



June 21, 2022

GSA Bulletin FMR G-08
Mail Management

TO: Heads of Federal Agencies

SUBJECT: Temporary Waiver of Certain Provisions of Federal Management
Regulation (FMR) Part 102-192 Regarding Mail Management Reporting
Requirements

1. What is the purpose of this bulletin? This bulletin informs large Federal agencies that the General Services Administration (GSA) is temporarily waiving the annual reporting requirements for Federal agency mail programs as mandated in FMR §102-192.85 to 102-192.105 until further notice. This bulletin cancels FMR Bulletin G-07.

2. What is the effective date of this bulletin? This bulletin is effective upon signature and retroactively applies to relevant reporting for fiscal year 2017 and continues until further notice.

3. When does the bulletin expire? This bulletin will expire when rescinded by this office, including, but not limited to, formal rulemaking.

4. What is the background? Federal agencies must comply with FMR Part §102-192 when carrying out Federal agency mail management programs. These regulations exercise GSA's authorities and responsibilities under 44 U.S.C. §2901-2906. However, in February 2018, in response to two Office of Management and Budget (OMB) Memorandums (M-17-26 *Reducing Burden for Federal Agencies by Rescinding and Modifying OMB Memoranda* and M-18-23 *Shifting From Low-Value to High-Value Work*), GSA decided to cease development and deployment of the Simplified Mail Accountability Reporting Tool (SMART). However, the FMR §§102-192.85 to 102-192.105 annual mail management reporting requirements were not removed, thus preventing large agencies from complying with the FMR as written.


After a thorough review, GSA has renewed its intention to support Federal agency mail programs via the identification, development, and implementation of processes and tools that can inform Government-wide and agency mail policy. In 2020, GSA established the Federal Agency Mail Managers' Community of Practice to engage Federal agency mail managers as well as their partners and stakeholders to refine reporting standards and processes that balance the need for mail program data with the challenges that stymie its collection. In partnership with its stakeholders, GSA is developing business requirements associated with a comprehensive mail program data collection program and expects this work to be completed during 2023.

5. Which agencies are impacted by this bulletin? This bulletin applies to large agencies whose collective total payments to all mail service providers equals or exceeds \$1 million per fiscal year.

6. What should we do as a result of this bulletin? Large Federal agencies should update internal policies and processes in accordance with this bulletin and continue to collect and monitor mail program data internally.

7. Who do I contact to obtain additional information regarding this bulletin? Contact Michael DeMale, Office of Government-wide Policy, Office of Asset and Transportation Management, Travel, Relocation, Mail, and Transportation Policy Division at 202-805-8167 or by email at federal.mail@gsa.gov. Please cite GSA FMR Bulletin G-08.

By delegation of the Administrator of General Services.

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