

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		Number: 3050-001
SUBJECT: Mail Management	DATE: May 11, 2012	
	OPI: Office of Operations	

1. PURPOSE

This regulation prescribes policies, responsibilities and procedures for mail management within the U.S. Department of Agriculture (USDA).

2. SPECIAL INSTRUCTIONS/CANCELLATIONS

This regulation revises DR 3050-1, and cancels DR 3050-1 dated May 28, 1996.

3. POLICY

It is the policy of this Department to comply with the Federal Management Regulations (FMR) Parts 102-192, Mail Management. Also, it is the policy of USDA to use the most economical classes and types of mail services available, that are consistent with operational needs. Mail processing operations will be prompt, efficient and as economical as possible. USDA mail centers must adhere to the GSA objective of timely and cost-effective dispatch and delivery of mail to the action office after its receipt from the Postal Service. USDA will cooperate fully with the United States Postal Service (USPS) in order to meet USDA's written communications requirements and to assure accurate reimbursement for services performed by the USPS.

4. ABBREVIATIONS

CASU	- Cooperative Administrative Support Unit
CFR	- Code of Federal Regulations
CMU	- Central Mail Unit
DMM	- Domestic Mail Manual, U.S. Postal Service
FMR	- Federal Management Regulations
GSA	- General Services Administration
IMM	- International Mail Manual, U.S. Postal Service
MRMD	- Mail and Reproduction Management Division
OMAS	- Official Mail Accounting System
OO	- Office of Operations
UPS	- United Parcel Services
USC	- United States Code

USDA - United States Department of Agriculture
USPS - United States Postal Service

5. DEFINITIONS

- a. **Agency Mail Manager** – has oversight of the mail communications program of an agency at the national level within the Department. The Agency Mail Manager serves as a liaison to the Departmental Mail Manager and is a resource to agency personnel for mail management issues.
- b. **Class of Mail** - the five categories of domestic mail as defined by the United States Postal Service (USPS) in the Domestic Mail Manual (DMM). The categories are:
 - (1) Express Mail
 - (2) First Class and Priority Mail
 - (3) Standard Mail (e.g. bulk marketing mail)
 - (4) Periodicals
 - (5) Package Services
- c. **Commercial Payment Process** – a postage accounting system that is an alternative to the Official Mail Accounting System (OMAS). In a commercial payment system, postage expenses are paid at the time that the transaction occurs.
- d. **Co-mingling** - the merging of outgoing mail from one facility or agency with outgoing mail from at least one other source.
- e. **Departmental Mail Manager** – Has oversight of the policy, planning, and coordination of USDA’s National Mail Management Program (NMMP). Ensures the Department’s compliance to mail safety and security, financial, reporting, and performance measurement policies.
- f. **Expedited Mail** - a generic term that means mail designated for delivery more quickly than the USPS’s normal delivery times (which may vary by class of mail). Examples of expedited mail include USPS Express Mail, overnight, and two-day delivery by other service providers.
- g. **Facility Mail Manager** - the person responsible for mail in a specific USDA mail facility. There may be many Facility Mail Managers within USDA and its agencies.

- h. **Incoming Mail** - refers to any mail that comes into USDA delivered by any service provider, such as USPS, UPS, FedEx, DHL, etc.
- i. **Internal Mail** - mail generated within USDA that is delivered to a USDA facility, so long as it is delivered by agency personnel or a dedicated agency contractor (i.e., not a service provider).
- j. **Mail** - all materials that might pass through the USDA mail processing center including:
 - (1) All internal, incoming, and outgoing materials such as envelopes, bulk mail, expedited mail, individual packages up to 70 pounds, publications, and postal cards.
 - (2) Similar materials carried by agency personnel, contractors, the United States Postal Service (USPS) and all other carriers of such items; and
 - (3) Electronic mail only if it is printed out and mailed as described in paragraphs (1) and (2) of this section; however, this part encourages agencies to maximize the use of electronic mail in lieu of printed media, so long as it is cost-effective.
- k. **Mail Costs** - allocations and expenses for postage and all other mail costs (e.g. payments to service providers, mail center personnel costs, mail center overhead, etc.).
- l. **Mail Management Program** - Federal Management Regulations (FMR) Parts 102-192 issued by the General Services Administration (GSA) requires federal government departments to develop and utilize efficient management procedures for their departmental mail programs. The objective of the Mail Management Program at USDA is to ensure rapid handling and accurate delivery of mail throughout all of USDA at a minimum cost consistent with USDA's mission requirements. Within USDA, a Department level Mail Manager is appointed to oversee the Mail Management Program. In support of the Departmental Mail Manager, each USDA operating division (Agency) appoints a Mail Manager to direct the Mail Management Program at the Agency level.
- m. **Mail Piece Design** – the layout and printing of items to be mailed such that they can be processed efficiently and effectively by automated mail-processing equipment.
- n. **Mail and Reproduction Management Division (MRMD)** – Has full oversight of USDA's national print production and mail management programs. The Departmental Mail Manager is appointed by the director of MRMD.

