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MAR 23 2023

March 21, 2023

Mr. Ivan D. Butts  
President  
National Association of Postal Supervisors  
1727 King St., STE 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
7020 3160 0002 0327 5743

Dear Ivan:

Generally, Postal facilities located on military bases obtain cash change (coins and bills) from the financial institutions located on the base. The Postal Service was recently informed that the post office located on the Camp Lejeune military base in Jacksonville, North Carolina is restricted from obtaining change at the bank located on the base.

The Postal Service met with representatives from the Camp Lejeune military base and developed a process wherein the Camp Lejeune Post Office will order change from the nearby Jacksonville, North Carolina Post Office. The process will involve personnel from both facilities to coordinate the exchange of the change order. The Camp Lejeune Post Office will submit a 'Change Order Request Form' via email to the Jacksonville Post Office. Once the order is filled, authorized personnel from each facility will make a cash-for-cash exchange and complete a 'Cash Exchange Form'.

This process is anticipated to begin April 10.

Enclosed are copies of the following documents that will be utilized for the Camp Lejeune/Jacksonville Post Office change ordering process:

- Camp Lejeune Change Ordering Flow Chart
- Camp Lejeune Change Ordering Form
- Camp Lejeune Cash Exchange Form

Please contact Dion Mealy at 202-507-0193 if you have any questions concerning this matter.

Sincerely,

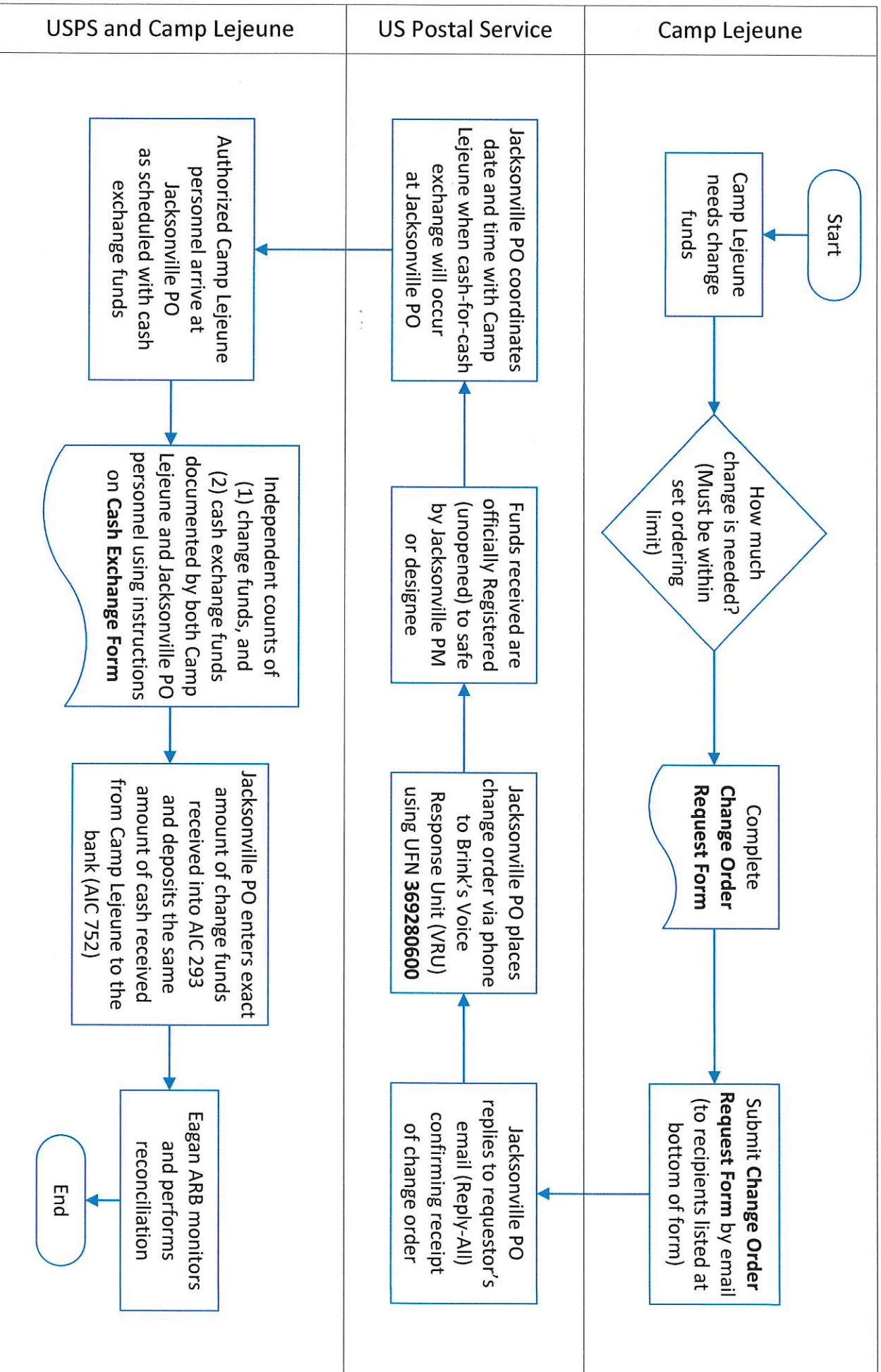
A handwritten signature in blue ink, appearing to read "Shannon Richardson", with a long horizontal flourish extending to the right.

