



Office of Governmentwide Policy • Office of Travel, Transportation and Asset Management

Mail Management Policy Program

www.gsa.gov/mailpolicy

Overview. Automation, globalization, competitive changes, and the Internet continue to affect the mail community and Federal mail operations. Federal agencies are coping with new security demands and requirements to ensure program officials are accountable for postage and mail. The Department of Homeland Security (DHS) and the USPS are developing new technologies to detect hazards at the source. In May 2009 USPS will begin implementation of Intelligent Mail, a more technically advanced method for scanning and tracking all first class mail. GSA continues to work with the USPS and other Federal agencies to develop enhanced procedures to process and secure mail. Along with its partners at the USPS, the mailing industry, and other Federal agencies, GSA will work to remain on the cutting edge of mail operations and management policies.

Mission

The Mail Management Policy Program provides leadership and expertise to Federal agencies and mail managers. OGP develops and publishes governmentwide regulations for mail management, typically after extensive review and consultation with the Federal mail community. These regulations are contained in the Federal Management Regulation 41 CFR 102-192.

Authority

OGP's regulatory authority for mail is governed by Section 2 of Public Law 94-575, the Federal Records Management Amendments of 1976 (44 U.S.C. 2901-2904), as amended. This law requires GSA to provide guidance and assistance to Federal agencies on records management. It defines mail processing by Federal agencies as a records management activity.

Program Strategy

OGP provides leadership to the Federal mail community in the following ways:

- Working with officials from the United States Postal Service (USPS) to implement new technologies and strategies
- Continuous outreach to the Federal mail community through regularly scheduled events
- Promoting and disseminating best practices throughout the Federal mail community
- Maintaining current information about mail on www.gsa.gov/mailpolicy
- Active membership and participation in mail working groups and events

Key Business Drivers

Intelligent Mail

Mail Security

Digital Mail

Green Mail

Accountability and Commercial Payment

Collaboration

OGP sponsors the Federal Mail Executive Council and the Interagency Mail Policy Council, comprised of Federal mail managers, to develop, evaluate and advocate policies and guidelines to improve mail management in the Federal Government.

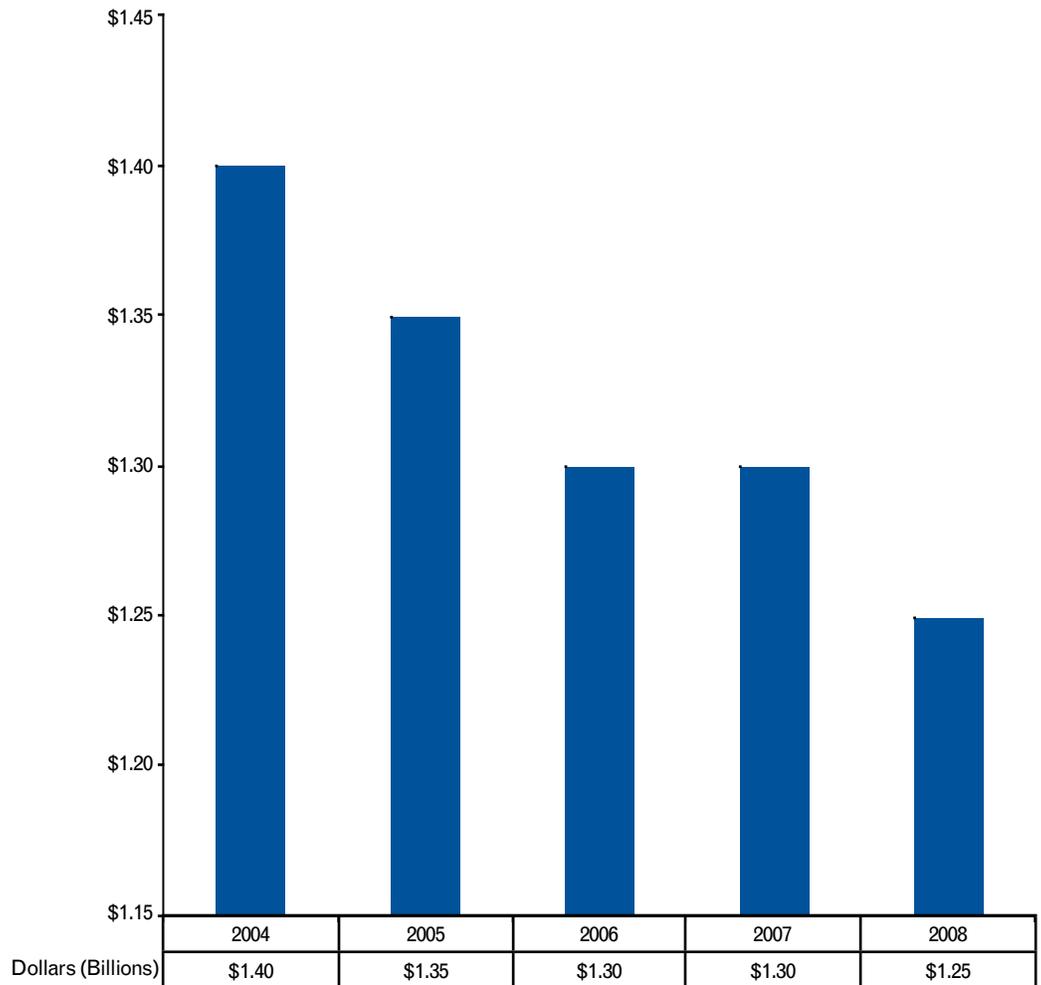
OGP also works with the private sector, interested parties and other stakeholders on policy review and formulation.

Need To Know

- The Federal Government is the largest single customer of the USPS, and a major customer of the commercial express carriers.
- OGP issues two mail awards, the Federal Mail Manager of the Year Award and a Federal Mail Center Excellence award. These awards recognize innovative policies, best practices, and cost reductions that benefit the entire Federal mail community.
- OGP sponsors an annual Mail Education Forum that is free to all participants.
- Twenty-eight agencies have annual mail expenditures of \$1 million or more.
- GSA regulations require Federal agencies to maintain strict cost accountability for mail expenses and require agencies to convert to commercial payment for mail.

Statistics, Ratios & Trends

Ninety percent of the following mail expenditures are for mail, 10 percent are packages.



Associations/Training

- Government Mailers Advisory Council
- Mailers' Technical Advisory Committee
- MAILCOM
- National Postal Forum
- GSA Mail Education Forum
- Federal Mail Executive Council
- Mailing and Shipping Services Business Council
- Interagency Mail Policy Council
- Mail Systems Management Association
- Washington Postal Customer Council
- Department of Defense Official Mail Manager Workshop