

DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
FINANCE CENTER  
5720 INTEGRITY DRIVE  
MILLINGTON, TENNESSEE 38054-8001

CEFC-AO

1 February 1999

MEMORANDUM THRU: Director Resource Management and Finance and Accounting Officers

FOR: Information Management Officers

SUBJECT: Financial Memorandum (FM99-002), Ammendment 1 to Operating Instructions Information for Mandatory Electronic Fund Transfer (EFT) Payments for All United States Postal Services Postal Commercial Meters, Remotely Set (CMRS) and Centralized Automated Payment System (CAPS) by January 2, 1999

1. References:

a. CEIM-IR (25-1) memorandum dated 24 November 1998, subject: Establish Accounts for Postal Commercial Meters, Remotely Set (CMRS) and the Centralized Automated Payment System (CAPS)

b. CERM-F memorandum dated 14 December 1998, subject: Mandatory EFT payments for all United States Postal services for Postal Commercial Meter, Remotely Set (CMRS) and Centralized Automated Payment System (CAPS) by EFT beginning January 1, 1999

c. CEFC-AO memorandum dated 22 December 1998, SAB

2. All activities supported by the UFC should follow these operating instructions. Activities that will be supported by the UFC in the future should use these operating instructions to establish CEFMS Postal obligations and follow referenced messages to ensure sufficient balances are available in postal accounts until consolidated by the UFC. **This message is provided to the Transatlantic Program Center (TAC) and Pacific Ocean Division (POD) for information only.**

3. This memo provides updates to item # 6 and #7 of reference c above. Each item will be restated as originally provided and then stated with amendments highlighted with bold lettering:

(6). The UFC recommends that each FOA have only one CMRS and CAPS account. Two obligations should be established in each CEFMS database, one for CMRS and one for CAPS. The obligation will be a manual entry in CEMS and marked fast pay when created. The CEFMS obligation number must be structured with your account number for the new CEFMS programming to pick-up the account number. Examples of the structure are as follows:

CMRS-ACCOUNT #: CMRS-123456  
CAPS-CTASACCOUNT #: CAPS-CTAS789111

(6a). The UFC recommends that each FOA have only one CMRS and CAPS account. Two obligations should be established in each CEFMS database, one for CMRS and one for CAPS. The obligation will be a manual entry in CEFMS and marked fast pay when created. The CEFMS obligation number must be structured with your account number for the new CEFMS programming to pick-up the account number. Examples of the structure are as follows:

SUBJECT: Financial Memorandum (FM99-002), Amendment 1 to Operating Instructions/Information for Mandatory Electronic Fund Transfer (EFT) Payments for All United States Postal Services Postal Commercial Meters, Remotely Set (CMRS) and Centralized Automated Payment System (CAPS) by January 2, 1999.

CMRS-ACCOUNT #: 123456  
CAPS-CTASACCOUNT#: CTAS789111

(7). The UFC will accept memos from Information Management Offices as invoices for payment. Receiving reports will not be required since obligations are marked as fast pay. If an office has different types of permit mailing; each type should be tracked as an additional line item on the CAPS obligation. Multiple CAPS accounts should not be requested. However, if your organization uses multiple CMRS and CAPS accounts, each account would become a unique obligation in CEFMS as instructed in item #6 above. The vendor id referenced on each respective CAPS and CMRS obligation would be the same. The obligation number will become part of the addenda record and must be recorded as instructed. If not, the postal vendors will not be able to track our account information accurately. Purchase requests and obligations can be amended periodically to increase funding as required but do not establish new obligation numbers unless the account number changes.

(7a). The UFC will accept memos from Information Management Offices as invoices for payment. Receiving reports will not be required since obligations are marked as fast pay. If an office has different types of permit mailing; each type should be tracked as an additional line item on the CAPS obligation. Multiple CAPS accounts should not be requested. However, if your organization uses multiple CMRS and CAPS accounts, each account would become a unique obligation in CEFMS as instructed in item #6 above. **The vendor id referenced on each respective CAPS obligation would be the same. The vendor id on each CMRS obligation will be dependent upon the meter vendor used.** The obligation number will become part of the addenda record and must be recorded as instructed. If not, the postal vendors will not be able to track our account information accurately. **C2 Purchase requests** and obligations can be amended periodically to increase funding as required but do not establish new obligation numbers unless the account number changes. **When the source of funds changes from year to year new obligation line items should be created to allow for the change.**

4. Additional information or amendments to this guidance will be published on an as needed basis. The UFC POC for questions or information is Mr. Pete Brown, CEFC-AF, 901-874-8591.

FOR THE DIRECTOR:

  
Thomas L. Brockman Jr.  
Deputy Director for Accounting Operations