- o. **Mail System** - all of the components of the operation including methods for capturing data on mail users, their volumes, and costs.
- p. **Official Mail** - all mail used to conduct the business of USDA is considered official mail. As such, USDA mail is considered Government property and is subject to rules governing the use of government property.
 - (1) Examples of mail matter that would not generally be considered as official mail include: Christmas cards, chain letters, job resumes, complaints (except those submitted to the Inspector General under Section 7 of the Inspector General Act of 1978), grievances, and similar personal matters.
 - (2) An agency head may request a ruling from the Director of Operations, as to whether a particular mail matter is official business. Any such request should include the reason why the agency head believes the matter to be official USDA business.
- q. **Official Mail Accounting System (OMAS)** - is the Postal Services government-unique postage accounting system. Its purpose is to track postage used by most of USDA's agencies. GSA has recommended that all government agencies convert to Commercial Payment Processes.
- r. **Outgoing Mail** - generated within USDA that is going outside our facility and is delivered by a service provider.
- s. **Personal Mail** - mail received or sent at a Federal agency by an agency employee or contract worker that does not involve the official business of the agency.
- t. **Postage** - money or fees due that are paid to any service provider for mail services or delivery.
- u. **Private Express Statutes** - refers to laws that establish the U.S. Postal Service's limited monopoly on first-class mail delivery. The statutes allow for overnight delivery of letter mail by alternative delivery services and also for the delivery of books, magazines, and newspapers.
- v. **Presort** – an outgoing mail preparation used to receive a discounted mailing postage rate by sorting mail according to USPS standards.
- w. **Program Level** - subsidiary part of USDA that generates a significant quantity of outgoing mail.

- x. **Service Provider** - an agency or company that delivers mail. Some examples of service providers are: USPS, UPS, FedEx, DHL, Courier Services, and the State Department, Diplomatic, Pouch and Mail Division.
- y. **Special Services** - mail services that require extra payment over basic postage; e.g., certified mail, registered mail, business reply mail, certificates of mailing, return receipts, and delivery confirmation.
- z. **Unauthorized Use of Agency Postage** - the use of penalty or commercial mail stamps, meter impressions or other postage indicia for personal or otherwise unofficial use.
 - aa. **Unsolicited Commercial Mail** - mail that may or may not be program related. Examples include: Advertisements, requests for contributions, soliciting sales or subscriptions, training materials, and flyers. If this mail is adequately addressed for delivery, it may be forwarded to the appropriate program office. Inadequately addressed unsolicited commercial mail may be returned to the USPS as undeliverable.
 - bb. **Work Sharing** - cost-effective ways of processing outgoing mail that qualify for reduced postage rates; examples include presorting bar coding, consolidating, and commingling.

6. RESPONSIBILITIES

- a. Mail and Reproduction Management Division (MRMD), Office of Operations (OO) will:
 - (1) Provide direction, leadership and policy for Departmental Mail Services.
 - (2) Circulate Departmental policies, standards, techniques and procedures, and represent the Department in the area of mail management.
 - (3) Develop, implement, and provide to GSA USDA's annual mail management report. This plan must include:
 - (a) Total amounts paid to all service providers.
 - (b) Verify that facility security plans have been reviewed at the agency level.
 - (c) Identify performance measures in use at the agency level.
 - (d) A description of the USDA's plans to improve the economy of mail operations.

