



June 10, 2019

Mr. Brian J. Wagner  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
7016 3560 0000 7963 1356

Dear Brian:

The Postal Service proposes to revise Handbook F-101, *Field Accounting Procedures*, Sections 13-8.4, 13-8.5.2, 13-9 and 13-9.2.

The purpose of the revisions is to increase the cash retained count tolerance from \$10 to \$25 during Cash Retained Credit Counts.

We have enclosed:

- A final draft copy of Handbook F-101, *Field Accounting Procedures*, Sections 13-8.4, 13-8.5.2, 13-9 and 13-9.2, one with and one without changes identified.
- A copy of a narrative explanation of the purpose and effect of the proposed revisions.
- An electronic copy of the revised sections.

Please contact Dion Mealy at extension 6861 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rickey R. Dean".

Rickey R. Dean  
Manager  
Contract Administration (APWU)

Enclosures



**Memo:** May 28, 2019

**To:** Ricky Dean, Manager, Contract Administration (APWU)

**Subject:** Proposed increase in Cash Retained Credit Count Tolerance

Mr. Dean,

Revenue and Field Accounting (RAFA) is proposing a change to the Cash Retained Credit Count tolerance, as described in handbook F-101, 13-8. The proposed change will increase the tolerance from the current \$10.00 to \$25.00. The quarterly cash retained credit count procedure is not changing, only the allowed tolerance.

The proposed change is anticipated to have a minimal impact on craft employees' during quarterly counts or their rights when a condition requires the performance of a final count of cash retained credit (F-101-13-8.4).

Please let me know if you have any questions.

Thank you,

**William Snyder** Digitally signed by William Snyder  
DN: cn=William Snyder, o=Manager, Field Policy and Reporting,  
ou=Controller - RAFA, email=William.Snyder@usps.gov, c=US  
Date: 2019.05.28 15:10:23 -0400

Bill Snyder, CPA  
Manager, Field Policy and Reporting

**Handbook F-101 Revision: Cash Retained Count Tolerance**

Effective May 23, 2019, the Postal Service™ is revising Handbook F-101, *Field Accounting Procedures*, to update policy related to cash retained count tolerance and align the text with employee receivable processing.

**Handbook F-101, *Field Accounting Procedures***

\* \* \* \* \*

**13 Stamp Stock and Cash Credits**

\* \* \* \* \*

**13-8 Conducting Cash Counts**

\* \* \* \* \*

**13-8.4 Cash Retained Count Tolerance**

*[Revise the first sentence of 13-8.4 to read as follows:]*

Each employee is authorized a tolerance of \$25 during his or her cash retained credit count regardless of the amount of the cash retained credit.\*\*\*

\* \* \* \* \*

**13-8.5.2 Shortages**

*[Revise the first sentence of 13-8.5.2 to read as follows:]*

Upon completion of the count, the RSS system automatically records shortages that exceed the \$25 tolerance or for final counts in AIC 764 and offsets the amount in AIC 752.\*\*\*

\* \* \* \* \*

**13-9 Count and Tolerance Tables**

**13-9.1 Counts**

*[Revise the text of the SIA Cash Credit (Cash Retained) section in 13-9.1 to read as follows:]*

\* \* \* \* \*

For this accountability credit...	The tolerance is...	Count this credit every...	Record Overages in...	Record Shortages in...
* * * * *				
<b>SIA Cash Credit (Cash Retained)</b>				
Bargaining Employee	\$25.00	once a postal quarter*	AIC 068	AIC 764
Nonbargaining Employee	\$25.00	once a fiscal year*	AIC 068	AIC 764

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PMR	\$25.00	once a fiscal year*	AIC 068	AIC 764
*	*	*	*	*

\* \* \* \* \*

**13.9.2 Tolerances**

*[Revise the text of the Amount of Cash Credit section in 13-9.2 to read as follows:]*

\* \* \* \* \*

*	*	*	*	*
<b>Amount of Cash Credit</b>		<b>Tolerance</b>		
Up to \$100.99		\$25.00		

\* \* \* \* \*

The Postal Service will incorporate these revisions into the next update of the online Handbook F-101, *Field Accounting Procedures*, which is available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column under "Essential Links," click *PolicyNet*.
- Go to the right-hand side under "Published Forms and Directives."
- Click *Handbooks*.

