

MEMORANDUM THRU: Director Resource Management and Finance and Accounting Officers

FOR: Information Management Officers

SUBJECT: 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

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. Programming to provide mandatory EFT addenda records or account numbers in a specific format for CMRS and CAPS payments are currently under testing at the USACE Finance Center (UFC) Directorate of Financial Systems Development and Maintenance (CEFC-S) in Huntsville, Alabama. The UFC (Millington, TN) will notify each supported activity, Finance and Accounting Officer, via e-mail when the \$1.00 test transaction will be conducted.

4. All activities supported by the UFC should be requesting their CMRS and CAPS account numbers. The account numbers will be required to complete testing of the new postal procedures and pay for your activities postal requirements beginning 2 January 1999. The following UFC Originating Bank name and account information will be needed to obtain your CAPS Account:

Federal Reserve Bank of St. Louis
411 Locust Street
St. Louis, MO 63102
ABA # 084736031

The following information should be forwarded via e-mail to Robert Brown, with a copy furnished to Tom Brockman and Lee Autry, as soon as it is received, for the UFC to properly record EFT information in the CEFMS database:

- a. CMRS Account #
- b. CMRS Vendor Id
- c. CAPS Account #
- d. CAPS Vendor Id
- e. FOA Code of CEFMS database
- f. Completed SF3881 or UFC-DISB-4 (REVISED) Form

SUBJECT: 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.

The UFC maintains hard copy files of all EFT enrollment forms. The completed SF3881 or UFC Disb-4 form (Revised) should be forwarded to the following address:

U.S. Army Corps of Engineers, Finance Center
ATTN: Disbursing Division, Lee Autry
5720 Integrity Drive
Millington, TN 38054-5005

5. The CAPS Vendor Id should be established in CEFMS as a commercial vendor. The same address should be used for the payment address. The address and taxpayer id to be loaded is as follows:

CAPS SERVICE-U.S. POSTAL SERVICE
2700 CAMPUS DR
SAN MATEO, CA 94497-9223

TAXPAYER ID=1135661517

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 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:

CMRS-ACCOUNT #: CMRS-123456
CAPS-CTASACCOUNT #: CAPS-CTAS 789111

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.

8. 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.

//s//

STANLEY N. WRENN
Director, USACE Finance Center