- (4) Ensure that mail costs are identified at the program level within the department. Program level costs can be identified by tracking mailing expenses by program areas, costs estimates, financial reports, reconciled Postal Service OMAS reports, and reconciled vendor data.
- (5) Establish written policies and procedures to provide timely and cost-effective dispatch and delivery of mail.
- (6) Ensure agency-wide awareness and compliance with standards and operational procedures established by all service providers used by the agency.
- (7) 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.
- (8) Develop and direct agency programs and plans for proper and cost-effective use of transportation, equipment, and supplies used for mail.
- (9) Ensure that expedited mail and couriers are used only as authorized by the Private Express Statutes (39 U.S.C. 601-606) and when necessary and cost-effective.
- (10) Observe written policies and procedures to minimize personal mail or packages received or sent via incoming, outgoing, and/or internal agency mail.
 - (a) Mail Center personnel are not required to deliver personal mail or packages received through their facility, unless authorized to do so in writing by their supervisor or the head of the office under special temporary circumstances.
 - (b) Employees in transit as a result of a change in duty station, or on temporary detail, or temporarily assigned to a remote field location, may request the use of an office address until their situations are stabilized.
 - (c) Employees should be discouraged from using their office address for delivery of savings bonds, salary checks, and per diem checks.
- (11) Provide a liaison with the USPS and GSA, adherence to their rules, regulations and ensuring correct, speedy and economical movement of USDA mail within the postal system.

- (12) Provide adequate liaison with the USPS on reimbursement for postal services.
 - (13) Provide training assistance in mail management and mail services operations.
 - (14) Ensure that USDA's national mail management program complies with all applicable mail policies and procedures, including this Departmental Regulation and the Federal Management Regulations (FMR) Parts 102-192, Mail Management.
- b. Department Agency Administrators and Staff Office Directors will:
- (1) Establish a mail management program and ensure that their employees are aware of and comply with the provisions of the program.
 - (2) Appoint a qualified individual familiar with mail management as Agency / Facility Mail Manager to manage, control and coordinate matters regarding mail management and services within their local and field offices. The name, complete mailing address, and telephone number of the appointed person (or any replacement) will be sent to the Departmental Mail Manager.
 - (3) Work closely with program personnel 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 measures.
 - (4) Coordinate all of the office's large mailings and print jobs to ensure that the most efficient and effective procedures are used.
 - (5) Work closely with the Departmental Mail Manager, Agency Mail Manager, mail technical experts, and mail Facility Managers that handle significant quantities of mail or print functions for their program.
 - (6) Seek opportunities to centralize or consolidate mail services when USDA agencies are collocated in Federal Buildings or in nearby locations, in order to insure efficiency and economy to the government. These services may be currently available through a Cooperative Administrative Support Unit (CASU).
 - (7) Evaluate the use of Post Office Box rentals to ensure that economical and efficient systems are utilized for the receipt of incoming mail.
 - (8) Review and reconcile reports of postal accountability (OMAS or commercial vendors) to ensure accurate billing.

- (9) Implement performance measures for mail operations at the agency level and in all local and field office facilities and programs.
 - (10) Observe written policies and procedures to reduce personal mail or packages received or sent via incoming, outgoing, and/or internal agency mail.
 - (11) Ensure their agency's national mail management program complies with all applicable mail policies and procedures, including this Departmental Regulation and the Federal Management Regulations (FMR) Parts 102-192, Mail Management.
- c. Departmental Mail Manager is responsible for:
- (1) Establishing and maintaining a system that tracks financial and other performance data. Also, providing MRMD at the end of each fiscal year, as required, with pertinent information and reports concerning mailing practices, volumes of official and commercial mail costs.
 - (2) Working with MRMD and agency budget personnel to implement commercial payment processes (where feasible) while working under temporary deviations.
 - (3) Working 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.
 - (4) Ensuring that bills from all service providers are reconciled and paid on a timely basis.
 - (5) Coordinating with MRMD on matters regarding USPS services and reimbursements.
 - (6) Ensuring that their organization utilizes postal products and services that are efficient and economical.
 - (7) Keeping members of their organization informed of changes in regulations and mailing requirements as provided by MRMD.
 - (8) Continually reviewing and evaluating the use of mail products and services, within their organization, to ensure that economies are derived that benefit the organization.
 - (9) Ensuring that users at the program levels receive the training needed to reduce, track, and budget for their mailing expenses.

