

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

2660.1
REVISION 3

12/13/12

MAIL MANAGEMENT PROGRAM

I. PURPOSE

This directive:

- A. Establishes policy and responsibilities for the Mail Management Program.
- B. Establishes mailing and shipping standards.

II. CANCELLATION

This directive cancels FSIS Directive 2660.1, Revision 2, dated 1/17/96.

III. REASON FOR REISSUANCE

This directive updates responsibilities and information for carrying out the Mail Management Program.

IV. REFERENCES

18 U.S.C., Chapter 83, Section 1719, Franking Privilege
39 U.S.C., Chapter 32, Penalty and Franked Mail
Domestic Mail Manual (DMM), United States Postal Service (USPS)
Departmental Regulation (DR) 3050-001, Mail Management
Federal Management Regulation (FMR), Subchapter G, Administrative Programs, Section
102-192, Mail Management
FSIS Directive 3410.2, Post Office Box Rentals
International Mail Manual, USPS

V. ABBREVIATIONS AND FORMS

The following appear in their shortened form in this directive:

ASD	Administrative Services Division
BRM	Business Reply Mail
DMM	Domestic Mail Manual
DR	Departmental Regulation
FMR	Federal Management Regulation
IMAB	Information Management and Analysis Branch
UPS	United Parcel Service
USPS	United States Postal Service

PS Form 1952, Annual Estimate of Anticipated Penalty Mail Usage

DISTRIBUTION:

Electronic; All Field Employees

OPI:

ASD – Information Management and
Analysis Branch

VI. **POLICY**

It is FSIS policy to use the most economical classes and types of mail services available that are consistent with operational needs.

VII. **DEFINITIONS**

A. **Agency Mail Manager.** The Agency Mail Manager serves as a liaison to the Departmental Mail Manager and is a resource to FSIS employees for mail management issues.

B. **Certified Mail.** Certified mail provides a record of mailing to the sender and a record of delivery for the post office. The carrier delivering the item obtains a signature from the addressee on a postal receipt. For an additional fee, the sender can receive a return receipt.

C. **Class of Mail.** There are five categories of domestic mail as defined by USPS in the DMM. The categories are:

1. Express Mail.
2. First Class and Priority Mail.
3. Standard Mail (**example:** bulk marketing mail).
4. Periodicals.
5. Package Services.

D. **Express Mail.** A class of mail that provides expedited, guaranteed delivery, and overnight or same day service to a designated location. This class of mail is particularly designed for time-sensitive materials, or letters, and is rated by weight and distance.

E. **International Mail.** Mail sent to Canada, Mexico, Central America, the Caribbean, Europe, Asia, Africa, Australia and other countries that are not States, territories, or possessions of the United States.

F. **Official Mail.** Mail used to conduct official FSIS business. As such, FSIS' mail is considered Government property and is subject to rules governing the use of Government property.

G. **Official Mail Accounting System.** The USPS' Government-unique postage accounting system.

H. **Outgoing Mail.** Mail generated within FSIS. However, the mail is delivered by a service provider to an addressee outside of FSIS.

I. **Personal Mail.** Mail received or sent by an employee or contract worker that does not involve FSIS' official business.

J. **Postage.** Money or fees due that are paid to any service provider for mail services or delivery.

K. **Registered Mail.** Registered mail provides added protection for valuables and other important mail and indemnity in case of loss or damage. It acts as a receipt for the sender at the time of mailing and serves as the post office's record of mailing.

L. **Service Provider.** An agency or company that delivers mail (**examples:** USPS, UPS, FedEx, DHL, Courier Services, or the U.S. Department of State, Diplomatic Pouch and Mail Division).

M. **Special Services.** Mail services that require extra payment over basic postage (**examples:** certified mail, registered mail, business reply mail, certificates of mailing, return receipts, and delivery confirmation).

N. **Unauthorized Use of Agency Postage.** The use of penalty or commercial mail stamps, meter impressions, or other postage indicia for personal or otherwise unofficial use.

