GENERAL SERVICES ADMINISTRATION
Washington, DC 20417

May 2, 2012

Federal Management Regulation
GSA Bulletin FMR G-03

TO: Heads of Federal Agencies

SUBJECT: Mail Management

1. <u>What is the purpose of this bulletin?</u>

This bulletin provides guidance to Executive Branch agencies for improving mail management policies, procedures, and activities.

2. <u>What is the effective date of this bulletin?</u> This bulletin is effective on May 2, 2012.

3. <u>When does this bulletin expire?</u> This bulletin will remain in effect until cancelled or superseded.

4. <u>What should agencies do in response to this bulletin?</u> Federal agencies internal policies should address:
   a. Consolidation of mail including <u>presorting</u>;
   b. Reductions of hard copy agency-to-agency mailings;
   c. Sustainable mail practices; and
   d. Secure mail for teleworkers.

5. <u>What is the background of this bulletin?</u>

(January 5, 2012) <u>Executive Order 13423</u>, Strengthening Federal Environment, Energy, and Transportation Management, Section 3 (b), requires

implementation of agency environmental management systems (EMS) at all appropriate organizational levels.

(June 13, 2011) Executive Order 13576, Delivering an Efficient, Effective, and Accountable Government, was issued directing agencies to lead performance and management reform, and for reducing wasteful or ineffective programs, policies, and procedures.

(October 5, 2009) Executive Order (EO) 13514, Federal Leadership in Environmental, Energy, and Economic Performance, directs Federal agencies to target their mission activities toward improving energy efficiency, and reducing direct and indirect greenhouse gas emissions.

(August 25, 2008) Federal Management Regulation (FMR) part 102-192 (amended at 73 FR 49955) contains policy and requirements for effective, economical, and secure management of incoming, internal, and outgoing mail in Federal agencies.

6. How can we implement mail consolidation, including presorting?
   a. Consolidate outgoing mail processing at facilities that have similar processing;
   b. Use United States Postal Service (USPS) flat rate boxes and envelopes to the maximum extent possible when cost effective;
   c. Eliminate postage metering equipment that is infrequently used and, therefore, inefficient;
   d. Schedule mailings far enough in advance to consolidate them with mailings of other agencies and, thereby, qualify for USPS discounts;
   e. Implement a mail presorting program that sorts mail by postal ZIP Codes prior to presenting to USPS. Mailers earn a work-sharing discount by reducing USPS processing effort;

f. Work closely with all customers who handle significant quantities of mail or print functions to develop mailing schedules, and determine the most effective and economical mailing approach; and

g. Require training through USPS address management tools to reduce the number and expense of returned mail.

7. How can we reduce hard-copy agency to agency mailings?
   a. Collaborate with all agency mailers to develop electronic mailings instead of hard copy mailings; and
   b. Consider scanning all first class and standard incoming hard copy mail and deliver electronically if agency rules allow this process.

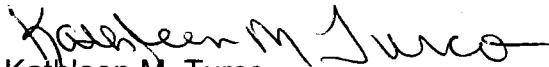8. How can we implement sustainable mail practices?
   a. Participate in your agency's Environmental Management System (EMS). An EMS is a management and strategic planning tool that enables an organization of any size or type to identify and control the environmental impact of its activities, products, and services. EMS is a tool to identify greenhouse gas emissions produced by agency mail operations;
   b. Work with your facility manager and outside vendors to identify and reduce energy usage in mail programs;
   c. Adhere to the acquisition requirements described in the agency's strategic sustainability performance plan and follow all applicable laws, regulations, and best practices;
   d. Develop and implement a communications plan to ensure that the policies for improving mail management and applicable sustainable practices are disseminated agency-wide; and
   e. Consider using less expensive methods of transmitting information, such as e-mail and faxes, when they do not compromise the agency's mission.

9. <u>How can we secure mail for teleworkers</u>?
Develop and implement a mail <u>security policy</u> for employees receiving official incoming mail at an alternative work site (such as a Government owned or leased alternative worksite, telework center, or employee residence). The security policy should be coordinated with the Physical Security Officer and address threats from chemical, biological, radiological, nuclear materials, and explosive devices or materials.

10. <u>Who should I contact for additional information concerning this guidance</u>?
Derrick Miliner, Office of Asset and Transportation Management, General Services Administration, at (202) 273-3564, or email <u>federal.mail@gsa.gov</u>.

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