

## Federal Management Regulation

§ 102-192.140

### § 102-192.130 What are your general responsibilities as an agency mail manager?

In addition to carrying out the responsibilities in Subparts B, C, D, and E of this part, an agency mail manager should—

- (a) Establish written policies and procedures to provide timely and cost effective dispatch and delivery of mail;
- (b) Ensure agency-wide awareness and compliance with standards and operational procedures established by all service providers used by the agency;
- (c) Set policies for expedited mail, mass mailings, mailing lists, and couriers;
- (d) Seek opportunities to implement cost-effective improvements and to enhance performance of the agency's mission;
- (e) Develop and direct agency programs and plans for proper and cost-effective use of transportation, equipment, and supplies used for mail;
- (f) Ensure that facility and program level mail personnel receive appropriate certifications and training in order to successfully perform their assigned duties;
- (g) Promote professional certification for mail managers and mail center employees;
- (h) 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;
- (i) Establish written policies and procedures to minimize incoming and outgoing personal mail;
- (j) Provide 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; and
- (k) Represent the agency 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.

## Subpart G—Mail Center Manager Requirements

### § 102-192.135 Must we have a mail center manager at our facility?

Yes, every facility that has more than two full time people dedicated to processing mail must have a mail center manager.

### § 102-192.140 What are your general responsibilities as a Federal mail center manager?

A Federal mail center manager should—

- (a) Implement policies and procedures developed by the agency mail manager, including cost control procedures;
- (b) Improve, streamline, and reduce the cost of mail practices and procedures by continually reviewing work processes throughout the facility and seeking opportunities for cost-effective change;
- (c) Work closely with all facility personnel, especially printing specialists and the program level users who develop large mailings, to minimize postage and associated printing expenses through improved mail piece design, electronic transmission of data in lieu of mail, reducing the number of handwritten addresses on outgoing mail, and other appropriate measures;
- (d) Ensure that all addresses on mailing lists have been validated using USPS-approved tools such as ancillary endorsements, CASS-certified software, Move Update, and NCOALink® (more information can be found on the United States Postal Service website at [www.usps.com](http://www.usps.com));
- (e) Keep current on new technologies that could be applied to reduce agency mailing costs;
- (f) Collaborate and maintain professional relationships with the USPS and all other service providers;
- (g) Establish performance measures and goals for mail center operations, such as a maximum time for processing and delivery of incoming mail;
- (h) 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;