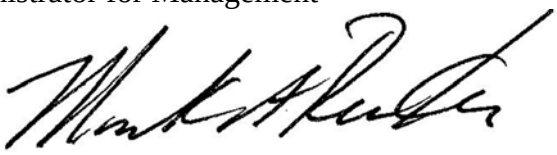
UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice AS-2294

For: State and County Offices

FSA Mail Management Postage Due Process

Approved by: Deputy Administrator for Management



1 Payment of Postage Due Fees

A Background

Annually FSA has many pieces of undeliverable mail returned with a postage due fee. The United States Postal Service (USPS) will not release the mail unless the postage due fee is paid. Management Services Division (MSD) has worked with the USPS to develop a payment method for these fees for all FSA state and county offices.

Under this new payment method, state and county offices will be linked to the FSA national office Official Mail Accountability System (OMAS) account. The postage due fees will be automatically paid, reported and tracked monthly for offices that are linked to the national office OMAS account.

B Purpose

This notice provides the procedures for FSA's state and county offices to be linked to national office OMAS account.

C Contacts

For questions regarding mail management services, contact Sam Johnson by either of the following:

- e-mail to **samuell.johnson@wdc.usda.gov**, or
- telephone at 202-720-5338.

For questions regarding this notice contact Kim Deal by either of the following:

- e-mail to **kim.deal@wdc.usda.gov**, or
- telephone at 202-772-6046.

Disposal Date	Distribution
September 1, 2016	State Offices; State Offices relay to County Offices

1 Payment of Postage Due Fees (Continued)

D Linking Postage Due Accounts to OMAS

Every office that has a postage due account with USPS must ensure that the account is not a commercial account. If the postage due account is a commercial account, it must be cancelled and an OMAS postage due account created. Once the OMAS postage due account is created, the USPS will be required to link this account to the FSA OMAS account. The FSA mail manager is granting permission to the USPS via a signed memo (Exhibit 1) to link the accounts. Each office should provide the signed memo (Exhibit 1) to their local post office. State and county offices must complete this action to report to the FSA mail manager by May 31, 2016, on FSA-557, FSA State and County Mailing Cost Codes. See Exhibit 2.

Each state and county office has been assigned a four digit cost code that must be used with all mailings. This cost code will be used to identify each office's expenditures within the OMAS account. The cost code can be found on FSA-557.

A fillable copy of FSA-557 (Exhibit 2) can be found on the FFAS Employee Forms/Publications Site at **http://intranet.fsa.usda.gov/dam/ffasforms/forms.html**. Because of the length of the form only four pages are displayed in the example in Exhibit 2. State offices are required to complete only the FSA-557 pages that include their state. For example, Alabama must complete pages 1 and 2 only.

MSD is requesting that each office provide a point of contact and the postage due account number on FSA-557, and submit to the FSA Mail Manager, Kim Deal, according to subparagraph C by May 31, 2016.

Memo to the USPS to Link OMAS Accounts

USDA
United States Department of Agriculture

Farm and Foreign Agricultural Services

Farm Service Agency

Management Services Division
1400 Independence Ave
Washington DC 20250

Voice: 202-772-6046
Fax: 202-720-9263

March 9, 2016

TO United States Postal Service

FROM Kim Y. Deal Kim Y. Deal
USDA/FSA/Mail Manager

SUBJECT **Postage Due Accounts**

Dear Post Master,

FSA is giving USPS permission to link all FSA state and county offices to the National Office FSA OMAS Postage Due account. The permit number to the FSA OMAS account is 13-0000.

FSA is requesting USPS permission to cancel commercial accounts that were previously established as they cannot be linked to OMAS. This action is required to pay all postage due fees incurred.

USDA is an Equal Opportunity Provider and Employer

FSA-557, State and County Office Mailing Cost Codes

Following is an example of FSA-557. See subparagraph 1 D.

This form is available electronically.

