



Superintendent of Finance Manual

General Post Office Division 3

Rural Free Delivery Route 1

The United States of America

NAC: 850H2 MR7C8

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OFFICE OF THE SUPERINTENDENT OF FINANCE OPERATING PROCEDURES MANUAL



Acknowledgement

The office of Superintendent of Finance acknowledges the collaborative contribution and effort of putting this manual together and thanks the committee of the National assembly, the office of the Treasury and all involved in doing so.

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Rev. 3		
Rev. 4		
Rev. 5		
Rev. 6		
Rev. 7		



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OPERATING PROCEDURES MANUAL

INTRODUCTION - SECTION 010

§010.01 INTRODUCTION

- A. This **Operating Procedures Manual** [hereinafter, “OPM”] has been developed by the **office of Superintendent of Finance** [hereinafter, “**Superintendent of Finance**”] in order to familiarize employees with **General Post Office Division 3 of the Government of The United States of America** [hereinafter, “**GPOD3**”], and to provide information about working conditions, key policies, and procedures affecting GPOD3;
- B. The OPM is organized in multiple sections. These sections cover items such as basic GPOD3 employee duties and responsibilities, memorandums, and procedures among other items;
- C. This OPM in its entirety serves in conjunction with the **GPOD3 Standard Operating Procedures Manual**;
- D. It is the intent of the Superintendent of Finance that this OPM serve as a regulatory guideline providing a valuable tool to the officers, administrative staff and personnel of GPOD3;
- E. Additionally, it will assist the GPOD3 in formulating timely economic reports for the Superintendent of Finance in liaison with the office of the Treasury, the office of the Governor and the National assembly.



PURPOSE FOR THIS OPM - SECTION 020

§020.01 PURPOSE

- A. This OPM is to supply you with information necessary to function efficiently while operating as a GPOD3 employee. It is important to note that there is no manual or information available that will compensate for negligence, carelessness, lack of sincere effort, dishonesty, or disregard for established regulations;
- B. The OPM outlines procedures to be followed in a variety of situations. It is obviously impossible to develop procedures for every situation that might arise. Therefore, in situations not covered by specific instructions, decisions made and actions taken must be governed by common sense and judgment on the part of the GPOD3 employee;
- C. The need for standardization cannot be overemphasized. Standard Operating Procedures save time, reduce confusion, eliminate errors and will assist GPOD3 employees with providing a timely and predictable response to their duties and responsibilities;
- D. This OPM is written to serve as an Operating Procedure Manual for all GPOD3 employees. It will describe responsibilities while employed with GPOD3. The integrity of all GPOD3 employees and GPOD3 services delivered must be impeccable;
- E. A GPOD3 employee should always remain cognizant of the liability at stake concerning decisions made or performed **during their tenure with GPOD3**, as well as the possible liability at stake concerning decisions made or performed **during time outside of work**;
- F. An employee's actions whether it be media written or recorded, conversations held, information or advice given, or actions taken, are all libelous;
- G. Through proper training and understanding of this manual, GPOD3 employee's liability will be reduced;
- H. This manual will stimulate the consistent and correct performance of all GPOD3 employees.

PROCEDURES, DEFINITIONS, AND MEDIA CONTACTS - SECTION 030

§030.01 PROCEDURES AND DEFINITIONS

- A. A **Directive** or a **Written Directive** are tools used to communicate policy and procedural issues and may be known as or delivered through a Written Policy or Operating Procedures Manual and / or a Memoranda;
- B. The Operating Procedures Manual will be reviewed and updated at least one time per year and may be updated as the committee of the National assembly deems needed;
- C. No new procedures will be enacted until changes are posted for all employees;
- D. Below are the definitions for **Policy/ Standard Operating Procedures** and **Memoranda** and procedures for how and examples of why each may be enacted;

1. Definitions:

- a) **Policy/ Standard Operating Procedures:** *These are written directives from the committee of the National assembly in final form.*



- b) **Memoranda:** *These are a temporary written directive/s by the committee of the National assembly and they provide a self-canceling or temporary override or addition to a current Policy or Standard Operating Procedure. They are normally used to supplement and improve Policy / Standard Operating Procedures / Directives for the benefit of GPOD3. These will be reviewed and revised annually and folded into the Policy / Operating Procedures Manual. Memoranda may also be utilized internally for matters not related to policy or procedure.*

§030.02 MEDIA CONTACTS

If you are contacted by a reporter or representative of any TV, radio, newspaper, or magazine reporters, or by other media reps, you shall direct him or her to the Secretary of State for The United States of America.

