



**GSA**



**Mail Policy**

GSA's Office of Governmentwide Policy

Mail Management Policy

for

Government Mail Education Day

Lois Mandell and Derrick Miliner

January 28, 2015

The GSA logo is a dark blue square with the letters 'GSA' in white, followed by a white five-pointed star.

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The title 'Mail Policy' is written in a large, bold, black sans-serif font. The background behind the text is a light blue pattern of various envelope icons and binary code (0s and 1s).

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## Agenda

- Bulletins
- Mail Training
- Annual Reporting Changes
- Regulation update/feedback
- Mail Manager Roles & Responsibilities
- Interagency Councils

The GSA logo is a dark blue square with the letters 'GSA' in white, where the 'A' has a white star inside it. The background of the slide features a collage of mail-related items: a stack of envelopes, a 3D white figure in red shorts running with an envelope, and a pattern of blue envelopes and binary code.

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## Bulletins

- Performance Measures
  - FMR 102-192.110-115
  - You must have performance measures
- Undeliverable as Addressed (UAA)
  - FMR 102-192.130 Agency Mail Manager responsibilities

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The graphic features the words 'Mail Policy' in a large, bold, black sans-serif font. The background is a light blue with a pattern of white envelopes and mailboxes. To the left of the text, there is a 3D white figure of a mail carrier wearing red shorts and carrying a red mailbag, holding a white envelope aloft. The overall scene is set against a background of various mail items like boxes and envelopes.

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## Training

### Federal Mail Management Policy Officer

- Basic Course, 9 sessions, 15 CLPs

### Federal Transportation Officer

- Basic Course, 12 sessions, 22.5 CLPs
- Intermediate Course, 9 Sessions, 21 CLPs
- Advanced Course, 5 sessions, 16.5 CLPs

[www.transportationofficer.golearnportal.org](http://www.transportationofficer.golearnportal.org)

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## Annual Mail Reporting

- Bulletin issued September 8, 2014
- Report thru SMART
- Consolidation, presort and UAA
- Updated data dictionary
- Due October 31

[Gsa.gov/fmrbulletins](http://Gsa.gov/fmrbulletins)

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## Mail Management Regulation 102-192

- Updated in FMR June 11, 2014
- Significant Changes
  - Reporting date
  - Payment process
  - Recommends presorting and consolidation
  - Encourages sustainable activities
  - Removes facility and program manager



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## Mail Manager Roles & Responsibilities

- Safety and Security
- Policy
- Compliance
- Expedited mail
- Mass mailings
- Cost savings
- Transportation
- Equipment
- Supplies
- Reducing volume
- Training
- Professional certification
- Private Express Statutes
- Mail Piece design
- Hazardous materials
- Sustainability
- Personal mail
- Represent your agency

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## Interagency Councils

- Federal Mail Executive Council
- Interagency Mail Policy Council
- Government Mailers Advisory Council
- Mailers Technical Advisory Committee
- Postal Customer Council

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# Thank You!

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