.
Dispatching Clerk.

...**1030**…M
Receiving Clerk.

Postmark of Dispatching Office

Postmark of Dispatching Office

Postmark of Receiving Office

Postmark of Receiving Office

PS Form 3854, April 1985

*U.S. GOVLRNMLNI PRINTING OI ICL: 193

Figure 2 – Receipt of Articles on Incoming Inside Bill and
Annotating Discrepancies Found

REG -   6 SH

Instructions for Receiving Registered Articles and Annotating Discrepancies on Incoming Inside Bill	
Block #	**Instructions**
1	Verify the pouch seal number against the pouch inside bill seal number.
2	Check the registry numbers on the bill against the registry number on the articles. At the same time, verify that your post office address is on each piece of mail in the pouch. Articles NOT ADDRESSED to your post office must be endorsed "MISSENT TO APO" and enter your APO number. Process missent mail for dispatch with the rest of the outgoing mail.
3	If discrepancies are found, briefly write the irregularity on the bill next to the registry item listed. For example, if the discrepancy is: • Numbers transposed - write "SHOULD READ" then, correctly write the number on the bill. • Missent item - write "MISSENT." • Item listed on the bill but was not received - write "NOT RECEIVED."
4	Enter the number of articles received on this bill.
5	Write the notation "WITNESS:" or "WIT:" and have the witness sign on this line.
6	Sign your name on this line.
7	Enter the current time here.
8	Postmark the bill and the coupon with the APDS.
9 (On front of coupon)	Write the number of pieces received on the incoming inside bill. Write "WIT" and have the witness sign on this line. You sign below the witness's signature.
10 (On back of coupon)	Write the article number and irregularity for each irregularity found.
NOTE:	Back-stamp all registered mail received (letters, small parcels, and OSPs).

If discrepancies are found, detach the completed coupon (front and back) and mail it back to the office of origin.

> *RB RB473580371US –*
> *SHOULD READ RB473850371US*
>
> *RB448703211US – MISSENT*
>
> *RB 770618100US – NOT RECEIVED*
>
> ---
>
> **10**

RECEIVING MAIL ON PS FORM 3877
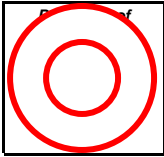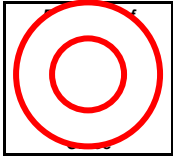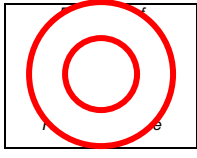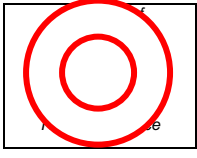
Figure 3 – Receipt of Articles on Incoming Transfer Bill from Other Source

Receiving Mail on PS Form 3877

Organizations that generate large volumes of official registered mail are responsible for preparing PS Form 3877 in duplicate, computing the postage and fees, obtaining the appropriate official postage, and bringing the registered mail with the completed forms to the registry section.

After the registry clerk verifies the registered numbers listed against the articles received, the registry clerk will sign and APDS both copies of the form. The registry clerk will keep the ORIGINAL for the registry section files. The DUPLICATE copy remains in the book and is returned to the organization.

RECEIVING MAIL FROM WINDOW CLERK
(Incoming Transfer Bill)

Lock No._ _ _ _ _   Rotary No._ _ _   Jacket No._ _ _   Control No._ _ _ _ _

Bill No._ **45** _ _   Page No._ **1X** _   Airmail_ _ _ _ _   Seal No._**H.C.** _ _

To _ _ _ **APO AE 09086** _ _ _ _ _ _ _ _ _ _ _

(P.O. or R.P.O. and Tr. No.)

	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	RB404148390US			16		
2	RB404148391US			17		
3	RB404148392US			18		
4	RB404148393US			19		
5	RB404148394US			20		
6	RB404148395US			21		
7	RB404148396US			22		
8				23		
9				24		
10				25		
11				26		
12						
13						
14						
15						

Bill No. _ _ _ **45** _ _ _
A.M. Rte. _____
& Fit. No._ _ _ _ _ _

Jacket No._ _ _ _ _ _ _

Lock No._ _ _ _ _ _ _

Rotary No._ _ _ _ _ _

Seal No. _ _ _ _ _ _ _

Received _ _ _ _ _ _ _ _
above specified bill from
dispatching office named in
postmark
....
Receiving clerks
....
....
....
....
....
....
....
....