The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.

— Revenue and Field Accounting,  
Controller, 3-28-19

Handbooks

**Handbook F-101 Revision: Cash Retained Count Tolerance**

Effective ~~3-28-19~~ March 28, 2019, the Postal Service™ ~~will revise~~ is revising Handbook F-101, *Field Accounting Procedures*, ~~Chapter 13-8 and 13-9, to~~ will update policy related to cCash rRetained cCount tolerance and to align the text with eEmployee rReceivable processing.

**Handbook F-101, *Field Accounting Procedures***

\* \* \* \* \*

**13 Stamp Stock and Cash Credits**

\* \* \* \* \*

**13-8 Conducting Cash Counts  
9 ~~Count and Tolerance Tables~~**

\* \* \* \* \*

- ~~8.4~~ ~~Cash Retained Count Tolerance~~
- ~~5.2~~ ~~Shortages~~
- ~~9.1~~ ~~Counts~~
- ~~9.2~~ ~~Tolerances~~

\* \* \* \* \*

**13-8.4 Cash Retained Count Tolerance**

[Revise the ~~text~~ first sentence of 13-8.4 to read as follows:]

Each employee is authorized a tolerance of ~~[increase from \$10]~~ \$25 during his or her cash retained credit count regardless of the amount of the cash retained credit. \*\*\*

\* \* \* \* \*

**13-8.5.2 Shortages**

[Revise the ~~first sentence~~ text of 13-8. 5.24 to read as follows:]

Upon completion of the count, the ~~[change from POS]~~ RSS system automatically records shortages that exceed the ~~[increased from \$5]~~ \$25 tolerance or for final counts in AIC 764 and offsets the amount in AIC 752. \*\*\*

\* \* \* \* \*

**13-9 Count and Tolerance Tables**

**13-9.1 Counts**

*[Revise the text of the SIA Cash Credit (Cash Retained) section in 13-9.1 to read as follows:]*

*\* \* \* \* \* [Revise the table of 13-9.1 to read as follows:] [Increase from \$10]*

<u>For this accountability credit...</u>	<u>The tolerance is...</u>	<u>Count this credit every...</u>	<u>Record Overages in...</u>	<u>Record Shortages in...</u>
<p><b>SIA Cash Credit (Cash Retained)</b>  <del>The Tolerance is</del>  <b>Count this credit every...</b>  <del>Record overages in...</del>  <del>Record shortages in...</del></p>				
Bargaining Employee	\$25.00	once a <del>p</del> Postal quarter*	AIC 068	AIC 764
Nonbargaining Employee	\$25.00	once a fiscal year*	AIC 068	AIC 764
PMR	\$25.00	once a fiscal year*	AIC 068	AIC 764
* * * * *				

\* \* \* \* \*

**13.9.2 Tolerances**

*[Revise the ~~table text of the Amount of Cash Credit section of in~~ 13-9.24 to read as follows:]*

*[Increase from \$10]*

*\* \* \* \* \**

<u>Amount of Cash Credit</u>	<u>Tolerance</u>
Up to \$100.99	\$25.00

\* \* \* \* \*

~~We~~The Postal Service will incorporate these revisions into the next ~~online~~-update of the online Handbook F-101, *Field Accounting Procedures*, which is available on the Postal Service PolicyNet website:

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The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>~~http://blue.usps.gov/cpim~~.

Handbooks

— *Revenue and Field Accounting,*  
Controller, ~~March 28, 2019~~3-28-19