FSA-557
(03-04-16)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

Date Prepared

STATE AND COUNTY OFFICE MAILING COST CODES

STATE AND COUNTY OFFICE INFORMATION

1. State Office	2. County Office	3. Cost Codes	4. Point of Contact	5. Postage Due Account Number
ALABAMA	**State Office**	1000		
ALABAMA	Autauga	1001		
ALABAMA	Baldwin	1002		
ALABAMA	Barbour	1003		
ALABAMA	Blount	1004		
ALABAMA	Calhoun	1005		
ALABAMA	Cherokee	1006		
ALABAMA	Clarke	1007		
ALABAMA	Coffee	1008		
ALABAMA	Colbert	1009		
ALABAMA	Butler	1010		
ALABAMA	Conecuh	1011		
ALABAMA	Covington	1012		
ALABAMA	Crenshaw	1013		
ALABAMA	Cullman	1014		
ALABAMA	Dale	1015		
ALABAMA	Dallas	1016		
ALABAMA	De Kalb	1017		
ALABAMA	Elmore	1018		
ALABAMA	Escambia	1019		
ALABAMA	Etowah	1020		
ALABAMA	Fayette	1021		
ALABAMA	Geneva	1022		
ALABAMA	Greene	1023		
ALABAMA	Hale	1024		
ALABAMA	Henry	1025		
ALABAMA	Houston	1026		
ALABAMA	Jackson	1027		
ALABAMA	Lauderdale	1028		
ALABAMA	Lawrence	1029		
ALABAMA	Lee	1030		
ALABAMA	Limestone	1031		
ALABAMA	Madison	1032		
ALABAMA	Marion	1033		
ALABAMA	Marshall	1034		
ALABAMA	Mobile	1035		
ALABAMA	Monroe	1036		
ALABAMA	Morgan	1037		
ALABAMA	Perry	1038		
ALABAMA	Pike	1039		
ALABAMA	Randolph	1040		
ALABAMA	Russell	1041		
ALABAMA	Talladega	1042		

FSA-557, State and County Office Mailing Cost Codes (Continued)

FSA-557 (03-04-16) Page **2** of **42**

STATE AND COUNTY OFFICE INFORMATION *(Continued)*

1. State Office	2. County Office	3. Cost Codes	4. Point of Contact	5. Postage Due Account Number
ALABAMA	Tuscaloosa	1043		
ALABAMA	Marengo	1044		
ALABAMA	Wilcox	1045		
ALASKA	**State Office**	**1046**		
ALASKA	Delta	1047		
ALASKA	Palmer	1048		
ARIZONA	**State Office**	**1049**		
ARIZONA	Cochise	1050		
ARIZONA	Coconino	1051		
ARIZONA	Graham	1052		
ARIZONA	Maricopa	1053		
ARIZONA	Apache	1054		
ARIZONA	Navajo	1055		
ARIZONA	Pinal	1056		
ARIZONA	Yuma	1057		
ARKANSAS	**State Office**	**1058**		
ARKANSAS	Arkansas	1059		
ARKANSAS	Ashley	1060		
ARKANSAS	Baxter	1061		
ARKANSAS	Searcy	1062		
ARKANSAS	Boone	1063		
ARKANSAS	Carroll	1064		
ARKANSAS	Madison	1065		
ARKANSAS	Chicot	1066		
ARKANSAS	Clark	1067		
ARKANSAS	Clay	1068		
ARKANSAS	Cleburne	1069		
ARKANSAS	Stone	1070		
ARKANSAS	Conway	1071		
ARKANSAS	Craighead	1072		
ARKANSAS	Crittenden	1073		
ARKANSAS	Cross	1074		
ARKANSAS	Desha	1075		
ARKANSAS	Drew	1076		
ARKANSAS	Franklin	1077		
ARKANSAS	Greene	1078		
ARKANSAS	Hempstead	1079		
ARKANSAS	Dallas	1080		
ARKANSAS	Hot Spring	1081		
ARKANSAS	Howard	1082		
ARKANSAS	Independence	1083		
ARKANSAS	Jackson	1084		
ARKANSAS	Jefferson	1085		
ARKANSAS	Lafayette	1086		
ARKANSAS	Lawrence	1087		
ARKANSAS	Lee	1088		
ARKANSAS	Lincoln	1089		
ARKANSAS	Little River	1090		
ARKANSAS	Lonoke	1091		
ARKANSAS	Miller	1092		
ARKANSAS	Mississippi	1093		
ARKANSAS	Monroe	1094		
ARKANSAS	Ouachita	1095		

FSA-557, State and County Office Mailing Cost Codes (Continued)

