

**U.S. DEPARTMENT OF THE INTERIOR  
MINERALS MANAGEMENT SERVICE**

TRANSMITTAL SHEET

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Release No. 317

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SUBJECT:     Administrative Series  
                 Part 382 Records Operations  
                 Chapter 2 Mail Management

EXPLANATION OF MATERIAL TRANSMITTED:

Policy and responsibilities of the Mail Management Program within the Minerals Management Service as authorized by 382 DM 2 (Mail Management) and 41 CFR 102-192, and Mail Management Handbook (MMSM 382.2-H).

Director, Minerals Management Service

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FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
382	2	1-5	199
382.2-H			

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
382	2	1-5	317
382.2-H	Handbook	All	

OPR: Administration and Budget, Chief of Staff's Office  
Date: August 25, 2008

**Minerals Management Service  
Minerals Management Service Manual**

**Effective Date:** August 25, 2008

**Series:** Administrative Series

**Part 382:** Records Operations

**Chapter 2:** Mail Management

**Originating Office:** Support Services Office, Chief of Staff, Office of Administration and Budget.

1. **Purpose.** This chapter establishes policy and responsibilities for the Mail Management Program within the Minerals Management Service (MMS). Procedures are contained in the Mail Management Handbook (382.2-H), attached.
2. **Authority.**
  - a. 41 CFR 102-192, Mail Management (2007).
  - b. Departmental Manual (382 DM 2 Mail Management).
3. **Reference.** U.S. Postal Service Domestic Mail Manual.
4. **Definitions.**
  - a. Mail is defined as items of communications in readable form (hardcopy or electronic), often transmitted in and out of MMS's organizations by means of the U.S. Postal Service (USPS), private carrier, internal mail system, or e-mail. This definition applies to incoming, outgoing, and internal mail, and generally covers official correspondence, postal cards, documents, packages, publications, telecommunications, and other communications received for distribution or dispatch.
  - b. Official Mail is mail used to conduct the business of the MMS. As such, it is considered Government property and is subject to all rules governing the use of Government property.
  - c. Internal Mail is mail generated within a Federal facility that is delivered within that facility or to a nearby facility of the same agency.
  - d. Penalty Mail is official mail which is authorized by law to be transmitted without prepayment of postage.
  - e. Endorsement is the designation of the "type" or "class" of postal service selected by the mailer and marked on the mail piece in the space between the postage stamp area and the address.
  - f. Self-Mailer is a single mail item, other than a parcel, which is not enclosed in an envelope or other outer cover and displays the endorsement, address, and return address directly on the item itself.
  - g. Agency Mail Manager is the person who manages the overall mail communications program of a Federal agency.
  - h. Facility Mail Manager means the person responsible for mail in a specific facility.

5. Policy. It is the policy of the MMS to maintain an effective, efficient, and economical mail management program by:
- a. Prohibiting the use of MMS mail services for personal use, including receipt of incoming, dispatch of outgoing, and internal distribution services.
  - b. Utilizing the metered mail system for all outgoing correspondence.
  - c. Refusing postage due mail received from the public (see MMSM 382.2-H, Chapter 2.5b for exceptions).
  - d. Maintaining reliable and effective internal mail handling, pickup, and delivery service.
  - e. Routing incoming mail directly to addressee unopened.
  - f. Provide technical assistance to mail originators.
  - g. Keeping abreast of USPS and General Services Administration (GSA) regulations, postal services and fees, and promulgating information to mail originators for information and application.
  - h. Utilizing the best available mail service for reliable transmission at the lowest cost.
  - i. Using "Special Attention Mail" (blue) envelopes only for confidential/sensitive material which is to be opened only by the addressee (or designee).
  - j. Using E-Mail, when practicable, due to its cost-effectiveness and efficiency. E-Mail messages that meet the definition of Federal records and any attachments to the record messages after they have been copied to an electronic recordkeeping system, should be printed and filed per DOI policy (see <http://www.archives.gov/records-mgmt/ardor/grs20.html>.)
6. Responsibilities.
- a. The Associate Director for Administration and Budget has the overall responsibility for, and implementation of the MMS Mail Management Program.
  - b. The Chief of Staff, Administration and Budget, and the Administrative Service Center Managers are responsible for designating Mail Liaison Officers and implementing the Mail Management Program in their area of responsibility.
  - c. The Chief, Support Services Office (Mail Manager) is responsible for:
    - i. Carrying out the Mail Management Program.
    - ii. Managing the Mail Reimbursement Program.
    - iii. Representing the MMS in dealing with the USPS, GSA, DOI, and other Government Agencies on mail matters.
    - iv. Taking appropriate action to ensure that the mail program operates in an efficient, cost-effective manner.
    - v. Ensuring implementation of the provisions of this chapter.

- vi. Providing information, guidance, and new policies to the Administrative Service Centers (ASC) relative to mail management.
- vii. Developing and maintaining a mail security plan for the agency where ever there is at least one full-time personnel processing mail. This plan should be reviewed and updated annually. At a minimum, the plan should include:
  - 1. Procedures for handling all incoming mail.
  - 2. Plans for security training for mail center personnel.
  - 3. Procedures for ensuring compliance with standards established by the Interagency Security Committee (established by Executive Order 12977) which can be found at <http://www.oca.gsa.gov>.
  - 4. A list of all facilities, points of contact and telephone numbers.
- d. Mail Liaison Officers are responsible for:
  - i. Carrying out the Mail Management Program at the ASC level.
  - ii. Ensuring that the mail functions at the ASC level are operated in an efficient, cost-effective manner.
  - iii. Informing the Mail Manager of address changes and/or personnel additions or deletions so that MMS mail directories can be kept up-to-date.
  - iv. Implementing the agency's mail security plan.
- e. All MMS employees are responsible for:
  - i. Notifying the Mail Manager or Mail Liaison Officer, as appropriate, of any change in address.
  - ii. Notifying persons from whom they regularly receive mail of address changes.
  - iii. Including at a minimum, the 5-digit ZIP Code and, when available, ZIP + 4 Code in the address of all outgoing mail. Each office may purchase copies of the National ZIP Code Directories to facilitate the use of ZIP Codes; however, the following website is available by the USPS: <http://zip4.usps.com/zip4/welcome.jsp> which assists employees with location of the correct ZIP Code.
  - iv. Advising senders of unofficial correspondence that such mail is not to be addressed to their official duty station.
  - v. Using the most economical means of sending mail (appropriate sized envelopes, packages; appropriate class).
  - vi. Including the mail stop codes for each office or employee within the MMS for all Internal Mail.
- f. Keeping a copy of all MMS Official Mail received or delivered through electronic messages (e-mail). E-Mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, should be printed and filed per DOI policy (see

<http://www.archives.gov/records-mgmt/ardor/grs20.html>) because there is no official recordkeeping system implemented to capture the record copy of an e-mail.

7. Procedures. See the Handbook on Mail Management (382.2-H).