- (10) Working 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.
- (11) Developing and directing Departmental programs and plans for proper and cost-effective use of transportation, equipment, and supplies used for mail.
- (12) Providing guidance to agency correspondence managers on correspondence management decisions such as development and design of mailing materials including Business Reply Mail, Letterhead, and Mail Piece Design.
- (13) Representing the Department in its relations with mail service providers (usually as a Contracting Officer's Technical Representative), other agency mail managers, and the GSA Office of Governmentwide Policy.
- (14) Keeping USDA personnel informed of the objectives, policies, standards, and procedures for prompt, accurate and economical mail operations.
- (15) Ensuring that outgoing mail is economically and expeditiously dispatched.
- (16) Providing liaison with the USPS and GSA, adherence to their rules, regulations and ensuring correct, speedy, and economical movement of USDA mail within the postal system. Also, provide adequate liaison with the USPS on reimbursement of postal services.
- (17) Seeking opportunities to implement cost-effective improvements and to enhance performance of the agency's mission.
- (18) Establishing written policies and procedures to minimize incoming and outgoing personal mail.
- (19) Providing continuous monitoring of USDA's national Mail Management Program to achieve improvements.
- (20) Ensuring the Department's National Mail Management Program complies with all applicable mail policies, and procedures, including this Departmental Regulation and Federal Management Regulations (FMR) Parts 102-192, Mail Management.

d. Agency and/or Facility Mail Manager is responsible for:

- (1) Representing and performing for their agency at the national level while demonstrating a level of commitment to their role and responsibilities as a USDA Agency and/or Facility Mail Manager.
- (2) Ensuring their agency's national mail management program complies with all applicable mail policies and procedures, including this Departmental Regulation and the Federal Management Regulations (FMR) Parts 102-192, Mail Management.
- (3) Providing consistent representation for their agency at internal agency mail managers' meetings, discussions, and other various communications. Participating in a mail manager orientation.
- (4) Maintaining relationships with other agency/facility mail managers, external mail service providers, and mail technical experts.
- (5) Developing and monitoring the postage budget and expenditures for their agency at the national level and providing postage budget allocations and/or amendments to the Departmental Mail Manager. Also, providing in timely manner, monthly, quarterly, and/or annual reports to the Departmental Mail Manager. Typical reports include total postage, shipping, and related fees for their entire agency (headquarters and field offices) that is paid to each and every mailing and shipping service providers.
- (6) Implementing a written mail security policy that applies throughout the agency regardless of the facility's mail volume.
- (7) Observing written policies and procedures to reduce personal mail or packages received or sent via incoming, outgoing, and/or internal agency mail.
- (9) Coordinating with program personnel to minimize postage and associated printing expenses through improved mail piece design, electronic transmission of data in lieu of mail, and other appropriate measures.
- (10) Ensuring that all addresses on agency letters and packages meet address specifications. Also, ensuring that all mailing lists have been validated.
- (11) Actively seeking opportunities to remain current on new technologies and practices that could reduce mailing costs or make use of mail services more effectively.

- (12) Coordinating all of the agency or program's large mailings and associated print jobs to ensure that the most efficient and effective procedures are used.
- (13) Collaborating with agency finance officials to establish procedures for the timely processing of funds owed to service providers.
- (14) Addressing, including machine readability, formatting, use of correct street addresses, and minimizing use of hand-written addresses.
- (15) Ensuring that a USPS mail piece design analyst is consulted when creating a new mail piece.
- (16) Reviewing large mailings by mail managers before they are sent to printing or a print contractor.
- (17) Acceptance and processing of incoming and outgoing personal mail.
- (18) Limiting unsolicited mail and mail addressed to unknown persons and former employees.
- (19) Reporting all activities to include all postage costs associated with mailing, printing, and materials, to the agency mail manager, and
- (20) Administering policies for incoming and outgoing personal mail. In general, personal mail should be discouraged or prohibited. However, an agency may establish a policy 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.

e. All USDA Mail Facilities will:

- (1) Receive technical direction on USDA mail management policies, procedures, and issues from their National Agency or Facility Mail Managers
- (2) Have a written mail security policy that applies throughout the agency regardless of the facility's mail volume.
- (3) Review outgoing mail to ensure that it is properly prepared and conforms to standards specified in the IMM and Eligibility Module in the DMM, and other appropriate sections. Ensure that outgoing mail meets all standards established by their service provider(s) for weight, size, hazardous materials content, etc.

- (4) Work closely with all facility personnel, especially 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 measures; keeping current on new technologies that could be applied to reduce mailing costs.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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 USDA Inspector General.
- (9) Provide training opportunities for all levels of agency personnel at the mail facility on incoming, outgoing, internal mail and security.
- (10) Obtain and refer to current postal publications appropriate to their mailing operations.
- (11) Deliver all mail that is adequately addressed to the appropriate mail stop in a timely and cost-effective way. All mail that is inadequately addressed will be returned to the USPS as undeliverable.
- (12) Ensuring their national mail management program complies with all applicable mail policies and procedures, including this Departmental Regulation and the Federal Management Regulations (FMR) Parts 102-192, Mail Management.