A "WITNESS" is _NOT_ required on Transfer Bills

A total of _ **7** _ articles sent by this dispatch	Postmaster, ...*Tracy England*......	**1435** *M. Dispatching Clerk.*
A total of _ **7** _ articles received in this dispatch	Postmaster, ...*Troy Black*..............	**1440** *M Receiving Clerk.*

PS Form 3854, April 1985

Figure 4 – Completed Transfer Bill from Window Clerk

COMPLETING PS FORM 3849
(Delivery of Personal Mail)

UNITED STATES POSTAL SERVICE

We ᴿᵉDeliver for You!

Download Informed Delivery™ APP to manage your redeliveries.

Sorry we missed you while you were out.

Date: **Date of situation** [1]

This item was sent by: **Michael Victor** [2]

It was sent to: **Nathaniel Ramos** [3]

At this address: [4] **PSC 27 Box 11, APO AE 09086**

About the missed delivery:

[5] It was a: **X** Package ☐ Letter ☐ Large Envelope

Available for pickup after:

Date of situation [6]

This is the: **X** First Attempt ☐ Final Notice [7]

We'll hold on to it until:_____

For redelivery, scan the QR code or go to *usps.com/redelivery* and enter the barcode number shown below. 1A2B 3C1A 2B3C 1A2B

We have item/s for you which we could not deliver because:

_____ Postage Due _____Customs

☐ Receptacle full/item oversized

☐ No secure location available

☐ No authorized recipient available

X Signature required (*Adult Signature - Must be 21 years* [8]

X Other: **RB 789 462 260 US** [9]

Please see reverse for redelivery or pickup options.
PS Form 3849, January 2018

Choose one option for redelivery or pickup.

1. Go online to *USPS.com/redelivery*

2. Let your carrier know when and where you'd like them to leave the item, then leave this form in your mailbox. *(Sorry, not an option for Restricted Delivery or Adult Signature Items)*

Please redeliver on this date: _____and leave at (check one):

☐ Front door ☐ Back door ☐ Porch ☐ Garage

☐ Other: _____

3. Go to your local Post Office located at:

4. Sign up to manage redeliveries at *informeddelivery.com*

5. Send someone to serve as your representative to pick it up for you at your local Post Office. Sign below and provide the name of the person you want to pickup the item.

Addressee signature: _____

Name of representative: _____

6. Call us at **800-ASK-USPS** (800-275-8777)

	Delivery Section [10]
Signature	*Nathaniel Ramos*
X	
Printed Name	**Ramos, Nathaniel**
Delivery Address	**PSC 27, Box 11, APO AE 09086**

USPS ‖‖‖ VARIABLE DATA ‖‖‖
1A2B 3C1A 2B3C 1A2B

We ᴿᵉDeliver for You!
PS Form 3849, October 2017 (Reverse)
UNITED STATES POSTAL SERVICE®

Figure 5 – Completed PS Form 3849 Showing Delivery of Personal Registered Mail

Instructions for Preparing PS Form 3849	
Block #	**Instructions**
1	Enter current date.
2	Enter sender's name or company's name.
3	Write the name of the person receiving the item.
4	Write the address wher the delivery was attempted.
5	Check te type of mail. (Select only one).
6	Write available pickup date. For classroom purposes, enter the current situation date.
7	Check attempt.
8	Signature Required.
9	Check other and enter the Article Number
10	Customer sign, prints, and enters delivery address here at the time of pickup.

PREPARING PS FORM 3883
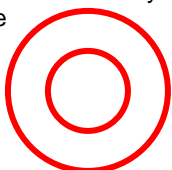
United States Postal Service ® **Firm Delivery Receipt for Accountable and Bulk Delivery Mail**	5199 9990 0007 4873 7744

☐ Certified	☐ Delivery Confirmation Service	☐ Express Mail Service	☐ Recorded Delivery	☐ Return Receipt for Merchandise	☐ Signature Confirmation Service	Mail for/Bill Number	
☐ COD		☐ Insured	**X** Registered	**1**		**HHC, 3/77 AR BN / 25**	**2**

#	Article Number	* Code	Office of Origin *(International)*	#	Article Number	* Code	Office of Origin *(International)*
1.	RB252587002US **3**			11.			
2.	RB882634005US			12.			
3.				13.			
4.				14.			
5.	←		→	15. **4**	→		→
6.				16.			
7.				17.			
8.				18.			
9.				19.			
10.				20.			