VIII. **OBJECTIVES**

The Mail Management Program is designed to:

A. Reduce mailing and shipping costs through proper and cost effective use of the USPS and private carriers.

B. Establish uniform mailing practices and standards.

IX. **RESPONSIBILITIES**

A. **IMAB.**

1. Serves as a representative for FSIS at the national level while demonstrating a level of commitment to the roles and responsibilities as a Mail Manager.

2. Ensures that FSIS' national Mail Management Program complies with all applicable mail policies and procedures, including the DR 3050-001 and FMR Part 102-192.

3. Provides consistent representation for FSIS at internal mail managers' meetings, discussions, and other various communications. (**NOTE:** IMAB also participates in mail managers' orientations.)

4. Maintains relationships with other program offices' mail managers, external mail service providers, and mail technical experts.

5. Develops and monitors the postage budget and expenditures for FSIS at the national level.

6. Provides postage budget allocations and amendments to the Departmental Mail Manager. (See Attachment 1, PS Form 1952.)

7. Implements a written mail security policy that is applicable throughout FSIS, regardless of the program office's mail volume.

8. Complies with written policies and procedures to reduce personal mail or packages received or sent via incoming, outgoing, or internal mail.

9. Coordinates with program offices to minimize postage and associated printing expenses through improved mailpiece design, electronic transmission of data in lieu of mail, and other appropriate measures.

10. Seeks opportunities to remain current on new technologies and practices that could reduce mailing costs or make use of mail services more effectively.

11. Coordinates large mailings and associated print jobs to ensure that the most efficient and effective procedures are used.

12. Updates addressing, including machine readability, formatting, use of correct street addresses, and minimizing the use of hand-written addresses.

13. Ensures that a USPS mailpiece design analyst is consulted when creating a new mailpiece.

14. Reports all activities to include all postage costs associated with mailing, printing, and materials to the Departmental Mail Manager.

B. USDA Office of Operations, Central Mail Unit. Operates mail services for FSIS' offices in Washington, DC, and nearby locations.

C. Procurement Management Branch, ASD, Beltsville, MD. Provides mandatory contract services for Express and Domestic Delivery Services.

D. Program Field Offices. Receive, distribute, and dispatch official mail.

X. PROCEDURES

A. Domestic Mail Classes and Special Services. It is the responsibility of the office addressing the mailing to determine the class and any required special services. To ensure timely receipt and economy, select the class and special service on the basis of the priority of the material being mailed. Postal services and fees are located at the USPS' Web site at www.usps.com.

B. International Mail. Charge international rates and fees for all mail destined for foreign countries.

C. Insured Mail. Do not purchase postal insurance since it is the general policy of the Federal Government to self-insure against all risks of monetary loss.

D. Registered or Certified Mail. Use only in cases where proof of delivery is required. (**NOTE:** This special service is available for First-Class or Priority Mail.)

E. BRM. Use to request information from FSIS field employees and the public. Use also when the weight of the return mail is unknown. (**NOTE:** A BRM permit is available for distributing business reply envelopes, self-mailers, cartons, and labels for an annual permit and accounting fee. BRM allows the permit holder to receive a customer's First-Class Mail and return mail by paying for postage only on the mail returned. The BRM permit holder guarantees payment of First-Class Mail postage, plus a per piece charge for pieces returned by the USPS. The USPS designs the mailpiece or label, including a unique ZIP+4 code.)

F. **Meter Reply Mail.** Use in place of BRM (if mail meters are in use) to request information from FSIS field employees and the public. Use also when the weight of the return mail is unknown. **NOTE:** No permit fee is required.

G. **Christmas Mail Season.** Withhold bulk mailings of pamphlets, forms, catalogs, and other printed matter between December 1 and 26.

H. **Postage Due Mail.** Pay for postage due mail using official mail meter strips, official mail stamps, or cash. Since there is no simple way to reimburse for cash, program offices should use meter strips or official stamps for postal reimbursement.

