

## § 102–192.85

best practices, training, standards, and guidelines.

### Subpart D—Security Provisions

#### § 102–192.85 Must I have a mail security plan?

Every Federal agency and agency location where an agency has one or more full time personnel processing mail must implement a written mail security plan. The size and scope of the security plan should be commensurate with the size and responsibilities of each agency or location. The security plan should be updated whenever circumstances warrant. As a minimum, it should be reviewed annually.

#### § 102–192.90 What must I include in the mail security plan?

Your security plan must include policies and procedures for safe and secure operations consistent with your agency's core mission. It must also include:

- (a) Procedures for handling all incoming mail, regardless of service provider;
- (b) Plans for security training for mail center personnel;
- (c) Procedures for ensuring compliance with the standards established by the Interagency Security Committee that was established in accordance with Executive Order 12977, dated October 19, 1995 (3 CFR, 1995 Comp., p. 413). These standards can be found at <http://www.oca.gsa.gov>;
- (d) A list of all large facilities, their points of contact and telephone numbers; and
- (e) Plans for annual reviews of the agency's security plan and facility-level security plans.

#### § 102–192.95 What else should I include in the mail security plan?

Additionally, your plan should ensure that:

- (a) Facility mail managers participate in their building security committees, wherever such committees exist;
- (b) Mail is transported in a safe manner;
- (c) X-raying of mail occurs where appropriate; and
- (d) The standards outlined in appendix B to this part are implemented.

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### Subpart E—Recommended Actions

#### § 102–192.100 What financial system features does GSA recommend for finance systems to keep track of mail costs?

Agencies should develop or use a financial accountability system that separately tracks all mail costs to the program area or below. The system should:

- (a) Show allocations and expenses for postage and all other mail costs (*e.g.*, payments to service providers, mail center personnel costs, mail center overhead, *etc.*) separate from all other administrative expenses;
- (b) Assign control of funds for postage to the same person who has overall authority to control mail decisions for the program area;
- (c) Allow mail centers to establish systems to charge their customers for postage; and
- (d) Identify and charge mail costs that are part of printing contracts to the program level.

#### § 102–192.105 What performance goals and measures should we use?

Section 102–192.50 requires all large agencies to have performance measures for mail operations at the agency level and in all subordinate locations that spend more than \$250,000 per year on postage. All other agencies are also encouraged to identify performance goals and measures for incoming and outgoing mail operations. Your performance measurement efforts should be focused on the large facilities that generate most of your mail. The range of measures will depend on the size of your agency or facility, your mission, and the life cycle cost of data collection. GSA will provide suggested performance measures through its mail policy website.

#### § 102–192.110 What should your agency-wide mail management plan include?

Your agency-wide mail management plan should address:

- (a) The ways in which mail management supports your agency's mission;
- (b) Information about your agency's primary facilities;