

**DOCUMENT NAME: Post Office Box  
Rental/Renewal  
DOCUMENT TYPE: 33**

1. **Description:** The Post Office rental/renewal notice is used to notify the user that payment is required to continue service. The notice is subsequently used for payment processing. Payment can be made by use of a credit card or submission of documents listed below.

2. **Primary Forms:** Post Office Box Rental Form/Renewal Notice

3. **Related Forms:** SF-1034, Public Voucher for Purchases and Services Other Than Personal

**Message from Unit  
E-mail from USCG Unit  
SF44**

4. **Document Number:** Standard number - unit assigned.

SAMPLE: 33-04-904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
33	04	90	4	F	AB	001	

5. **Accounting Line:**

SAMPLE: 2/F/401/136/30/0/AB/12345/2338

6. **FINCEN Critical Processing Requirements:**

a. Post Office Box Rental Form/Renewal Notice must contain the following information:

- (1) Post Office Box number.
- (2) Postal remittance address.
- (3) Amount of renewal.
- (4) Standard document number.
- (5) Accounting data.

b. Units must promptly forward the original or "Certified to be original" Renewal/Rental Form to FINCEN for processing. Message is an acceptable means of forwarding the payment request to the FINCEN. Units may fax either the renewal form or message to 757-523-6900.

7. **Other Information:** Although the primary form is the P.O. Box Rental/Renewal Notice, units may also choose to fax in the necessary information or use the message format. See Record Message Request sample, Figure 12D-60.

EXAMPLE OF RECORD MESSAGE REQUEST

R231302Z JAN04

FM USCGC NEVERSAIL

TO COGARD FINCEN CHESAPEAKE VA/OPA//

ACCT CG-W2GARC

BT

UNCLAS//NO7200//

SUBJ: POST OFFICE BOXES

A.COGARD FINCEN CHESAPEAKE VA 231800Z JAN 04

1. A. PO BOX 1234
- B. 1 YR RENTAL 12/1/03 - 11/30/04 @ 23.00 YR
- C. POSTMASTER

ATTN: P.O. BOX FEE PAYMENT

PORTSMOUTH, VA 23700

D. 2/F/401/136/30/0/AB/12345/2338

E. 33-04-904FAB001

2. A. P.O. BOX 101
- B. 1 YR RENTAL 1/1 - 12/31/04 @ 26.00 YR
- C. POSTMASTER

ATTN: P.O. BOX FEE PAYMENT

CHESAPEAKE, VA 23300

D. 2/F/401/136/30/0/AB/12345/2338

E. 33-04-904FAB002

BT

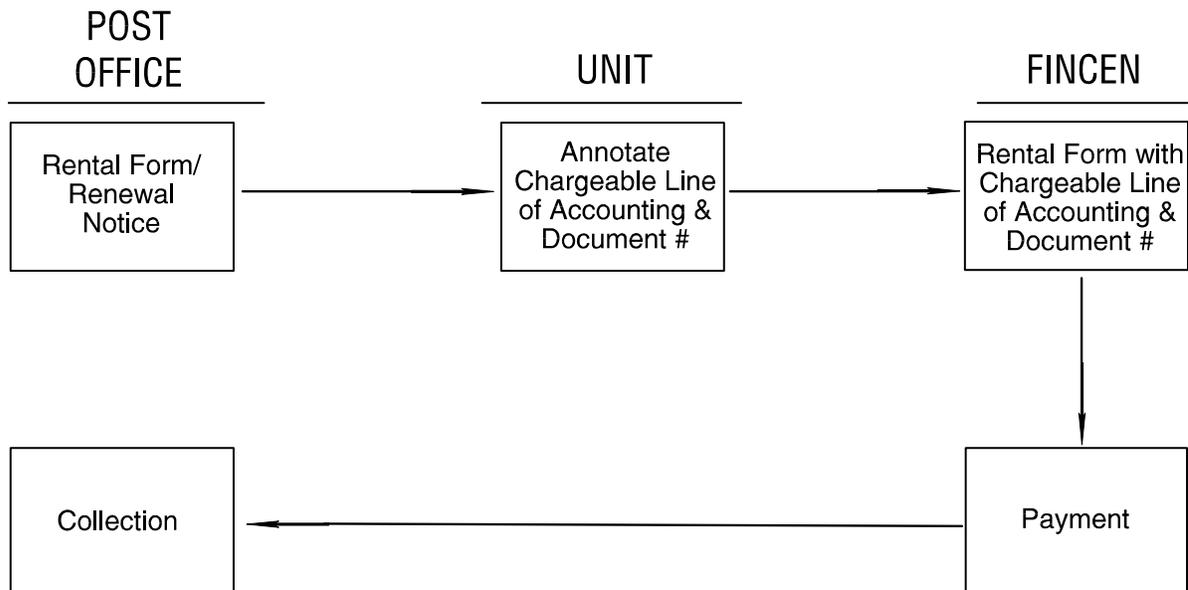
NNNN

**Figure 12D-60 Example Record Message Request**

8. **FPD Information:** Standard generic input is made through the Simplified Acquisitions Applet via the Miscellaneous Icon.
- Obligation will transmit electronically via FPD.
  - A copy of the Rental/Renewal form should be mailed to FINCEN and should have the statement on the face of the document:

**"OBLIGATION TRANSMITTED ELECTRONICALLY VIA FPD"**

9. **Document Flow:**



**Figure 12D-61 Post Office Box Rental/Renewal**

- Figure 12D-61 describes the procedures for processing Post Office Box Rental/Renewal.
- The U. S. Postal Service provides a rental form/renewal notice to the unit.
- The unit annotates the chargeable line of accounting and a standard document number on the rental form/renewal notice and forwards it to the FINCEN for payment action.
- FINCEN processes payment.

Note: Units should forward renewal notices as soon as possible after receipt to ensure expeditious processing by the FINCEN.

10. Sample Forms: None.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3304904FAB001000	051	04020FHAA	12345	2338	0.00	35.00	0.00	0.00
3304904FAB001000	102F	41001S	12345	2338	0.00	35.00-	0.00	35.00

12. References: None.