



DEPARTMENT OF THE ARMY

WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CERM-F (37)

17 DEC 1998

MEMORANDUM FOR ALL USACE COMMANDS, ATTN: DIRECTORS OF
RESOURCE MANAGEMENT

SUBJECT: Mandatory Electronic Funds Transfer (EFT) for all United States Postal Service payments for Postal Commercial Meter, Remotely Set (CMRS) and Centralized Automated Payment System (CAPS) beginning 01 January 1999.

1. References:

a. Public Law 104-134.

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

2. Effective 01 January 1999, reference 1.a. mandates EFT for postal accounts under CMRS and CAPS. The Corps of Engineers Financial Management System (CEFMS) is currently being programmed to support this requirement and is expected to be ready 31 December 1998 to meet this schedule. All USACE sites must use CMRS for electronic postage. However, not all USACE sites require CAPS, only those with permit mailings.

3. In order to provide a smooth transition to EFT payments, we recommend that prior to 01 January 1999 all Official Mail Managers (OMM) make payments to have sufficient postage funding loaded on existing meters and establish funding in CAPS accounts to carry through the initial EFT testing phase under CEFMS. Use current procedures, including check payments, to accomplish this. CMRS and CAPS should have postage requirements purchased and accounts funded through 28 February as prudent for most locations, although individual circumstances may require **an extended date**. For those sites not consolidated to the USACE Finance Center by 31 December 1998 (including Los Angeles, NAD/Districts, and HECSA), postal requirements under CMRS should be purchased and CAPS accounts funded through the end of FY 1999 no later than 31 December 1998. These procedures will ensure continuity of operations for all mail and are necessary for all locations, including those that have received a waiver from payments by EFT.

4. Payments for postal requirements by EFT are not considered advance payments, since meters are updated approximately simultaneously with EFT. It is necessary initially to ensure that all EFT payments result in correct updates. OMM must reconcile all payments (including EFT payments) with receipt of postal credits on meters. CAPS

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accounts are considered government funds on deposit with the USPS. Account balances are reduced as USACE postal expenses reduce the balance in the account. OMM must periodically validate account balances. Again, we do not regard this as advance payments, since deposited funds belong to USACE as the using agency.

5. Once CEFMS programming is completed, a one-dollar test will be run for both CAPS and CMRS at all locations to ensure the correctness of future processing. It is the responsibility of OMM to implement testing with the supporting Resource Management disbursing office. All payments for CMRS and CAPS should be made from the revolving fund. EFT forms should be completed and submitted to the servicing disbursing office at least ten days prior to testing in order for the required data to be entered into the CEFMS database. The USPS has designated Citibank for the establishment of all CMRS accounts and Bank of America for the establishment of all CAPS accounts. Vendors may not elect to receive EFT payments through accounts at other banks. When CEFMS development for EFT is completed, the USACE Finance Center will provide notification that testing may begin. The USACE Finance Center will be providing additional information and operating instructions in the very near future.

6. Resource Managers at all USACE commands, in coordination with Information Managers, should ensure that all operating areas within their purview, including all field offices, purchase CMRS postal requirements and fund CAPS accounts as described above. Additionally, Resource Managers must ensure that all operating areas are tested under CEFMS EFT for postal payment.

7. The USACE Finance Center point of contact (POC) is Mr. Pete Brown, CEFC-AR, (901) 874-8591. HQUSACE Finance and Accounting Division POC is Jimmie France (202) 761-1921. The POC for the Official Mail Management Program is Dianne Barnes, (202) 761-5021.

FOR THE COMMANDER:



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CF: Directors/Chiefs of Information Management
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