

I - District Semi-Annual Reviews

The district Business Mail Entry Manager must conduct semi-annual on-site reviews of the mailer's and administering Post Office's operations to verify that the OP agreement is properly administrated in accordance with the provisions of the *Domestic Mail Manual (DMM)*; Publication 407, *Optional Procedure (OP) Mailing System*; and the OP agreement. The reviews must include an in-depth examination of all the records required in the OP agreement for the number of jobs that have been selected based on the following frequency guide. The district will keep records of all reviews conducted, as well as working papers used to perform the verification, for 1 year. The district must submit a copy of PS Form 3633, *Optional Procedure (OP) Mailing System Review*, used to conduct the review to the Business Mailer Support Analyst (BMSA) upon completion.

II - Business Mailer Support Analyst Annual Reviews and Renewals

Once each year, the BMSA, in conjunction with the district, will conduct a review to determine whether the OP agreement continues to be justified and, if the agreement is subject to renewal, whether it should be renewed. The review must include an in-depth examination of all records required in the OP agreement for the number of jobs that have been selected based on the following frequency guide. The BMSA will keep all records of reviews for 1 year.

The number of OP jobs to sample for district and/or BMSA reviews will be based on points that are granted in the following areas:

- The number of findings reported from the last two reviews.
- The number of OP refund requests reported during the last 6 months.
- The daily volume presented to the Postal Service each day.

III - Points

1. The last two reviews, number of findings:

Findings	Points	
0	40	
1	30	
2	20	
3 or more	10	
		Findings Point Total: _____

2. Number of OP refund requests reported during the past 6 months:

Refunds	Points	
0	40	
1	30	
2	20	
3 or more	10	
		Refunds Point Total: _____

3. Average daily volume of optional procedure mailings:

Volume	Number of Points	
<350,000	20	
350,000 - 650,000	10	
>650,000	0	
		Volume Point Total: _____

Findings + Refunds + Volume = _____
(Combined point total)

Total Points	Number of Jobs to Review
> 90	2
80-90	3
70-79	4
69 & below	4*

* **District:** Conduct a review within the next 2 months. If no discrepancies are found, place the mailer back on a semi-annual review schedule. If discrepancies are still found, notify your local BMSA for further instructions.