Shannon Richardson  
Director  
Contract Administration (APWU)

Enclosures



# Camp Lejeune Change Ordering Flow Chart





### Camp Lejeune Change Ordering Form

Request Date: \_\_\_\_\_ Requested By: \_\_\_\_\_

**Jacksonville PO:** Use Unit Finance Number: **3639280600** when ordering using the Brinks Voice Response Unit (VRU) via telephone.

\*\*\*\*\* Currency \*\*\*\*\*

Denomination	Keys	Value
\$1 Bills	[1] [*]	_____
\$2 Bills	[2] [*]	_____
\$5 Bills	[3] [*]	_____
\$10 Bills	[1] [0] [*]	_____
\$20 Bills	[2] [0] [*]	_____
\$50 Bills	[5] [0] [*]	_____
\$100 Bills	[1] [0] [0] [*]	_____

\*\*\*\*\* Wrapped Coin \*\*\*\*\*

Denomination	Keys	Value
(.01) Pennies	[1] [*]	_____
(.05) Nickels	[5] [*]	_____
(.10) Dimes	[1] [0] [*]	_____
(.25) Quarters	[2] [5] [*]	_____
(.50) Half Dollars	[5] [0] [*]	_____
(1.00) Dollars	[1] [0] [0] [*]	_____

Email form To: [28540jacksonvillenc@usps.gov](mailto:28540jacksonvillenc@usps.gov) and [28540jacksonvillenc-postmaster@usps.gov](mailto:28540jacksonvillenc-postmaster@usps.gov)

Cc: [John.K.Kloncz@usps.gov](mailto:John.K.Kloncz@usps.gov), [Kathy.J.Salinas@usps.gov](mailto:Kathy.J.Salinas@usps.gov), and [Linda.J.Landsteiner@usps.gov](mailto:Linda.J.Landsteiner@usps.gov)

*Note: Due to a national coin shortage, the bank only fills available denominations/quantities. If your order does not include all coin ordered, you must reorder those item(s) another time.*

\_\_\_\_\_ **For USPS use ONLY below this line** \_\_\_\_\_

Date Order placed by USPS: \_\_\_\_\_

Order Confirmation #: \_\_\_\_\_

Printed Name of Employee Placing Order: \_\_\_\_\_



Cash Exchange Form

USPS CHANGE ORDER CONSIGNMENT LOG: RECEIVED BY CAMP LEJEUNE

FROM: JAX-MAIN, 719 New Bridge St, Jacksonville NC 28540

Registered Mail® Number	Change Order Amount Counted (Total)	USPS Employee Releasing Order (Printed Name)	USPS Employee Releasing Order (Signature)	Camp Lejeune Custodian (Printed Name)	Camp Lejeune Custodian (Signature)	Pickup Time	Pickup Date (mm/dd/yy)
1						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
2						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
3						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
4						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
5						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
6						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
7						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
8						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
9						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
10						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
11						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
12						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
13						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /
14						<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /