

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

ADMINISTRATIVE SERVICES

MAIL ROUTING CODES

Effective Date: 04/30/1997

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**1. PURPOSE**

This Guide implements the policy for the assignment of FDA mail routing codes and procedures for requesting assignment of new codes.

**2. DEFINITION**

A mail routing code consists of a combination of alpha and numeric characters, which identifies an organizational component or position for the purpose of routing mail within FDA. They are published in the FDA Administrative EASE database.

**3. POLICY**

Mail routing codes will only be assigned to officially established organizational components and position titles, never to an individual by name.

**4. APPLICABILITY**

This Guide applies to all Headquarters and Field organizations.

**5. RESPONSIBILITY**

The Division of Facilities Operations, is responsible for assigning all mail routing codes.

## **6. PROCEDURES**

Requests for the assignment of mail routing codes must be made by memorandum to the FDA Mail Manager, HFA-215. The memorandum must:

1. List information as shown in the example below:

Office of Real Property Services  
Division of Facilities Operations  
FDA Mail Manager, FHSL, 1035, (301) 827-7216

2. Be signed by an organizational level no lower than branch chief or administrative officer and the mail code must be assigned at an organizational level no lower than a Unit.

3. List each employee affected.

If a new code is assigned, the Parklawn, Metro Park North II, and CPK 1 mailrooms will be informed, a desk-to-desk memorandum will be issued to all mailroom supervisors.

## **7. EFFECTIVE DATE**

The effective date of this guide is April 30, 1997.