*	**CODE: DC = Received in Damaged Condition.**	**R = Return Receipt Requested.**	**RTS: Returned to Sender.**

Date of Delivery **5 MAR XX** **5**	Number of pieces described **7**	**Recipient signs Form 3849.**	Postmark – Delivery Office
Delivered By: *(Clerk/Carrier)* *Julie Barnett* **6**	**2**	ERM Sites: send Form 3849 to CFS	
Form 3849 Barcode Number	**BLACK**, Troy *Troy Black* **8**	MRM sites: file Form 3849 with Form 3883 **9**	

PS Form **3883**, February 2002
Follow proper scanning procedures for all articles.

1 - Delivery

Figure 6 – Completed PS Form 3883 Showing Delivery of Official Registered Mail

Instructions for Preparing PS Form 3883	
Block #	
1	Enter an "X" in the registered block.
2	Enter the name of the unit of address or activity. Enter the bill number used. For example, if the last bill number used was 24, then enter 25.
3	List the registered articles to be delivered. You can deliver up to 20 items to the same unit on one bill.
4	Close the bill by drawing a diagonal line through the unused portions of the bill.
5	Enter the current date at the time of delivery.
6	Sign your full name as the clerk delivering the articles.
7	At the time of pickup, the unit mail clerk enters the total number of articles received.
8	Unit mail clerks print and sign their names in respective blocks. (Mail clerks act as the 'Agent' for their units.)
9	Postmark with the APDS, both original and the 2 duplicate forms (2 Copies)

Remember, only use a PS Form 3883 to deliver **official** registered mail. Use a separate PS Form 3883 for each different unit you serve.

PS Form 3883 is prepared in triplicate. Once verification is made and the form is signed, distribute as follows: copy 1 – Registry Section files, copy 2 – destroyed, and copy 3 – given to the unit mail clerk.

PREPARING 3854
(Outgoing Inside Bill)

② **③** **①** **⑥**

Lock No. _____ Rotary No. _____ Jacket No. _____ Control No. _____

BILL No. **91** Page No. **1X** Airmail _____ Seal No. **59206537**

⑤ To _____ **AMF KENNEDY NY 00300**
(P.O. or R.P.O. and Tr. No.)

REGISTERS

④

⑦

Reg. Nos., Jacket, Lock or Seal Nos.	Offices on 218 of Origin. Use only for Jacket, Lock, or Seal Numbers. Not required for individual Reg.	Reg. Nos., Jacket, Lock or Seal Nos.	Offices on 218 of Origin. Use only for Jacket, Lock, or Seal Numbers. Not required for individual Reg. Nos.
1 RB239901005US			
2 RB239901006US			
3 RB239901007US			
4 RB239901008US			
5 RB404148390US			
6 RB404148391US			
7 RB404148392US			
8 RB404148393US			
9 RB404148394US			
10 RB404148395US			
11 RB404148396US			
12 RB514823921US			
13 RB514823923US			
14 RB514823924US			
15 RB448703211US			

These are articles received on PS Form 3877 from one of the units (pg 21)

These are articles received on the transfer bill from the window clerk (pg 22)

These are articles received on the inside bill from the outlying units (pg 24)

This is the missent article received from AMF Kennedy (pg-12)

Bill No. **91**

A.M. Rte. & Flt. No. _____

Jacket No. _____

Lock No. _____

Rotary No. _____

Seal No. **59206537**

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

_____ Receiving Clerk

(Use back for reporting irregularities or discrepancies.)

⑩ **⑫** **1500**

A total of **15** articles **⑨** sent by this dispatch

POSTMASTER, Wit: George Forrest
John J. Doe **⑪**

1500 M.
Dispatching Clerk.

A total of _____ articles received in this dispatch

POSTMASTER, _____ M.
Receiving Clerk.