7. REFERENCES

Basic laws and regulations applicable to official mail are:

- a. Title 39, USC, Chapter 32, which provides for the use of Penalty mail by executive agencies.

- b. Title 18, USC, Section 1719, Franking Privilege," which provides penalties for the misuse of Government mail.
- c. FMR 102-192 establishes and defines the mail management function in Government agencies.
- d. Domestic Mail Manual (DMM), USPS, which provides regulations for domestic mail matter entering the USPS system.
- e. International Mail Manual (IMM), USPS, which provides guidance for preparation and postage costs for international mail.

8. MAIL OPTIONS AND USER RESPONSIBILITIES

- a. To ensure timely receipt and economy, select the class of mail and special service on the basis of the priority of the material being mailed. The agency Mail Manager will consult MRMD, when there are questions as to the appropriate class or service to be used. **FOR EACH MAILING, IT IS THE RESPONSIBILITY OF THE ORIGINATOR TO IDENTIFY THE CLASS AND SPECIAL SERVICE DESIRED.**
- b. All official outbound postal mail must be typed, using USPS standardized address format (see Appendix A & B). Outbound mail, generated by headquarter offices, that is not typed will not be accepted for processing by the Central Mail Unit (CMU). The USPS offers incentives for quality addresses. Typed mail is readable by optical character readers. Therefore, typed mail will receive expeditious handling and the potential for discounted postage rates.
- c. Official mail must be separated according to the class of mail and special service requested before it is presented to the post office.

9. INTERNAL MAIL SERVICE

- a. Authorized Use of Internal Mail Services - Internal mail services are limited to official mail. Personal mail, intended for internal or external delivery, will not be picked up or delivered* by Government or contractor employees since it would impede the productivity of MRMD and the Government's efficiency and economy (*see DR 3050-001,Section 6a-(10) & FMR, Parts 102-192, Mail Management, Subpart F, (i) for stipulations).
- b. Establishing Route Stops - Route stops will be established and maintained by MRMD in collaboration with the offices. Action offices will immediately

notify MRMD, Mail Services Branch, Automation Relocation Team (ART) regarding changes in personnel receiving mail at respective mail drops.

- c. Scheduling Runs - Internal mail service runs should be scheduled to coincide with USPS delivery and pick up and with as much frequency needed to prevent a buildup of mail at any one location.
- d. Published Schedules - Internal service schedules are to be published and circulated to mail originators. Schedules will include times of USPS deliveries, interoffice pickup and delivery, and a cutoff time to receive mail to be processed for the last daily USPS mailing.
- e. Enroute Sorting – Forward Sorting during an internal mail run will expedite delivery to offices on the same run if the volume of mail is not too great. Large volumes of mail to be forward sorted should be returned to the mail unit to eliminate delays to the balance of the route and disruption of the published schedule.
- f. Interoffice Mail - Mail between agencies/staff offices within the Department must clearly identify the intended recipient by name, agency, and mail stop to ensure delivery without delay.

10. INCOMING MAIL

- a. Official Mail - Mail directed to officials or employees of the Department at their office address will be delivered to that office when such mail is claimed both by the official or employee and by the office. This also applies to mail addressed in this manner to former officials or employees of the Department. Such mail will be delivered to the appropriate program office for action.
- b. Routing - In order to speed the processing of incoming mail, the guidelines below should be followed.
 - (1) Route adequately addressed mail directly to the action office without opening the envelope unless instructions have been issued to open specific categories.
 - (2) Write routing directions on envelopes that have been opened rather than on a routing form and attach the envelope to the correspondence.
 - (3) Use office organizational and/or mail stop codes rather than the complete office title. Room numbers are to be used where they are required to make delivery.