GENERAL POST OFFICE DIVISION 3

CONTACT INFORMATION FOR GPOD3 - SECTION 040

§040.01 CONTACT INFORMATION

A. The main office address is:

1. The United States of America: NAC: 70PHZ P5FJ2
The Government of The United States of America,
General Post Office Division 3
Rural Free Delivery Route 1,
The United States of America,
Global Postal Code-NAC: 850H2 MR7C8



B. The hours of operation are:

1. Monday-Friday 9:00 AM - 9:00 PM

C. Contact information:

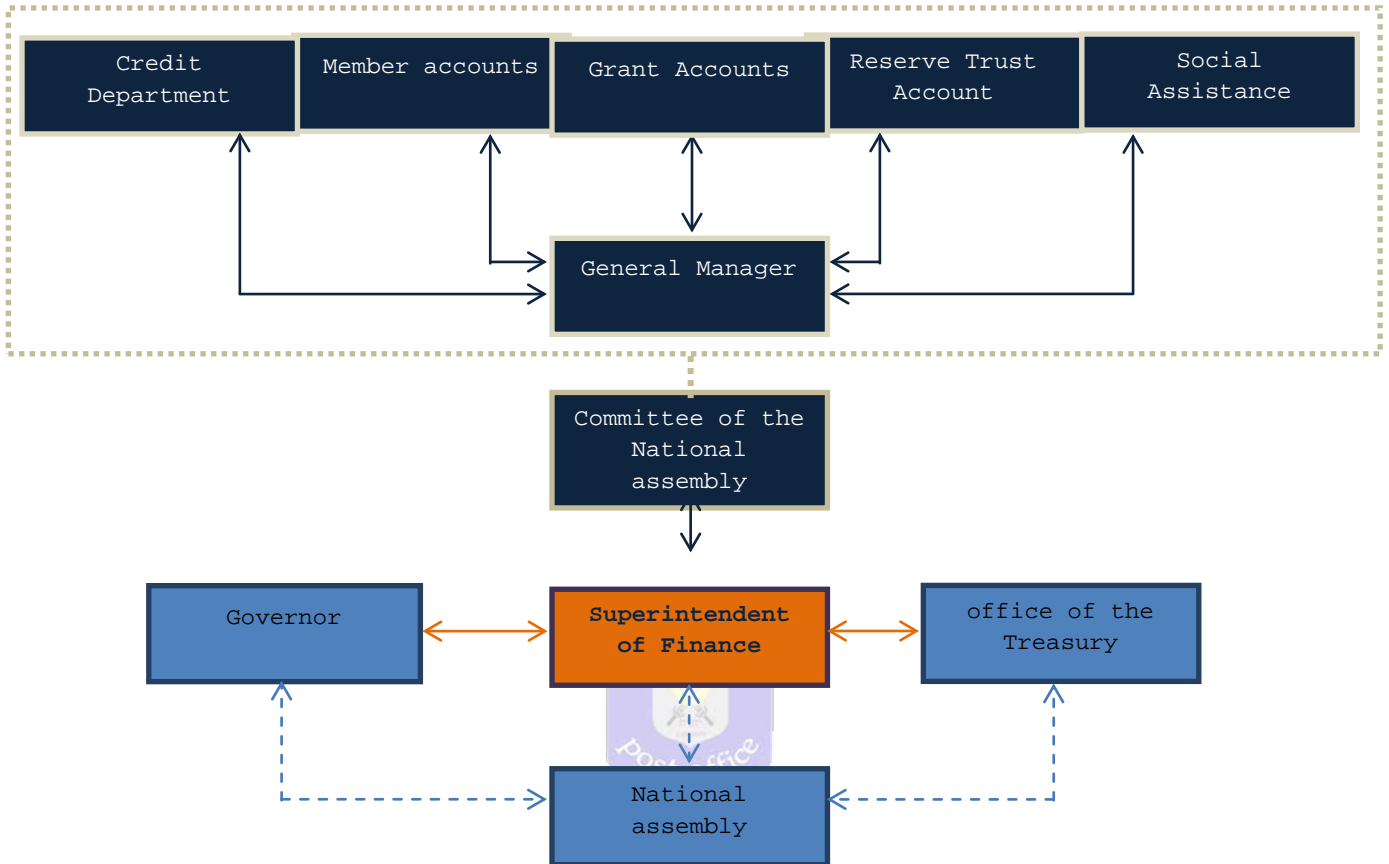
1. Phone: 352-239-7465
2. Website: <https://continentalpublicbank.com>
3. E-mail: manager@continentalpublicbank.com