I. **Spoiled or Unused Postage.**

1. **Metered Postage.** Do not destroy spoiled or unused metered postage. Obtain PS Form 3533 from the local post office and submit the spoiled or unused metered postage with the form for a 90 percent reimbursement.

2. **Postage Stamps.** Return spoiled postage stamps to the issuing office.

J. **Remailing by Field Offices.**

1. Do not contract with other agencies or commercial mailers to print and mail material received from Washington, DC. (**NOTE:** All headquarters organized bulk mailings should be made from Washington, DC.)

2. Field offices should separate mailings by class (**examples:** First Class or Third Class).

K. **Envelopes.**

1. **Letter Envelope.** Use letter-size envelopes for one to five pages of correspondence that can be folded to 1/4-inch maximum thickness. (**NOTE:** Letter-size envelopes are rectangular in shape with minimum dimensions of 5 inches in length, 3.5 inches in height, .007 inches in thickness, and maximum dimensions of 6 1/8 inches in height, 11 1/2 inches in length and 1/4 inch in thickness. The standard letter-size envelopes used Agencywide are white, and approximately 9 1/4 by 4 1/4 inches with black printing.)

2. **Flat Envelopes.** Flat envelopes are rectangular in shape and exceed one or more of the maximum dimensions for letter-size envelopes, but do not exceed 15 inches in length, 12 inches in height, or .75 inches in thickness. (**NOTE:** The minimum size for flat envelopes is 6 1/8 inches in height, 11 1/2 inches in length, and 1/4-inch thickness. Flat envelopes are used for communications that cannot be folded, or if folded, will exceed the .25 inch maximum width permitted for letter-size envelopes.) The Agency Mail Manager must review all new envelopes for format and USPS requirements prior to printing. The standard flat envelopes used Agencywide are:

a. White or Brown 12 by 9.5 inches (white preferred).

b. White or Brown 15 by 10 inches (white preferred).

3. **Batch Mailing.** Consolidate several pieces of mail (at least six pieces) that are sent to the same address into a single flat envelope for mailing.

4. **Postcards.** In order to qualify for the postcard rate, cards must be a minimum of 3 1/2 inches by 5 inches, a maximum of 4 1/4 inches by 6 inches, and imprinted with the same markings and indicia required for envelopes. Postcards that exceed the above measurements are charged the full First-Class rate by the USPS.

L. **Addressing.** All outgoing mail must contain a clear typed address. The destination address information should be at least approximately 1/2 inch from the left and right edges, and at least 5/8 inch (but no more than 2 3/4 inches) from the bottom of the envelope. Following these instructions ensures the fastest, most efficient delivery services.

M. **Return Address Formats.** Place the name of the Agency, organization, and complete mailing address in the upper-left corner of the envelope. The statement "Official Business" should appear immediately below the return address of all official mail.

N. **Postage Meters.** Field locations are required to procure their own postage meters, maintain their meter spending, and other mailing equipment. However, the Agency Mail Manager must be the technical evaluator on all meter requests. Field locations can also use [Stamps.com](https://www.usps.com/stamps) in lieu of purchasing or leasing postage meters. Requests to use [Stamps.com](https://www.usps.com/stamps) must be approved by the Agency Mail Manager. Headquarters offices do not need to lease or purchase postage meter equipment. All headquarters offices must use the Department's meters for metered mail. (**NOTE:** Headquarters offices' meter reports are maintained by the Department.)

O. **Self-Mailers.** Use when material does not require a sealed envelope.

P. **Post Office Box Rental.** Rent post office boxes ONLY if the employee is not assigned to an official duty station. (**NOTE:** Post office boxes are available for rent upon application to the local postmaster.)

XI. **UNAUTHORIZED MAIL PRACTICES**

A. **Do not** use FSIS' mail system for personal incoming or outgoing mail. (**NOTE:** Employees should have personal mail sent to their home addresses.)