FSA-557 (03-04-16) Page **3** of **42**

STATE AND COUNTY OFFICE INFORMATION *(Continued)*

1. State Office	2. County Office	3. Cost Codes	4. Point of Contact	5. Postage Due Account Number
ARKANSAS	Phillips	1096		
ARKANSAS	Poinsett	1097		
ARKANSAS	Polk	1098		
ARKANSAS	Sevier	1099		
ARKANSAS	Pope	1100		
ARKANSAS	Yell	1101		
ARKANSAS	Prairie	1102		
ARKANSAS	Randolph	1103		
ARKANSAS	St Francis	1104		
ARKANSAS	Sebastian	1105		
ARKANSAS	Sharp	1106		
ARKANSAS	Van Buren	1107		
ARKANSAS	Washington	1108		
ARKANSAS	White	1109		
ARKANSAS	Woodruff	1110		
CALIFORNIA	**State Office**	**1111**		
CALIFORNIA	Butte	1112		
CALIFORNIA	Colusa	1113		
CALIFORNIA	Fresno	1114		
CALIFORNIA	Glenn	1115		
CALIFORNIA	Imperial	1116		
CALIFORNIA	Kern	1117		
CALIFORNIA	Kings	1118		
CALIFORNIA	Los Angeles	1119		
CALIFORNIA	Madera	1120		
CALIFORNIA	Humboldt	1121		
CALIFORNIA	Mendocino	1122		
CALIFORNIA	Merced	1123		
CALIFORNIA	Lassen	1124		
CALIFORNIA	Modoc	1125		
CALIFORNIA	Monterey	1126		
CALIFORNIA	Riverside	1127		
CALIFORNIA	Sacramento	1128		
CALIFORNIA	San Benito	1129		
CALIFORNIA	San Joaquin	1130		
CALIFORNIA	San Luis Obispo	1131		
CALIFORNIA	Santa Barbara	1132		
CALIFORNIA	Siskiyou	1133		
CALIFORNIA	Solano	1134		
CALIFORNIA	Sonoma	1135		
CALIFORNIA	Stanislaus	1136		
CALIFORNIA	Sutter	1137		
CALIFORNIA	Shasta	1138		
CALIFORNIA	Tehama	1139		
CALIFORNIA	Tulare	1140		
CALIFORNIA	Yolo	1141		
COLORADO	**State Office**	**1142**		
COLORADO	Adams	1143		
COLORADO	Alamosa	1144		
COLORADO	Conejos	1145		
COLORADO	Costilla	1146		
COLORADO	Arapahoe	1147		
COLORADO	Baca	1148		

FSA-557, State and County Office Mailing Cost Codes (Continued)

FSA-557 (03-04-16) Page **4** of **42**

STATE AND COUNTY OFFICE INFORMATION *(Continued)*

1. State Office	2. County Office	3. Cost Codes	4. Point of Contact	5. Postage Due Account Number
COLORADO	Cheyenne	1149		
COLORADO	Delta	1150		
COLORADO	Montrose	1151		
COLORADO	Elbert	1152		
COLORADO	Kiowa	1153		
COLORADO	Kit Carson	1154		
COLORADO	La Plata	1155		
COLORADO	Boulder	1156		
COLORADO	Larimer	1157		
COLORADO	Las Animas	1158		
COLORADO	Lincoln	1159		
COLORADO	Logan	1160		
COLORADO	Garfield	1161		
COLORADO	Mesa	1162		
COLORADO	Moffat	1163		
COLORADO	Rio Blanco	1164		
COLORADO	Routt	1165		
COLORADO	Dolores	1166		
COLORADO	Montezuma	1167		
COLORADO	Morgan	1168		
COLORADO	Otero	1169		
COLORADO	Phillips	1170		
COLORADO	Bent	1171		
COLORADO	Prowers	1172		
COLORADO	El Paso	1173		
COLORADO	Fremont	1174		
COLORADO	Pueblo	1175		
COLORADO	Rio Grande/Saguache	1176		
COLORADO	Sedgwick	1177		
COLORADO	Washington	1178		
COLORADO	Weld	1179		
COLORADO	Yuma	1180		
CONNECTICUT	**State Office**	**1181**		
CONNECTICUT	Hartford	1182		
CONNECTICUT	Litchfield	1183		
CONNECTICUT	New Haven	1184		
CONNECTICUT	New London	1185		
CONNECTICUT	Windham	1186		
DELAWARE	**State Office**	**1187**		
DELAWARE	Kent	1188		
DELAWARE	New Castle	1189		
DELAWARE	Sussex	1190		
FLORIDA	**State Office**	**1191**		
FLORIDA	Alachua	1192		
FLORIDA	Calhoun	1193		
FLORIDA	Gadsden	1194		
FLORIDA	Columbia	1195		
FLORIDA	Duval	1196		
FLORIDA	Gilchrist	1197		
FLORIDA	Hardee	1198		
FLORIDA	Hillsborough	1199		
FLORIDA	Polk	1200		