Postmark of Receiving Office

Postmark of Receiving Office

Form 3854, Apr. 1985

* U.S. GOVERNMENT PRINTING OFFICE: 190 359-775

A total of _____ articles received in this dispatch

POSTMASTER, _____ M.
Receiving Clerk.

Receiving Office

Receiving Office

Form 3854, Apr. 1985

* U.S. GOVERNMENT PRINTING OFFICE: 190 359-775

Instructions for Preparing an Outgoing Inside Bill

Block #	Instructions
1	Draw a single line through the unused blocks (MPOs do not use these blocks).
2	Enter the next bill number (on the bill and coupon). Start numbering the forms in sequence, starting with number <u>1</u> at the beginning of the calendar year.
3	Enter the page number. Place an "X" after the <u>last</u> page number (e.g., if you use only one page (30 items or less), then write **1X**; if you use two pages (more than 30 items), then write **1X** on the first page and **2X** on the second page.
4	Enter the serial number of the seal used to secure the pouch (on the bill and coupon).
5	Enter the final dispatch destination where the mail is going. Although other facilities may process the pouch for further dispatch, the final destination is the facility that opens the pouch.
6	Postmark with the APDS.
7	List (preferably in numerical sequence) the registered numbers of the articles placed inside the pouch.
8	Close the bill by drawing a diagonal line through the unused portions of the bill.
9	Enter the total number of registered articles listed on the bill.
10	Enter the annotation "wit:" or "witness" followed by the witness's signature.
11	Sign your name. You are the dispatching registry clerk.
12	Enter the current time.

PROPER METHOD OF CLOSING REGISTERED POUCH WITH SEAL

- Close hasp over the staple.

- Slide the small plain end of the seal with the number side down through the bottom of the staple.

- Thread the seal through two grommets (eyelets).

- Bend the seal back and thread the plain end over the staple and into the head of the seal so the number appears on the outside of the seal. Once you hear a click, pull on the ball of the seal until you hear a 2nd click which locks the seal into place.
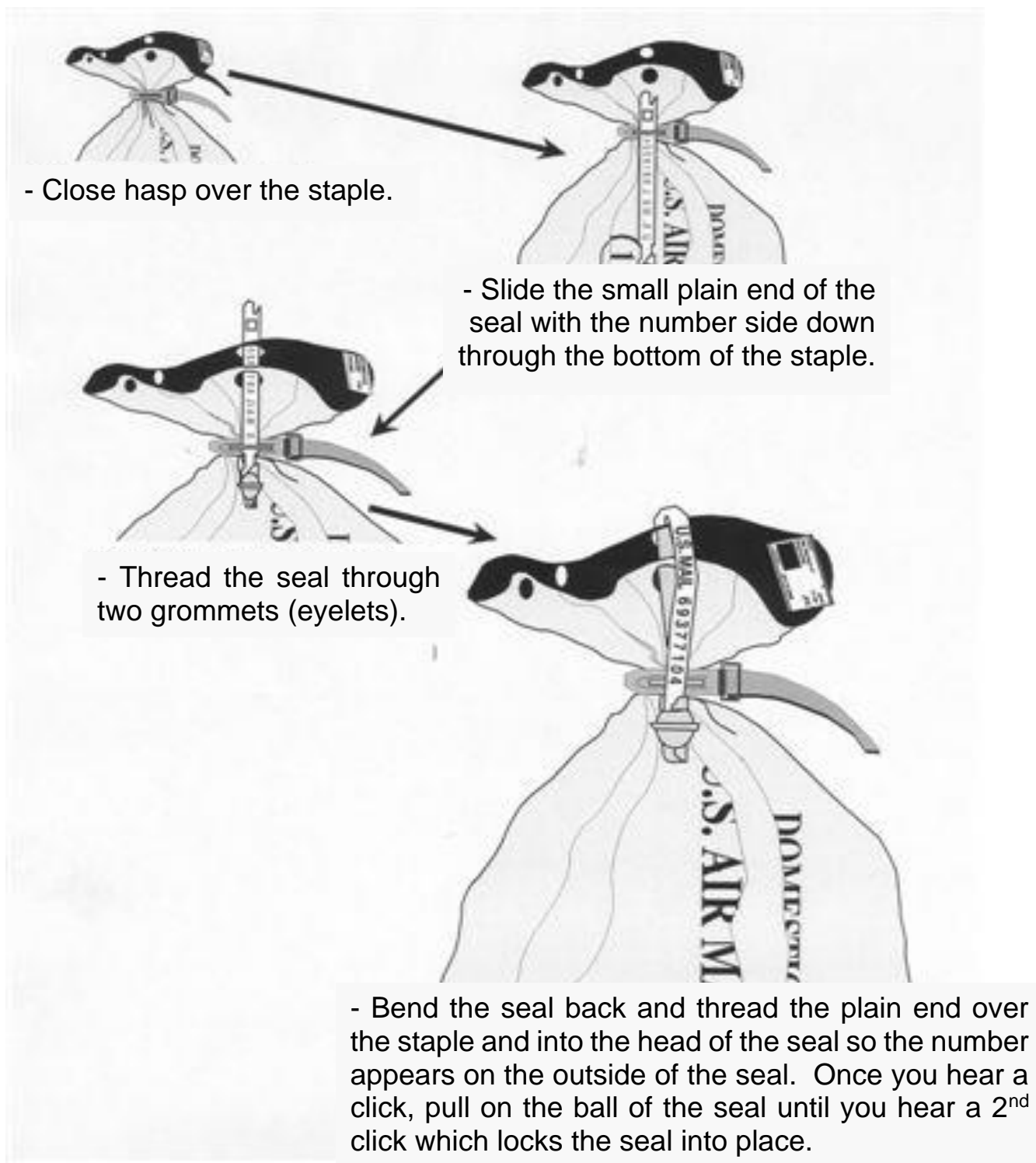
Figure 8 – Preparation of Registered Pouch