SUPERINTENDENT OF FINANCE - SECTION 050

§050.01 SUPERINTENDENT OF FINANCE LIAISON STRUCTURE

A. Organizational Chart based on bottom up Government Structure:



GENERAL POST OFFICE DIVISION 3



SUPERINTENDENT OF FINANCE LIAISON BETWEEN 

COMMUNICATIONS BETWEEN OFFICES AND NATIONAL ASSEMBLY 

INTER-OFFICE COMMUNICATIONS 

§050.02 SUPERINTENDENT OF FINANCE-PURPOSE

A. Purpose of Superintendent of Finance within the framework of its powers and the laws set by the United States, in Congress assembled, the Superintendent of Finance oversees and insures fiscal responsibility and accountability in the day to day financial transactions performed by GPOD3.



- B. The Superintendent of Finance is a liaison between the office of the Treasury, the office of the Governor, GPOD3 through the committee of the National assembly.
- C. The Superintendent of Finance assists the office of the Treasury in collecting data for the Annual Report to the National assembly.
- D. It further assists the office of the Treasury in collecting data of the Money Supply; and, the True Cost of Living which through Economic Expansion and Contraction may affect inflationary pressures in the economy
- E. In its capacity as administrator the Superintendent of Finance establishes the rules for office and management.

§050.03 SUPERINTENDENT OF FINANCE-DUTIES

- F. Continental Public Bank (CPB) shall supervise all financial and foreign exchange activity through the Superintendent of Finance, which shall report through the committee of the National assembly to the National assembly. The Superintendent of Finance must at all times have available for the National assembly and the appropriate authorities any information on the rating of financial institutions and the criteria on which such ratings are based.
- G. The Superintendent of Finance shall administer all Foreign Exchange.
- H. The Superintendent of Finance shall administer information on the rating of financial institutions and all Foreign Exchange entities fixed by the assembly, and informing it of any decisions adopted.
- I. Within the framework of the general policies fixed by the National assembly, and informing it of any decision adopted, the Superintendent of Finance shall be responsible for:
 - 1) rating financial institutions for the purposes of the Law on Financial Institutions;
 - 2) revoking any authorization granted for carrying out foreign exchange transactions;
 - 3) approving regularization and/or recovery plans of financial institutions; adopted by the assembly;
 - 4) implementing and applying the regulations of the Law on Financial Institutions,
 - 5) establishing the requirements that must be met by the auditors of financial and foreign exchange institutions.

§050.04 Superintendent of Finance-Powers

CPB-Internal:

- A. To ensure compliance with the reporting and accounting practices for financial and foreign exchange institutions.
- B. To order the publication of monthly balance sheets of the financial institutions, borrowers and liquidation statements and such other information as may be useful for assessing the situation of the financial and foreign exchange system.