- (4) Limit date/time stamping to classes of mail for which date/time stamping protects the interest of the Government, its employees and/or the public.
 - (5) Maintain an up-to-date routing guide to assist in accurate routing, and keep it current on organizational, functional, and personnel changes.
- c. Sorting - Incoming mail will be sorted to provide for minimum essential handling between the time it is received and the time it reaches the action office. A maximum of three sorts to achieve final delivery should be adequate.
 - d. Special Handling - Special instructions should be provided to each mail station processing mail requiring special handling. The following items of mail require special handling: Registered mail, certified mail with return receipt, delivery confirmation, and mail brought to the Department by local independent couriers.
 - e. Postage Due Mail - The USPS will offer to deliver mail with insufficient postage.
 - (1) Official Mail - Payment of postage due for official mail will be paid through an OMAS postage due account. Government agencies can no longer use penalty meter strips or penalty mail stamps to pay postage due.
 - (2) Public Mail - The Washington, DC, mail center refuses postage due mail received in the center. Each agency is to establish a policy to accept or refuse postage due mail received from the public at their mail centers.

11. OUTGOING MAIL

- a. Outgoing mail standards include the selection of the most cost-effective mail service by the originator, to facilitate transmission of official mail, use of appropriate envelope specifications, and direct accountability methods.
- b. Electronic Mail Service - Electronic Mail will be used for official business when it can be demonstrated that its use is cost-effective and will increase efficiency.
- c. Authorized Use of Official Mail - Official mail may only be used for mailing articles, documents and packages that are required to conduct Government business.
- d. Unauthorized Use of Official Mail - Mail such as personal letters, chain letters, Christmas cards, job resumes and applications, Freedom of

Information and Privacy Act requests and appeals, complaints, grievances, and all similar materials which do not relate exclusively to the business of the Government may not be sent as penalty or postage and fees paid mail. Federal employees and individuals outside the Government are prohibited by law and regulations from using penalty mail for private use. Anyone found using penalty mail for unofficial purposes may be fined up to \$300. Federal employees are also subject to disciplinary action.

- e. Quasi-Official Mail - Any agency or office head may authorize the use of official mail services (not official postage) for community or government employee-related activities to be conducted under their auspices. The examples that follow are some activities that may be included:

- Government employee retirement functions.
- Agency/office sponsored sporting or recreation events.
- Agency/office sponsored special events.
- Red Cross blood bank appeals.
- State or local government sponsored activities.

- f. Return Address

- (1) A complete return address must be indicated on outgoing official mail. The upper left corner of official mail shall contain the Departmental return address and identify the agency or staff office (stop code) of origin identified as the ZIP+4.
- (2) The statement "Official Business," shall appear immediately below the return address of all official mail.

12. ENVELOPE STANDARDS/SPECIFICATIONS

Envelope standardization is essential to meet the requirements established by the USPS, GSA and the Government Printing Office. All envelopes will be prepared for mailing in a manner that will accommodate the high-speed technology currently in use by the USPS.

- a. Standards

- (1) Except for USPS required items and appropriate slogans that can be included on ad plates for metered mail, no other printed, stamped, or affixed markings or design shall be placed on official envelopes or on the front of official postcards without the approval of the Departmental Senior Information Resource Management official. Requests for markings or design additions will be submitted to the Departmental Mail

Manager, OO-MRMD, and will include a determination, in each instance, that use of a given marking or design will either:

- (a) reduce costs;
 - (b) expedite mail delivery or handling;
 - (c) aid in the delivery of services to the public; or
 - (d) promote a program or activity having major national impact.
- (2) Except for self-mailers, no printing is permitted on the inside of envelopes.
 - (3) Envelopes dispatched will use the most economical service consistent with delivery needs and must meet USPS requirements.
 - (4) The smallest standard size envelope available, that will accommodate the material to be sent, will be used. The USPS levies extra charges on larger size envelopes.
 - (5) Addresses will include, at a minimum, the five digit Zip Code and, when available, Zip+4 Code.
 - (6) Addresses will be typed, clear, correct, and properly placed on all envelopes.
 - (7) Addresses will be completely visible through window envelopes.
 - (8) Letter size window envelopes will be used to the maximum extent possible, except for mailing material that:
 - (a) contains national security information;
 - (b) is highly confidential to the Department or the addressee;
 - (c) contains material that is to be registered; or
 - (d) is sent to high level officials in Government or the private sector.
- b. Specifications.
- (1) Letter Envelope - Letter size envelopes are rectangle in shape with minimum dimensions of 5 inches in length, 3.5 inches in height and .007 inches in thickness and maximum dimensions of 6 1/8 inches in height, 11 1/2 inches in length and 1/4 inch in thickness. The standard letter size

envelopes used Departmentwide is white, approximately 9.25 by 4.25 inches with black printing. Letter envelopes are used for one to five pages of correspondence that can be folded to .25 inch maximum thickness.

