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	U. S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: ADS-8 Transmittal Number: 297 Date: 11/06/86

Subject: Mail Management

Approval: Ted D. Christensen **Title:** Director

1. Purpose. This directive provides policy guidance and procedures for receipt and dispatch for mail in the Office of Surface Mining Reclamation and Enforcement (OSMRE).

2. Definitions.

a. Mail is defined as items of communication in human-readable form, usually in hard copy, often transmitted in and out of Department organizations by means of U.S. Postal Service (USPS) facilities. This definition applies to incoming, outgoing, and internal mail, and generally covers letters, memorandums, post cards, documents, publications, packages, facsimile, and other communications received for distribution or dispatch.

b. Mail management embodies the concept and practices of management techniques applied to mail in order to ensure efficiency and effectiveness. Mail management includes policies standards, and responsibilities encompassing mail preparation and handling, mail movement, mail operations staff and facilities, operational relations with the U.S. Postal Service, and the monitoring and evaluation of mail operations for efficiency and effectiveness.

c. Mail control is an administrative process which provides a record of receipt, action assignment, status, and response on incoming communications which warrant special attention.

d. Special attention mail are those categories and pieces of mail including but not limited to: White House, Congressional, Secretarial, and Freedom of Information Act mail that require separate control.

3. Policy/Procedures.

a. Concept. OSMRE will maintain a mail management system at each geographic location that assures effective and efficient receipt and dispatch of all official mail. Control procedures will be used at the discretion of OSMRE managers for the handling of special attention mail. Correspondence procedures including the use of word processing, format and content of correspondence, use of the U.S. Government Correspondence Manual, etc. are discussed in OSMRE's Correspondence Handbook.

b. Responsibilities.

(1) The Director or Deputy Director, Administration and Finance will approve all mail management and control systems that involve Secretarial, White House, and Congressional correspondence, or those systems that are concerned with implementation of Government-wide policies (e.g., FOIA).

(2) Headquarters Assistant Directors, Assistant Directors Eastern and Western Field Operations, and Field Office Directors are responsible for establishing and maintaining procedures for mail management within their respective jurisdictions. The Assistant Director, Budget and Administration has overall responsibility for policies concerning the OSMRE general mail receipt and dispatch system.

(3) Chief, Branch of General Services (Division of Management Services) is responsible for day to day operation of OSMRE Headquarters mail and for approval of those mail systems not expressly controlled by other managers.

(4) Chief, Regulatory Development and Issues Management is the focal point for correspondence that require the Director's review, surname, and/or signature, and for establishing and maintaining those procedures (e.g., FOIA control) needed for assuring expeditious service.

c. Procedures

(1) Mail Pick Up and Delivery. Mail will be picked up and delivered on a schedule, and at designated locations, as determined by local managers.

(2) Use of Express Mail Services. Local managers should use the contract express mail service whenever feasible. Such service will be limited to priority items and will be charged to the approving official's account number.

(3) Personal Mail Receipt and Dispatch. Use of an OSMRE mailing address for receipt, and dispatch of personal mail is generally not permitted. When an OSMRE employee must use an OSMRE mailing address (e.g., during a change of duty station) he/she should make arrangements with the mail room.

(4) Use of Official Mailing. Metered mail is the only official means of dispatching mail through the United States Postal Service (USPS) facilities by any office within OSMRE.

(a) Official postage will not be used by employees for personal communication, nor will envelopes with official postage be supplied to non-Federal entities for responses to OSMRE or to bidders on OSMRE contracts. Personal communications include communications initiated by employees related to individual employment matters (submitting job applications, filing grievances, etc). The use of U.S. Government Messenger Envelope for sending mail between Headquarters and other government agencies in Washington, D.C., is encouraged.

4. Reporting Requirements. None

5. References.

DOI Department Manual 312 DM 3, 433 DM 1, 2, 3, 4, and 5
OSM Correspondence Handbook
OSM Directive INE-3, FOIA

6. Effect on Other Documents. Supersedes Directive ADS-8, dated June 30, 1985.

7. Effective Date. Upon issuance.

8. Contact. Division of Management Services, Branch of General Services, (202) 343-6315.