- C. To order the institutions to discontinue or refrain from implementing lending or financial aid policies that jeopardizes their solvency and inflates the currency.
- D. To impose the sanctions provided for in the Law on Financial Institutions for violations committed by legal entities, of its provisions, which, without prejudice to the Governor power to take over the case in question, may only be challenged in accordance with Chapter 11: Section 11.4 of the bank's charter.
- E. To exercise such other powers as the laws confer on CPB related to the Superintendent of Finance, except for those expressly granted by this law to the National assembly.
- F. To apply such legal provisions on the operation of credit cards, purchase cards, electronic money or similar instruments as may be prescribed by the National assembly and such regulations as may be prescribed by CPB in the exercise of its powers.
- G. The information obtained by the Superintendent of Finance in exercising its inspection powers shall be confidential. The officials and employees involved in the respective actions must not disclose any such information without the express authorization of the Superintendent of Finance, even after they cease their duties with the office.
- H. The CPB shall be exclusively subject to the jurisdiction of Government of The United States of America within the sphere of the reign of the heavens and the courts of the Government of The United States of America.
- I. An Auditor and a Deputy Auditor shall be appointed by the Superintendent of Finance. An auditor must be a certified public accountant and preferably hold a degree in economics. The term of appointment of an auditor shall be four (4) years, and auditors may be reappointed upon the completion of such term. The auditors shall submit their opinion on the balance sheet and income statement as of year-end, for which purpose they shall have access to all documents, books and other evidence of the Bank's operations. They shall inform the National assembly, in observance of the law and other applicable rules.

CPB-External:

- J. The Superintendent of Finance may, with the prior consent of the office of the Governor, cause the operations of one or several financial entities to be temporarily suspended, whether in whole or in part, for a maximum period of thirty (30) days. This action must be subsequently reported to the National assembly. If, upon the expiration of such term, the Superintendent of Finance determines the renewal thereof, any such renewal may only be authorized by the National assembly, and may not exceed ninety (90) days. During the period of suspension of operations, no precautionary measures, or any other enforcement measures may be ordered against the institution in question. Further, during such period, any commitments increasing the liabilities of the institutions shall be void, and their enforceability shall be stayed. The temporary suspension of operations shall never entitle borrowers or lenders to pursue damages against CPB. The Superintendent of Finance may request the National assembly to revoke a financial institution's charter. In that case, the National assembly shall evaluate such request in a term not to exceed fifteen (15) calendar days as from the time of the request. Such period may be extended once for another fifteen (15) calendar days in cases of emergencies.
- K. The Superintendent of Finance may request that the entities subject to the Law on Financial Institutions show their books and documents, and may order the seizure of documentation and other items related to the violations of the rules there under.
- L. The Superintendent of Finance may request that financial institutions, foreign exchange bureaus and agencies, offices and brokers, exporters and importers, or any legal entities directly or indirectly



involved in foreign exchange transactions exhibit their books and documents, and provide any information and documentation related to the operations that they may have carried out or in which they may have been involved; and it may order the seizure of such documentation and of any other item related to such operations.

- M. The Superintendent of Finance shall be entitled to press charges for violations of foreign exchange and financial rules and to request prejudgment attachments and any other precautionary measures in the amounts it deems sufficient to secure the reimbursements imposed by a payment of any penalties and reimbursements imposed.
- N. The Superintendent of Finance may resort to the assistance of international law enforcement officers if it meets with obstacles or resistance in the performance of its inspection duties.
- O. The Superintendent of Finance may apply the earnings accrued in succeeding years to restoring the levels of capital and reserves existing prior to the loss or taken out of the incun.1454.b5 account.