- (2) Flat Envelopes - Flat envelopes are rectangular in shape and exceed one or more of the maximum dimensions for letter size envelopes but do not exceed 15 inches in length, 12 inches in height, or .75 inches in thickness. The minimum size for flat envelopes is 6 1/8 inches in height, 11 1/2 inches in length and 1/4 inch thickness. Flat envelopes will be used for communications that cannot be folded or, if folded, will exceed the .25 inch maximum width permitted for letter size envelopes. All new envelopes should be reviewed by the Departmental Mail Manager for format and USPS requirements prior to printing. The standard flat envelopes used Departmentwide are:
 - (a) White or Brown 12 by 9.5 inches (White preferred)
 - (b) White or Brown 15 by 10 inches (White preferred)
- (3) Batch Mailing - When several pieces of mail (at least six pieces) are sent to the same address, the mail should be consolidated into a single flat envelope for mailing.
- (4) Mail Pouches - When there is a recurring high volume of mail between two offices and the volume is too great for batch mailing, mail pouches should be considered as a cost-effective alternate to individual mailings.
- (5) Labels - Imprinted labels are to be used on imprinted flat envelopes and parcels too large to be mailed in flat envelopes.
- (6) Postcards - In order to qualify for the postcard rate, cards must be a minimum of 3-1/2 inches by 5 inches and be a maximum of 4-1/4 inches by 6 inches and will be imprinted with the same markings and indicia required for envelopes. Postcards that exceed the above measurements will be charged the full First-Class rate by the USPS.

APPENDIX A

Addressing Formats

Domestic

MR AND MRS JOHN A SAMPLE
5505 W SUNSET BLVD APT 230
HOLLYWOOD CA 90028-8521

MR THOMAS SMITH, DIRECTOR
AGRICULTURAL MARKETING SERVICE
US DEPT OF AGRICULTURE
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

International

MS INGRID DIETRIC-FISCHER
HARTMANNSTRASSE 7
5300 BOON 1
GERMANY

MS HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA OB1
CANADA

MS C P APPLE
APARTADO 3068
46807 PUERTO VALLARTA JALISCO
MEXICO

APPENDIX B

STANDARD ADDRESS ABBREVIATIONS

TWO-LETTER STATE AND POSSESSION ABBREVIATIONS

Alabama	AL	Alaska	AK
Arizona	AZ	Arkansas	AR
American Somoa	AS	California	CA
Colorado	CO	Connecticut	CT
Delaware	DE	District of Columbia	DC
Federal Sate of Micronesia	FM	Florida	FL
Georgia	GA	Guam	GU
Hawaii	HI	Idaho	ID
Illinois	IL	Indiana	IN
Iowa	IA	Kansas	KS
Kentucky	KY	Louisiana	LA
Maine	ME	Marshall Islands	MH
Maryland	MD	Massachusetts	MA
Michigan	MI	Minnesota	MN
Mississippi	MS	Missouri	MO
Montana	MT	Nebraska	NE
Nevada	NV	New Hampshire	NH
New Jersey	NJ	New Mexico	NM
New York	NY	North Carolina	NC
North Dakota	ND	Northern Mariana Island	MP
Ohio	OH	Oklahoma	OK
Oregon	OR	Palau	PW
Pennsylvania	PA	Puerto Rico	PR
Rhode Island	RI	South Carolina	SC
South Dakota	SD	Tennessee	TN
Texas	TX	Utah	UT
Vermont	VT	Virgin Islands	VI
Virginia	VA	Washington	WA
West Virginia	WV	Wisconsin	WI
Wyoming	WY		

GEOGRAPHICAL DIRECTIONAL ABBREVIATIONS

North	N	East	E
South	S	West	W
Northeast	NE	Southeast	SE
Northwest	NW	Southwest	SW

SECONDARY ADDRESS UNIT INDICATORS

Apartment	APT	Basement	BSMT
Building	BLDG	Department	DEPT
Floor	FL	Front	FRNT
Hanger	HNGR	Key	KEY
Lobby	LBBY	Lot	LOT
Lower	LOWR	Office	OFC
Penthouse	PH	Pier	PIER
Rear	REAR	Room	RM

Side	SIDE	Slip	SLIP
Space	SPC	Stop	STOP
Suite	STE	Trailer	TRLR
Unit	UNIT	Upper	UPPR

