

**§ 102–192.110**

**§ 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;
- (c) Opportunities for reducing costs and/or enhancing your agency's ability to perform its mission through better mail management;
- (d) How you choose the lowest cost and/or best value service provider(s) for outgoing mail, while ensuring that the Private Express Statutes and all USPS regulations are followed;
- (e) Opportunities for centralized mail processing, worksharing, consolidation, and commingling to obtain postage savings;
- (f) How and to what extent you will move toward ensuring that the person who controls mail decisions is the same person who controls the funds for postage;
- (g) How and to what extent you will move toward ensuring that your financial systems show allocations and expenses for postage and all other mail costs separately from all other administrative expenses; and
- (h) How you are developing specific performance goals, maintaining performance data systems and relating mail management goals to your agency's mission-related goals.

**§ 102–192.115 What less costly alternatives to expedited mail and couriers should your agency-wide mail management plan address?**

Your plan should address the following alternatives to expedited mail and couriers:

- (a) First Class and Priority Mail from the USPS;
- (b) Package delivery services from other service providers; and
- (c) Electronic transmission via e-mail, facsimile transmission, electronic commerce, the Internet, etc.

**41 CFR Ch. 102 (7–1–04 Edition)**

**Subpart F—Agency Mail Manager Responsibilities**

**§ 102–192.120 What is the appropriate managerial level for an agency mail manager?**

The agency mail manager should be at a managerial level that enables him or her to fulfill the requirements of §§ 102–192.50 through 102–192.65 and § 102–192.125.

**§ 102–192.125 What are my general responsibilities as an agency mail manager?**

In addition to carrying out the responsibilities in § 102–192.50, an agency mail manager should:

- (a) Establish written policies and procedures to provide timely and cost effective dispatch and delivery of mail;
- (b) Ensure agency-wide awareness and compliance with standards and operational procedures established by all service providers used by the agency;
- (c) Monitor the agency's mailings and other mail management activities, especially expedited mail, mass mailings, mailing lists, and couriers, and seek opportunities to implement cost-effective improvements and/or to enhance performance of the agency's mission;
- (d) Develop and direct agency programs and plans for proper and cost-effective use of transportation, equipment, and supplies used for mail;
- (e) Although not required for other than large agencies, develop, implement and provide to GSA the agency's annual mail management and mail security plan (see subpart C of this part);
- (f) Ensure that facility mail managers receive the training they need to perform their assigned duties;
- (g) Ensure that users at the program level receive the training needed to reduce, track and budget for their mailing expenses;
- (h) Ensure that expedited mail and couriers are used only when authorized by the Private Express Statutes (39 U.S.C. 601–606) and when necessary and cost-effective;
- (i) Establish written policies and procedures to minimize personal mail in incoming, outgoing, and internal agency mail;

## Federal Management Regulation

## § 102-192.135

NOTE TO PARAGRAPH (I): An agency may decide to accept and process personal mail for personnel living on a Federal facility, personnel stationed outside the United States, or personnel in other situations who would otherwise suffer hardship. Mailing costs associated with filing travel vouchers and payment of Government sponsored charge card billings are considered as “incidental expenses” as defined in the “Per Diem Allowance” in the Federal Travel Regulations (41 CFR 300-3.1).

(j) Establish and maintain a system that tracks the financial and other performance data discussed in §§ 102-192.50 and 102-192.100;

(k) Work with agency executives to ensure that, to the maximum practical extent, the person who makes the decision to mail any significant number of pieces of mail is the same person who controls the funds for postage;

(l) Work with agency accounting personnel to ensure that financial systems show allocations and expenses for postage and all other mail costs separately from all other administrative expenses; and

(m) Ensure that bills from all service providers are reconciled and paid on a timely basis.

[67 FR 38897, June 6, 2002, as amended at 67 FR 54132, Aug. 21, 2002]

### Subpart G—Facility Mail Manager Responsibilities

#### § 102-192.130 What are my general responsibilities as a facility mail manager?

As a Federal facility mail manager you should:

(a) Implement policies and procedures developed by the agency mail manager, including cost control procedures;

(b) Work to improve, streamline, and reduce the cost of mail practices and procedures by continually reviewing work processes throughout the facility and seeking opportunities for cost-effective change;

(c) Work closely with all facility personnel, especially the program level users who develop large mailings, to minimize postage and associated printing expenses through improved mail piece design, mail list management, electronic transmission of data in lieu of mail, and other appropriate meas-

ures; keeping current on new technologies that could be applied to reduce your mailing costs;

(d) Work with local managers to ensure that, to the maximum practical extent, the person who makes the decision to mail any significant number of pieces of mail is the same person who controls the funds for postage;

(e) Ensure that expedited mail and couriers are used only when authorized by the Private Express Statutes (39 U.S.C. 601-606) and when necessary and cost-effective;

(f) Provide centralized control of all mail processing activities at the facility, including all regularly scheduled, small package, and expedited service providers, couriers, equipment and personnel;

(g) Review unauthorized use, loss, or theft of postage, including any unauthorized use of penalty or commercial mail stamps, meter impressions or other postage indicia, and immediately report such incidents to the agency Inspector General, internal security office, or other appropriate authority;

(h) Provide training opportunities for all levels of agency personnel at the facility on cost-effective mailing practices for incoming, outgoing, internal mail and security;

(i) Ensure that outgoing mail meets all the standards established by your service provider(s) for weight, size, hazardous materials content, etc.;

(j) Produce and implement an agency mail management and mail security plan; and

(k) Respond to the requirements of this part.

#### § 102-192.135 What should I include when contracting out all or part of the mail function?

Any contract for a mail function should require compliance with:

(a) This part;

(b) The Private Express Statutes (39 U.S.C. 601-606); and

(c) All agency policies, procedures, and plans, including the agency wide mail management and mail security plan and, if applicable, facility mail security plans.