

What is New for Federal Government Mail

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Agenda

- ❑ What is OMAS
- ❑ Payment Options
- ❑ What is new
- ❑ OMAS HQ website
- ❑ Wrap Up and Questions

What is OMAS?

OMAS - Official Mail Accounting System

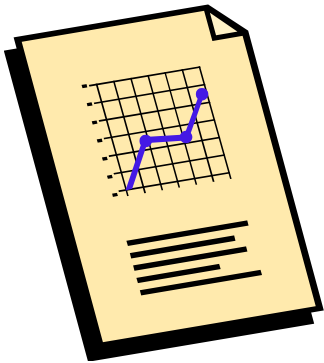
- A payment option for Federal Government agencies to pay for USPS transactions via IPAC – funds transfer via US Treasury
- Provides monthly reporting on mail usage

IPAC - Intergovernmental Payment and Collections (IPAC) system (US Treasury)

Pricing and Billing

Simplicity in Pricing & Billing

USPS provides a level of **transparency** by disclosing the actual transportation cost when tendering, no accessorial fees charged later.



Provides the ability to better forecast
Budgets

Flexible Payment Options

Official Mail/OMAS

- Pay through the agency's US Treasury account via IPAC

Centralized Account Processing System (CAPS)

- Prefund via check or ACH

Use PC Postage

- Convenient Shipping Option
- Endicia.com, PB.com or Stamps.com



Access to Transactional Data

BCG – all *PostalOne!* transactions

<https://gateway.usps.com/bcg/login.htm>

- CAPS
- OMAS
- One agency employee (i.e. Agency Mail Manager) should have the Business Services Administrator (BSA) role
- Responsibility of granting Gateway service access to affiliated users

OMAS reports – transactions from all channels: PostalOne!, Meters, Express Mail, and Stamps

- Monthly
- PDF or CSV

Official Mail (OMAS) Transactions

- Bulk Mailings through *PostalOne!*
 - ❖ OMAS Imprint (OI)
 - ❖ OMAS Meters (OM)
 - ❖ Business Reply Mail (BRM)
 - ❖ Merchandise Return Service(MRS)
 - ❖ Periodicals
 - ❖ Postage Due (PD)
- Meter settings
 - ❖ Physical Meters
 - ❖ PC Postage
- Stamp Purchases (using PS Form 17-G)
- Priority Mail Express



Official Mail – Federal Agency Tools

Subaccounts also known as Federal Agency Cost Codes

- 5 Digits assigned by the Agency Mail Manager
- Enter the subaccount on the Postage Statement
- Use the subaccount for new meters

What is the benefit of using these?

OMAS reports will separate out spend for specific sites or departments.

Official Mail – Reminders

Each Agency should have a Mail Manager Monthly

- Review actual postage versus estimate
- Adjust estimate if significant differences noted during the year, amend via PS Form 1952



Yearly

- Submit estimate of anticipated annual Official Mail activity (for all locations and departments)
 - Use PS Form 1952
 - Must be accurate and complete, i.e. purchase order number

For FY15 – Forms
due first week of
Sept 2014

Official Mail FAQs

Q. How does our new location in Phoenix, AZ start using OMAS?

A. The Phoenix employee needs to contact the agency's HQ Mail Manager, provide the annual mailing estimate and purpose. The HQ Mail manager may need to submit a revised PS Form 1952 to the USPS.

Q. How do we close an OMAS meter?

A. The customer should contact the meter provider directly. i.e. Neopost/Hasler, Pitney Bowes

Q. Who should we contact if we have a question about our OMAS reports?

A. The customer should send an email to omashq@usps.gov with the Agency Name, Agency Code and details of the question.

CAPS

- CAPS = Centralized Account Processing System
- Fund electronically via ACH Debit, ACH Credit and Fed wires
- CAPS Debit or CAPS Trust
- Need more information?
- Contact CAPS Service Center at (650) 377-1334



What is New?

- The Official Mail Accounting System (OMAS) team is reevaluating the system's current capabilities and reports. Through the Postal Service's Payment Modernization initiative, OMAS will be upgraded to allow electronic billing and payment for Postal products and services for Federal agencies.
- Survey our current Customers for feedback.

References

- DMM Section 703.7.0 Official Mail (Penalty)
<http://pe.usps.gov/text/dmm300/703.htm#1114075>
- Business Customer Gateway Details
https://ribbs.usps.gov/intelligentmail_gateway/documents/tech_guides/BusinessCustomerGateway.pdf
- *Updates will be provided in the Postal Bulletin and DMM Advisory (<http://pe.usps.com/dmmAdvisory.asp>)*
- Gateway PostalOne! Help Desk is available via email postalone@usps.gov or via phone 1-800-522-9085

Questions?

Contacts/References

Email: OMASHQ@usps.gov

USPS Federal Sales Team:

Govt.Sales@usps.gov