DISPATCHING REGISTERED ARTICLES
(Outgoing Truck Bill)

1 Lock No.‗ ‗ ‗   Rotary No.‗ ‗   Jacket No.‗ ‗ ‗   Control No.‗ ‗

5

2 Bill No.‗ **100**   Page No.**1X**   **3** Airmail‗ ‗ ‗ ‗   Seal No.‗ ‗ ‗ ‗

Postmark of **Dispatching Office**   *Postmark of* **Dispatching Office**

4 To **AMT, APO AE 09060** ‗ ‗ ‗ ‗ ‗ ‗ ‗
(P.O. or R.P.O. and Tr. No.)

	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	**S / 59206537**	**APO AE 09086**	**7**	16		
6	**O/RB812754230US**			17		
3				18		
4				19		
5				20		
6				21		
7				22		
8			**8**	23		
9				24		
10				25		
11				26		
12				27		
13				28		
14				29		
				30		

Bill No. 100
A.M. Rte. _____
& Fit. NO.‗ ‗ ‗ ‗ ‗ ‗
_____
Jacket No.‗ ‗ ‗ ‗ ‗ ‗
_____
Lock No.‗ ‗ ‗ ‗ ‗ ‗
_____
Rotary No.‗ ‗ ‗ ‗ ‗ ‗
_____
Seal No.‗ ‗ ‗ ‗ ‗ ‗

Received ‗ ‗ ‗ ‗ ‗ ‗
above specified bill from dispatching office named in postmark
....
Receiving clerks
....
....
....
....
....
....
....

9

A total of ‗ **2** ‗ articles sent by this dispatch

Postmaster,
Troy Black

10 **11** **1520** M.
Dispatching Clerk.

A total of ‗ **2** ‗ articles received in this dispatch

Postmaster,
Kevin Indie

...**1520**...M
Receiving Clerk.

Postmark of

Receiving Office

Postmark of

Receiving Office

PS Form 3854, April 1985   *U.S. GOVLRNMLNI PRINTING OI ICL: 193

12. Mail guard signs the triplicate copy <u>only</u>, and the registry clerk retains it until the original copy returns signed by the receiving MPO.