STREET ABBREVIATIONS

Alley	ALY	Annex	ANX
Arcade	ARC	Avenue	AVE
Bayou	BYU	Beach	BCH
Bend	BND	Bluff	BLF
Bluffs	BLFS	Bottom	BTM
Boulevard	BLVD	Branch	BR
Bridge	BRG	Brook	BRK
Brooks	BRKS	Burg	BG
Bypass	BYP	Camp	CP
Canyon	CYN	Cape	CPE
Causeway	CSWY	Center	CTR
Centers	CTRS	Circle	CIR
Circles	CIRS	Cliff	CLF
Cliffs	CLFS	Club	CLB
Common	CMN	Commons	CMNS
Corner	COR	Corners	CORS
Course	CRSE	Court	CT
Courts	CTS	Cove	CV
Coves	CVS	Creek	CRK
Crescent	CRES	Crest	CRST
Crossing	XING	Crossroad	XRD
Crossroads	XRDS	Curve	CURV
Dale	DL	Dam	DM
Divide	DV	Drive	DR
Drives	DRS	Estate	EST
Estates	ESTS	Expressway	EXP
Extension	EXT	Extensions	EXTS
Fall	FALL	Falls	FLS
Ferry	FRY	Field	FLD
Fields	FLDS	Flat	FLT
Flats	FLTS	Ford	FRD
Fords	FRDS	Forest	FRST
Forge	FRG	Forges	FRGS
Fork	FRK	Forks	FRKS
Fort	FT	Freeway	FWY
Garden	GDN	Garden	GDNS
Gateway	GTWY	Glen	GLN
Glens	GLNS	Green	GRN
Greens	GRNS	Grove	GRV
Groves	GRVS	Harbor	HBR
Harbors	HBRS	Haven	HVN
Heights	HTS	Highway	HWY
Hill	HL	Hills	HLS
Hollow	HOLW	Inlet	INLT
Island	IS	Islands	ISS
Isle	ISLE	Junction	JCT
Junctions	JCTS	Key	KY
Knoll	KNL	Knolls	KNLS
Lake	LK	Lakes	LKS

Land	LAND	Landing	LNDG
Lane	LN	Light	LGT
Lights	LGTS	Loaf	LF
Lock	LCK	Locks	LCKS
Lodge	LDG	Loop	LOOP
Mall	MALL	Manor	MNR
Manors	MNRS	Meadow	MDW
Meadows	MDWS	Mews	MEWS
Mill	ML	Mills	MLS
Mission	MSN	Motorway	MTWY
Mount	MT	Mountain	MTN
Mountains	MTNS	Neck	NCK
Orchard	ORCH	Oval	OVAL
Overpass	OPAS	Park	PARK
Parks	PARK	Parkway	PKWY
Parkways	PKWY	Pass	PASS
Passage	PSGE	Path	PATH
Pike	PIKE	Pine	PNE
Pines	PNES	Place	PL
Plain	PLN	Plains	PLNS
Plaza	PLZ	Point	PT
Points	PTS	Port	PRT
Ports	PRTS	Prairie	PR
Radial	RADL	Ramp	RAMP
Ranch	RNCH	Rapid	RPD
Rapids	RPDS	Rest	RST
Ridge	RDG	Ridges	RDGS
River	RIV	Road	RD
Roads	RDS	Route	RTE
Row	ROW	Rue	RUE
Run	RUN	Shoal	SHL
Shoals	SHLS	Shore	SHR
Shores	SHRS	Skyway	SKWY
Spring	SPG	Springs	SPGS
Spur	SPUR	Spurs	SPUR
Square	SQ	Squares	SQS
Station	STA	Stravenue	STRA
Stream	STRM	Street	ST
Streets	STS	Summit	SMT
Terrace	TER	Throughway	TRWY
Trace	TRCE	Track	Trak
Trafficway	TRFY	Trail	TRL
Trailer	TRLR	Tunnel	TUNL
Turnpike	TPKE	Underpass	UPAS
Union	UN	Unions	UNS
Valley	VLY	Valleys	VLYS
Viaduct	VIA	View	VW
Views	VWS	Village	VLG
Villages	VLGS	Ville	VL
Vista	VIS	Walk	WALK
Walks	WALK	Wall	WALL
Way	WAY	Ways	WAYS
Well	WL	Wells	WLS