B. Mail labeled "TO BE OPENED BY ADDRESSEE ONLY" should not be opened by anyone but the addressee.

C. Meter Reply or Business Reply is provided when information requested will benefit FSIS. **Do not** furnish Meter Reply or Business Reply envelopes, postcards, and labels to:

1. Bidders or contractors.
2. Private persons or concerns for sending reports or other information which is not required by law.
3. Private persons or concerns for personal mailings.

D. **Do not** furnish official postage stamps or metered envelopes to individuals seeking employment in FSIS (**exceptions:** when hiring in critical job areas and when requesting information such as fingerprints or medicals). The submission of job applications and rating appeals are considered personal matters, not official Government business. Such personal mail is, therefore, subject to payment of postage by the employee, and use of official envelopes or stamps for these purposes is prohibited.

XII. **OFFICIAL MAIL**

USPS transmits official mail. This service includes handling, processing, and the delivery of FSIS mail at the options selected (**examples:** First Class, Third Class, or Fourth Class).

A. **Metered Mail.** Each piece of mail is weighed and the postage and mailing dates are imprinted by postage meters. Metered mail can be used for any class of mail and for any amount of postage. Metered mail, when bundled, bypasses postal cancellation equipment and goes directly to the sorting unit. This results in faster processing of the mail.

B. **Official Stamps.** Each mailpiece is weighed and the correct amount of postage is affixed with official stamps.

XIII. **MAIL SAFETY**

Each FSIS mail center must maintain a safe and secure environment regardless of the program office's mail volume. In the event that a suspicious letter or package is found, observe the following procedures:

- A. Handle with care. Do not shake or bump.
- B. Do not open, smell, touch, or taste.
- C. Isolate the letter or package immediately.
- D. Treat the letter or package as suspect.
- E. Notify your supervisor.
- F. Call 911.

XIV. **ADDITIONAL INFORMATION**

For additional information on mail management, contact the Agency Mail Manager at RecordsManagementSection@fsis.usda.gov.



Assistant Administrator
Office of Management

Attachment

1 PS Form 1952, Annual Estimate of Anticipated Penalty Mail Usage

PS FORM 1952, ANNUAL ESTIMATE OF ANTICIPATED PENALTY MAIL USAGE

U.S. POSTAL SERVICE ANNUAL ESTIMATE OF ANTICIPATED PENALTY MAIL USAGE	AGENCY NAME & ACCOUNT NUMBER <small>(as it appears on USPS billing statement)</small>	
INSTRUCTIONS: Type or Print. Forward original to the address indicated in item 10.		
SECTION A - Complete Items 1,2,3,4,5,6		
1. Agency Location Code [Redacted]	2. Treasury Account Symbol (TAS) [Redacted]	
3a. FY [Redacted]	3b. ANNUAL ESTIMATE AMOUNT \$ [Redacted]	
4. FUNDS BUDGETED TO PAY FOR MAIL USAGE FY AMOUNT [Redacted] \$ [Redacted]	5. Document reference or Purchase order no. 	
6. INDICATE ANY CHANGE OF ADDRESS WHERE BILLING STATEMENT IS TO BE MAILED: 		
SECTION B - Complete Items 7 and 8 for a CHANGE in agency location code.		
7. FORMERLY SUBMITTED Agency Location Code (8-Digits), Disbursing Symbol or ACH account: [Redacted]	8. CHANGE TO Agency Location Code (8-Digits), Disbursing Symbol or ACH account: [Redacted]	
FORMER MAILING ADDRESS 	CURRENT MAILING ADDRESS: 	
SECTION C - Complete all contact information boxes		
9a. CONTACT INDIVIDUAL FOR FURTHER INFORMATION: 	9b. TELEPHONE 	
DATE SIGNED	PRINTED NAME AND TITLE:	SIGNATURE:
10. MAIL MANAGER NAME: [Redacted]	11. MAIL MANAGER ADDRESS: [Redacted]	12. MAIL MANAGER PHONE: [Redacted]
<div style="background-color: black; width: 100%; height: 100%;"></div>		

FORM 1952