Figure 10 – Example, Dispatch of Articles on Outgoing Truck Bill

Instructions for Preparing an Outgoing Truck Bill

Block #	Instructions
1	Draw a single line through the unused blocks (MPOs do not use these blocks).
2	Enter the next bill number. The forms are numbered in sequence, starting with number <u>1</u> at the beginning of the calendar year.
3	Enter the page number. Place an "X" after the <u>last</u> page number (e.g., if you use only one page (30 items or less), then write **1X**; if you use two pages (more than 30 items), then write **1** on the first page and **2X** on the second page.
4	Enter the destination where the mail guard will take the pouch(es) and outside pieces (OSPs). Normally the destination is an Aerial Mail Terminal (AMT) or a Fleet Mail Center (FMC).
5	Postmark with the APDS.
6	List seal numbers or pouch(es) and/or OSPs being dispatched. Precede seal numbers with the letter **"S"** and outside pieces with the letter **"O."**
7	Enter next to the seal number, the APO area and APO number of the facility who prepared the pouch. **DO NOT** enter APO area and number for outside pieces.
8	Close the bill by drawing a diagonal line through the unused portions of the bill.
9	Enter the total number of registered articles listed on the bill.
10	Sign your name. You are the dispatching registry clerk.
11	Enter the current time.
12	After the mail guard verifies the mail shipment, he/she enters the number of articles received. Then signs and enters the current time on the bottom of the **TRIPLICATE** copy only and accepts custody and responsibility for the registered mail. **DO** **NOT** POSTMARK THE BOTTOM PORTION WITH THE APDS.

COMPLETING END-OF-DAY BALANCE AND INVENTORY

REGISTERED MAIL – BALANCE AND INVENTORY

PREPARING ACTIVITY	PERIOD COVERED *(YYYYMMDD)*	
APO AE 09086	FROM 20XX0331 0700	TO 20XX0331 1900

PART 1 – NUMBER OF ITEMS PROCESSED

SECTION A – ON HAND, ACCEPTED, RECEIVED AND PREPARED FOR DISPATCH			SECTION B – OPENED, DELIVERED, DISPATCHED AND ON HAND		
1	ITEMS ON HAND AT START OF PERIOD	*0*	9	ITEMS DELIVERED ON PS FORM 3849 AND 3883	*3*
2	ITEMS ACCEPTED ON PS FORM 3806 AND 3877 AND RETURNED FROM UMC ON PS FORM 3883	*4*	10	ITEMS LISTED ON INSIDE BILLS *(PS Form 3854)*	*15*
3	ITEMS LISTED ON INSIDE BILLS *(PS Form 3854)*	*11*	11	ITEMS LISTED ON OUTGOING MANIFESTS	*0*
4	ITEMS LISTED ON INCOMING MANIFESTS	*0*	12	ITEMS LISTED ON OUTGOING TRUCK BILLS	*2*
5	ITEMS LISTED ON INCOMING TRUCK BILLS	*4*	13	NUMBER OF POUCHES/JACKETS OPENED	*2*
6	NUMBER OF POUCHES/JACKETS CLOSED	*1*	14	ITEMS ON HAND AT END OF PERIOD	*5*
7	ITEMS RECEIVED FROM OTHER SOURCES	*7*	15	TOTAL OF ITEMS 9 THROUGH 14 *(This total must be the same as the total shown in item 8)*	*27*
8	TOTAL OF ITEMS 1 THROUGH 7	*27*			

SECTION C – INVENTORY BY NUMBER OF EACH ITEM DELIVERED ON PS FORM 3849 *(Continue in remarks if necessary)*

RB 812754230US

> **REMEMBER**
> **No errors are allowed in Parts I & II**

PART II - REMARKS

WIT: Whitney Brown, SGT
 Troy Black, SPC

PART III – VERIFICATION AND TRANSFER OF ACCOUNTABILITY

A. I VERIFY THAT ALL ENTRIES ON THIS BALANCE AND INVENTORY ARE CORRECT

1. SIGNATURE OF PERSON PREPARING FORM	2. SIGNATURE OF VERIFYING OFFICIAL
Troy Black	*Tiffany Seahawk,* SFC

B. I ACKNOWLEDGE RECEIPT OF ALL REGISTERED ITEMS LISTED ON THIS INVENTORY

1. TYPED/PRINTED NAME OF ACCEPTOR *(Last, First, Middle Initial)*	2. PAY GRADE	3. SIGNATURE

DD FORM 2261, MAY 2000   PREVIOUS EDITION IS OBSOLETE.

