

United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Animal and Plant Health Inspection Service
Grain Inspection, Packers and Stockyards Administration

Directive

MRP 3050.1

8/16/01

MRP MAIL MANAGEMENT PROGRAM

1. PURPOSE

This Directive establishes the policy, procedures, and responsibilities of the Mail Management Program for the Marketing and Regulatory Programs (MRP).

2. REPLACEMENT HIGHLIGHTS

This Directive replaces AMS Directive 224.1, AMS Mail Management Program, dated 6/4/93; APHIS Directive 263.1, APHIS Mail Management Program, dated 10/1/84; and FGIS 3050.1, Official Mail, dated 4/30/81.

3. AUTHORITIES

- a. Title 39 U.S.C., Chapter 32, which provides for the use of Penalty mail by executive agencies.
- b. Title 18, U.S.C., Section 1719, "Franking Privilege," which provides penalties for the misuse of Government mail.
- c. Federal Property Management Regulation Part 101-9, Federal Mail Management.
- d. Department Regulation 3050-1, Mail Management, dated 5/28/96.
- e. Domestic Mail Manual (DMM), United States Postal Service (USPS), which provides regulations for domestic mail entering the USPS system.
- f. International Mail Manual (IMM), USPS, which provides guidance for preparation and postage costs for international mail.

4. POLICY

It is MRP policy to promote procedures that achieve maximum economy, efficiency, and uniformity in developing and maintaining an ongoing Mail Management Program that is consistent with operational needs.

5. OBJECTIVES

- a. The objectives of the MRP Mail Management Program are:
 - (1) To provide rapid handling and accurate delivery of mail throughout MRP at a minimal cost.
 - (2) To control MRP's official mail costs through proper and cost-effective use of the USPS and private carriers as necessary.
 - (3) To ensure uniform practices and standards.
 - (4) To provide staff assistance to headquarters and field locations in the area of postal operations and service.
 - (5) To provide appropriate reports and information to MRP management officials regarding the operation of the Mail Management Program.
- b. A principal long-term objective of the Mail Management Program is to achieve centralized official mail and internal mail processing and distribution across program lines in common geographical areas, where practicable.

6. RESPONSIBILITIES

- a. The Deputy Administrator for Marketing and Regulatory Programs' Business Services (MRP-BS) has overall responsibility for MRP's Mail Management Program, the implementation and maintenance of an effective mail program, and for all mail management support services provided to MRP.
- b. The Director, Administrative Services Division (ASD), manages the MRP Mail Management Program by:
 - (1) Promoting an ongoing official mail cost control program to ensure that the MRP Agencies will use the most economical class and type of mail services available, consistent with operational needs.

- (2) Managing MRP's postal operations.
- (3) Providing efficient and timely mail processing and delivery services.
- (4) Processing mail by class with expedited mail, First Class, and Priority Mail processed before lower classes of mail.
- (5) Establishing and maintaining effective communications with MRP management officials and employees to whom mail management support services are provided, including conducting briefings and training.
- (6) Where authorized, contracting for work-sharing programs when mail volumes or lack of resources for proper mail preparation, e.g., presorting and bar-coding, make contracting for work sharing the cost-effective choice.
- (7) Providing essential reports on volume, types of mail processed, and postage costs to the Administrative Officers/Resource Managers for the purpose of verifying information used to determine MRP's mail cost.
- (8) Providing liaison with the U.S. Postal Service and Department officials, and complying with established rules, regulations, and practices to ensure correct, speedy, and economical movement of MRP mail in the postal system.
- (9) Providing guidelines during mail management disruptions, for example, strikes, emergencies, and natural disasters.
- (10) Providing MRP Financial Management Division (FMD) with the results of the Postal Liability Report by program usage annually as well as providing changes, updates, and adjustments to the report as they are received from the Department.
- (11) Working with the Departmental Contracting Officer regarding monitoring and managing the small package expedited services contract.
- (12) Developing and responding to questions regarding mail management policy.
- (13) Notify MRP Deputy Administrators or Directors, of postage estimates changes, and work to resolve any noted discrepancies.
- (14) Give OCFO percentages for distribution of postage obligations to appropriate MRP accounts.

- c. MRP Deputy Administrators will ensure that:
 - (1) All employees are aware of and comply with the provisions of this Directive.
 - (2) MRP offices use agency cost codes and the agency code when doing business with the USPS. These codes are used by ASD for tracking and accounting for penalty mail postage expenses by MRP offices.
- d. MRP, FMD, and AMS, Compliance and Analysis Budget Office (CABO) are responsible for the cost analysis and distribution of postage estimates and for assessing the impact of estimates and obligations on the MRP financial plan. FMD/CABO will review and analyze postage estimates developed by ASD and concur on estimates provided to the Office of the Chief Financial Officer (OCFO).

7. INQUIRIES

Questions regarding the MRP Mail Management Program should be directed to Ken Lawson on 202-720-3020. Questions regarding operational management of the program should be directed to Betty Froehlich on 202-720-6893. This Directive can be accessed on the [APHIS/AMS](#) Administrative Issuances homepage.

/s/ W.J. Hudnall
Deputy Administrator
MRP Business Services