WEIGHT-BASED ASSESSMENT OF MILITARY POSTAL SERVICE - **I N C O M I N G**

1. AGENCY/USER *(Spell out completely)*

2. STATUS

3. LOCATION

4. AGENCY ZIP CODE

5. PARENT ZIP CODE

REPORT WEIGHTS IN POUNDS AND OUNCES UNDER THE APPROPRIATE CATEGORIES BELOW:

6. 31-DAY PERIOD *(YYYYMM)*	7. OFFICIAL						8. OFFICIAL - IDS				9. PERSONAL						10. PERSONAL - IDS				11. INITIALS	
	a. LETTER CLASS/ PRIORITY		b. STANDARD/ MOM		c. SURFACE		a. LETTER CLASS/ PRIORITY		b. STANDARD/ SAM		a. LETTER CLASS/ PRIORITY		b. STANDARD/ SAM		c. SURFACE		a. LETTER CLASS/ PRIORITY		b. STANDARD/ SAM			
	POUNDS	OUNCES	POUNDS	OUNCES	POUNDS	OUNCES	POUNDS	OUNCES	POUNDS	OUNCES	POUNDS	OUNCES	POUNDS	OUNCES	POUNDS	OUNCES	POUNDS	OUNCES	POUNDS	OUNCES	CLERK	AGENCY
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12. MILITARY POST OFFICE CERTIFIER

13. AGENCY REPRESENTATIVE

12. a. NAME *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*	13. a. NAME *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

DD FORM 2755, MAY 1997

INSTRUCTIONS FOR COMPLETION OF DD FORM 2755,
"WEIGHT-BASED ASSESSMENT OF MILITARY POSTAL SERVICE - INCOMING"

GENERAL - DoD Directive 4525.6 (See Note 1) prescribes the policy and DoD Directive 4525.6-M (See Note 2) prescribes the procedures which implement the policy for the management and control of military postal service (MPS) requirements. The Military Postal Service Agency (MPSA) manages assessment data from military post offices (MPOs). The MPSA also prepares notification of reimbursement to all non-DoD authorized users of the MPS as prescribed by law (See Note 3) and other governing directives.

COORDINATION PROCEDURE - The MPO conducting the assessment must forward the completed assessment forms to their major command, who in turn will consolidate all assessments for their command and forward to Headquarters, MPSA. (MACOM will submit all individual forms to MPSA.) Submit all questions, comments, or general information to MPSA at this time.

COPIES - Submit original, completed form to HQ MPSA through the MACOM and retain a copy at the MPO. Record all data in pen. If any corrections are necessary, mark out (white out or pen mark out) and have agency/user representative initial change.

Item 1. Identify the agency/user obtaining MPS. Spell out completely - NO ACRONYMS. If unsure, request this information from user agency.

Item 2. Provide the responsible department for the agency/user if a Government activity. Example: If Item 1 is Drug Enforcement Administration, Item 2 is Department of Justice. If the user is a non-government agency/user, provide as follows: Example: If Item 1 is General Electric, identify the contractor as a FMS (Foreign Military Sales) or a DoD (Department of Defense). If unknown, contact the user and verify their status as stipulated in their contract or authorization letter.

Item 3. Identify the geographic location (e.g., Rota, Spain) of your MPO.

Item 4. Identify the agency/user's ZIP Code to include +4, if used.

Item 5. Leave blank.

Item 6. Report the numeric month and four digits of the year of the assessment. Example: 199705 for May 1997.

a. The number of days to conduct the assessment, starting at the beginning of the announced month. Example: May's assessment starts 1 May as day 1.

Item 7. Labels the category of "Official" mail for assessment data collection.

a. Record total POUNDS and total OUNCES of Official "Letter Class/Priority" mail received by the agency/user on each day (See Item 6a) of the assessment in this column. Example: Day 1: 4 (pounds) 72 (ounces). DO NOT convert ounces to pounds and DO NOT report ounces as a decimal. Found in "ORANGE" bags.

b. Record total POUNDS and total OUNCES of Official "Standard" mail and "MOM" (military official mail) received by the agency/user on each day (See Item 6a) of the assessment in this column. (See Example in Item 7a.) Found in "RED" bags with "MOM" tag.

c. Record total POUNDS and total OUNCES of Official "Surface" mail received by the agency/user on each day (See Item 6a) of the assessment in this column. (See Example in Item 7a.) Those MPOs not receiving "Surface" mail, please leave blank. Surface mail data is only applicable to Incoming Mail. Found in "GREY" canvas bags.

Item 8. Labels the category of "Official - IDS" (Intra-theater Delivery Service) mail.

a. Record total POUNDS and total OUNCES of Official - IDS "Letter Class/Priority" mail received by the agency/user on each day (See Item 6a) of the assessment in this column. (See Example in Item 7a.) Found in "ORANGE" bags.

b. Record total POUNDS and total OUNCES of Official - IDS "Standard" mail and "SAM" (space available mail) received by the agency/user on each day (See Item 6a) of the assessment in this column. (See Example in Item 7a.) Found in "RED" bags with MOM tag.

Item 9. Labels the category of "Personal" mail for assessment data collection.

a. Record total POUNDS and total OUNCES of Personal "Letter Class/Priority" mail received by the agency/user on each day (See Item 6a) of the assessment in this column. (See Example in Item 7a.) Found in "ORANGE" bags.

b. Record total POUNDS and total OUNCES of Personal "Standard" mail and "SAM" (space available mail) received by the agency/user on each day (See Item 6a) of the assessment in this column. (See Example in Item 7a.) Found in "RED" bags.

c. Record total POUNDS and total OUNCES of Personal "Surface" mail received by the agency/user on each day (See Item 6a) of the assessment in this column. (See Example in Item 7a.) Those MPOs not receiving "Surface" mail, please leave blank. Surface mail data is only applicable to Incoming Mail. Found in "GREY" canvas bags.

Item 10. Labels the category for "Personal - IDS" (Intra-theater Delivery Service) mail.

a. Record total POUNDS and total OUNCES of Personal - IDS "Letter Class/Priority" mail received by the agency/user on each day (See Item 6a) of the assessment in this column. (See Example in Item 7a.) Found in "ORANGE" bags.

b. Record total POUNDS and total OUNCES of Personal - IDS "Standard" mail and "SAM" (space available mail) received by the agency/user on each day (See Item 6a) of the assessment in this column. (See Example in Item 7a.) Found in "RED" bags.

Item 11. Each day mail is received by the agency/user, the postal clerk releasing mail and the agency/user representative collecting the mail must initial the transaction. This is important for future verification.

Item 12. Print the name of the responsible MPO individual for this assessment. Sign in ink and date.

Item 13. Print the name of the responsible agency/user representative during the assessment period. Sign in ink and date.

NOTES:

1. DoDD 4525.6, Single Manager for Military Postal Service

2. DoDD 4525.6-M, DoD Postal Manual

3. 31 United States Code, Section 1535-36 (Economy Act)