PART IV – PHYSICAL INVENTORY					
(Enter complete listing at the close of business or shift change)					
RB101483910 US	RB473850371 US	RB862007713 US	RB374901867 US	RB604993267 US	

DD FORM 2261 (BACK), MAY 2000

Figure 11 – Completed DD Form 2261 Showing Balance at End of Duty Day

	Instructions for Completing End-of-Day Balance and Inventory (DD Form 2261)

Block #	Instructions
1	Enter your APO or FPO number (e.g., APO AE 09086)
2	Enter in the "From & To" blocks the dates and hours of operation in the registry section in Year, Month, and Day (YYYYMMDD) format.
3	Enter number of registered articles remaining from the previous day. These are articles that were not delivered and were stored in the registry section overnight; or in a shift change, these are the articles on hand when you take over the shift.
4	Enter combined totals of registered mail received on PS Form 3806, PS Form 3877, or PS Form 3883. (You received 4 items on PS Form 3877. See page 6.)
5	Enter the total amount of registered articles received on all incoming inside bills. (You received 2 inside bills - on the first bill from AMF-JFK [page 4] you received 8 items. On the other bill from the outlying unit [not shown] you received 3 items. A total of 11 items were received.)
6	Place a zero (0) in this space. Manifests are not used.
7	Enter the total amount of registered articles received on all incoming truck bills. (You received 2 truck bills - on the first bill from the AMT [page 2] 2 items were received. On the other bill from the outlying unit [not shown], you received 2 items. A total of 4 items were received.)
8	Enter the number of pouches you prepared and closed for dispatch to the AMT or FMC. (You prepared 1 pouch to dispatch the mail to the AMT at the end of the business day.) **For classroom purposes only, you will only close "1".**
9	Enter the number of registered articles received from window clerks on transfer bills. Registered articles found in ordinary mail are also entered here. (You received 7 items on a transfer bill [see page 7])
10	Enter total of items 1 through 7. (The total for 'Section A' is 27 items.)
11	Enter number of registered articles delivered on PS Forms 3849 and 3883. (You delivered 1 item on a PS Form 3849 [see page 8], and 2 items on PS Form 3883 [see page 9]. A total of 3 items were delivered.)
12	Enter total amount of registered articles dispatched on all outgoing inside bills. (15 items were dispatched on the outgoing inside bill [see page 11])
13	Place a zero (0) in this space. Manifests are not used.
14	Enter number of registered articles dispatched on all outgoing truck bills. (2 items were dispatched on the outgoing truck bill [see page 14])
15	Enter the number of registered pouches opened by the registry clerk and witness. (You opened 2 pouches - one received from the AMT [see page 2], the other from the outlying unit [not shown].)
16	Enter the number of items on hand at the end of the period. This includes any undeliverable mail that will be stored overnight or transferred to another shift. (5 items remained on hand [see back of 2261 page 17])
17	Enter total of items 9 through 14. This total must be the same as the total shown in Part I, item 8.

18	Enter the registered number of each article delivered on PS Form 3849. Enter numbers from top to bottom. Line out any unused blocks. (You delivered only 1 item on PS Form 3849 [see page 8]).
19	Enter the <u>printed</u> name of each clerk working in the registry section during the period. This is normally your witness and the registry clerk. Enter the word "**WITNESS:** or **WIT:**" and then print the name.
20	The registry clerk signs his/her name here.
21	The supervisor or designated individual will sign here indicating that all entries have been verified and are correct.
22	The next registry clerk assuming responsibility for the registry section will print name, pay grade, and sign his/her name in this section after inventorying and verifying the articles listed on the reverse side of the DD Form 2261. **This section is not used for this class.**
23	At the close of business or shift change, inventory and **"horizontally"** list (by registered number) each item on hand. After you enter the last number, "**Z**" out any unused blocks.

NOTE: When a balance cannot be attained, recheck the computations of each entry against the related forms processed during the period. Next, determine that a form is on hand for each transaction performed. If necessary, go back to the previous balance and inventory and begin a cross-check of the numbers for each transaction since that time.