GENERAL POST EXCHANGE

GENERAL POST EXCHANGE - SECTION 060

§060.01 PURPOSE

- A. General Post Exchange (hereinafter, "GPEX") is a trade depot site to assist in trade for its users;
 - 1. GPEX account users initially open their account by registering on the [GPEX website](#);
 - 2. Authenticated GPEX users may earn points or publish websites for selling products;
 - 3. The accounts with points (universal unit of value) can be exchanged for Continental Dollars at the Continental Public Bank;
 - 4. All accounts are backed by The Government of The United States of America;
- B. Social Assistance
 - 1. GPEX allocates funds for GPEX to hold in reserve for disbursement to GPEX account users who are receiving assistance under the [Social Assistance Act of 2015](#) and distributed by the Continental Public Bank to the members;

§060.02 OBJECTIVES

- A. The following objectives of the National Banking Association shall be but not limited to:
 - 1. Ensure equality and freedom for all people through honest property claims and responsibility;
 - 2. Economic and Agricultural Independence;
 - 3. International Disaster Relief;
 - 4. To advocate for the improvement of the professional and dignified conditions of the members of the Continental Public Bank;



5. To engage in such other activities as may be deemed necessary and proper to further the objectives of the National Banking Association, within the limitations prescribed by the Articles of Confederation as amended May 19th, 2012, as amended August 5, 2015, of The United States of America and all applicable laws, statutes, regulations, rules, and Articles of professional behavior.

§060.03 VOUCHERS AND VERIFICATION

TO BE DETERMINED

§060.04 MEMBER ACCOUNTS

A: Member accounts shall be opened and maintained by the Continental Public Bank.

- 1: All money shall belong to the account holder and may request the paper version of the Continental Dollar at anytime.

ALLOCATION OF FUNDS BY THE OFFICE OF THE TREASURY

FUNDS - SECTION 070

§070.01 ALLOCATION OF FUNDS

- A. All funds are issued a unique identifier number known as a serial number.
- B. The funds are to be posited to the account indicated by the following prefixes:
 1. C - Credit Account
 2. M - Member Account
 3. G - Grant Account
 4. RT - Reserve Trust Account
 5. S - Social Assistance Account



§070.02 REQUIREMENTS FOR FUND WIRE TRANSFERS

- C. Wire Transfer requests will indicate the following:
 1. Date and Time;
 2. Name of the Financial Institution Receiving Funds;
 3. Physical Address;
 4. NAC Code or Routing Number;
 5. e-mail, Phone and Fax number;
 6. Amount Being Transferred;



7. Name of the Account and Account Number Being Credited;

8. For Further Credit to Account Number (if necessary);

D. The GPOD3's or Branch Address;

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United States of America, Global Postal Code-NAC: 850H2 MR7C8

1. NAC Code; 850H2MR7C8

2. e-mail, Phone; manager@continentalpublicbank.com, 352-239-7465

3. Confirmation of Account Number Being Debited;

4. Confirmation of Amount being transferred;

5. Name of the account holder Authorized to Request Transfer; and

6. Authorized Signature of account holder Making Transfer Request



AMENDMENTS

AMENDMENTS - SECTION 080

§080.01 AMENDMENTS

- A. The GPOD3 offers Financial Services.
- B. As such, it belongs to the affirmed American Nationals and General Post Masters convened in the National assembly for the Government of The United States of America listed with the office of the registrar for the Government of The United States of America as having completed their Oath and Affirmation and their Letter of Acceptance and Acknowledgement as General Post Master.
- C. Qualified American Nationals and General Post Masters may propose an amendment in National assembly at any time.
- D. Notice of amendments to the OPM will be given to GPOD3 personnel.

Superintendent of Finance

This 24th day, in the year of YHWY, 6020
(Translation: April 12, 2018)





Government of The United States of America
Rural Free Delivery Route 1

office of the registrar

Box #4
The United States of America
Global Postal Code-NAC: 850H2 MR7C8

Office hours: 9:00 - 9:00 UTC-6 Monday - Friday
Phone: (602) 845-0473
Email: registrar@generalpostoffice.org



ACKNOWLEDGEMENT

I, Alice Cenicerros, certify under penalty of bearing false witness under the laws of The United States of America that the foregoing paragraph is true and correct according to the best of my current information, knowledge, and belief.

The office of the registrar accepts and acknowledges the document:

Office of the Superintendent of Finance Operating Procedures Manual

and is recorded on:

24th day in the year of Yahweh, 6020

Document Date

Translated Date: April 12, 2018

1:00 UTC-6
Time



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Translated Date: April 12, 2018

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