

PENALTY & OFFICIAL MAIL STAMPS

Penalty and official mail stamps may be obtained by members from MA Staff Officers only in denominations of \$1.00, First-Class Forever, 29¢, 23¢, 20¢, 4¢, 3¢, and 1¢.

USE STAMPS WISELY. It is important to remember that the Coast Guard has purchased stamps at their face value. The postage has been paid for, whether the stamps are used or not. Penalty and Official Mail Stamps can only be used on Official Business envelopes, labels, postal cards and single sheet mailers that are pre-printed with the "Official Business" return address. Adding "U.S. Coast Guard", "Official Business" etc., on plain envelopes, is not permitted. Placing Coast Guard supplied Mail Stamps on "Non-Official Business" envelopes is not permitted.

USES OF OFFICIAL MAIL.

(See Auxiliary Manual, Chapter 5.)

ADDRESSING THE MAIL. The name and address shall be in capital letters with no punctuation as per the following example:

AGENCY NAME
DELIVERY ADDRESS
CITY STATE ZIP CODE

OFFICIAL BUSINESS



JOHN R BOATMAN FC 11- 4 5SR
124 WATER ST
PORTSMOUTH VA 23705-1234

USPS NOTICE 123. RATEFOLD

This document gives details on specific rates and may be obtained by your FSO-MA, your local Post Office, or www.usps.gov.

ECONOMY IN MAILING. Use #10 envelopes whenever possible. Flats (9x12) require more postage and should only be used when material being mailed cannot be folded or is of sufficient quantity to overfill the #10.

POSTAGE DUE. Although official mail is marked "Forwarding and Return Postage Guaranteed," there have been occasions when postal employees have required the Auxiliaries recipient to pay postage due fees on official Government mail. If such fees are requested, the recipient has three choices:

- Refuse the mail delivery.
- Use Government postage for due fees, as use of Government stamps is authorized for this purpose.
- Use personal funds at one's own expense with no reimbursement.



THE PENALTY & OFFICIAL MAIL STAMP SYSTEM

New Rates Effective January 22, 2012

Contains important information
regarding mail piece size and rate
standards.

MEMBER MAILING PAMPHLET

PURPOSE. The purpose of this pamphlet is to provide guidance to Auxiliary members in using Penalty and Official Mail Stamps.

BACKGROUND. The Coast Guard and the Coast Guard Auxiliary use Official Mail to transmit official Coast Guard business correspondence.

WEIGHT OF THE MAILING. The more a mail piece weighs the more postage you must apply. As a rule of thumb, four sheets of 8½" x 11" paper, in a #10 white envelope -or- enclosed in a "single sheet mailer", will weigh less than 1 oz. and require 45¢ postage or 1 forever stamp. Up to eight sheets will weigh less than 2 oz. and will require 65¢ postage. For each additional four sheets (or 1 ounce), you must add an additional 20¢ in postage.

SIZE OF THE MAILING. Mail standards require that you measure your First Class mail pieces and categorize them into one of four size categories to determine the proper rate. These four categories are:

Cards: Between 3½ x 5 x 0.007 and 4¼ x 6 x 0.016
Postage: 32¢ Requires card stock quality paper.

Letters: No greater than 6¼ x 11½ x ¼" & 3.5 oz.
1 oz. = 45¢ Add 20¢ for each additional ounce.

Flats: Between 6¼ x 11½ x ¼" and 12 x 15 x ¾"
1 oz. = 90¢ Add 20¢ for each additional ounce.

Parcels: No greater than 108" in length and girth
Up to 3 oz. = \$1.95 Add 17¢ for each additional oz.

For example, a #10 envelope that weighs 1 oz. is classified as a Letter and requires 45¢. A 9" x 12" or larger manila envelope is classified as a Flat and requires 90¢. Please note: If any letter or flat mail piece is nonmachinable, you must add a 20¢ fee to the rate.

GENERAL INSTRUCTIONS.

Under the Official Mail System there are four different types of mailing material (envelopes, mailing labels, postal cards and "single sheet mailers") available for issue to members.

RETURN ADDRESS. When a Coast Guard's return address is not printed, the mailing items will have a partial return address printed in the upper left-hand corner as shown below.

U.S. Department of Homeland Security

UNITED STATES

COAST GUARD

U.S. COAST GUARD AUXILIARY

OFFICIAL BUSINESS

For this type, you must insert your own return address in a three-line format.

The three lines are as follows:

Line 1 - YOUR OFFICE, UNIT, DIST

Line 2 - YOUR ADDRESS

Line 3 - YOUR CITY STATE ZIP

If you hold no elected or staff office, you place "FC", your flotilla number & district on the first line (i.e. FC 11-3 11SR). Elected and staff officers will use their current office, unit and district (i.e. VFC 37 D8, FSO-VE 7-10 9CR, SO-MT XX D7, etc.)

NEVER PLACE YOUR NAME ON OFFICIAL BUSINESS MAILING MATERIALS

When a Coast Guard's return address is printed on the material, you may cover it with your own address in three lines as shown above. **MAKE SURE** the lines "COAST GUARD" and "OFFICIAL BUSINESS" are not obscured. Alternatively, you can use those materials with a Coast Guard's return address, by placing your office symbol below it, as was done before.

SINGLE SHEET MAILERS. Single Sheet Mailers are available for use. It will have a blank upper right corner and a partial return address printed in the upper left corner. In using this mailer, instead of a #10 white envelope, the same "rule of thumb", as to weight, applies.