

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

ADMINISTRATIVE SERVICES

MAIL MANAGEMENT

CONTRACTOR SUPPLEMENTAL MAILINGS

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1. PURPOSE

This Guide implements within FDA the United States Postal Service Regulations which became effective October 1, 1984. These regulations concern the use of the permit imprint(G-285) and second-class permits for all mailings which are made by contractors for FDA.

2. RESPONSIBILITY

- A. The Administrative Services Branch, Division of Central Services, Office of Facilities, Acquisitions and Central Services, is responsible for obtaining the necessary permits through the Program Support Center (PSC), Government Printing Office (GPO), and the U.S. Postal Service (USPS) and for consolidating reports of mailing costs and submitting them for payment.
- B. The program officer for each contract requiring mailing is responsible for informing the FDA Mail Manager, HFA-215, of volume and class of mail required and, if appropriate, noting this information on the HHS-26 (Printing and Visual Services).

3. METHODS OF MAKING CONTRACT MAILINGS

There are two types of contract mailings. The first (which is the subject of this Guide) is to have the contractor mail the material using envelopes, self-mailers, or labels preprinted with an FDA permit imprint. This method requires that a permit be issued and a form showing the cost for each mailing be completed. The second, and preferable, method of contract mailing is to have

the contractor include the postage charges in the contract and bill the Department for actual costs. If contractors can be persuaded to include the cost of postage in their contracts it will simplify the program managers' responsibilities since reports do not have to be made on this type of contract mailing.

4. PROCEDURES FOR OBTAINING A PERMIT

Offices that have contractors performing mailing services must ensure that a permit is obtained before such mailings will be accepted at point-of-entry post offices. To obtain the permit, the program officer for each contract requiring mailing must notify the FDA Mail Manager (HFA-215) that such a mailing will be forthcoming. If a HHS-26 is being submitted for printing/ mailing procurement, postage estimates must be included on the HHS-26 or on an attached sheet of paper. In cases of supplemental contracts which do not require printing, a memorandum stating the estimated annual postage costs for the contract must be submitted to the FDA Mail Manager. In addition, three copies of Form PS 3615, Mailing Permit Application and Customer Profile, must be completed by the FDA Mail Manager and submitted with the printing request (HHS 26) or the supplemental mail contract. The PS 3615 is required by the affected U.S. Post Office prior to permitting a private contractor to mail for a U.S. Government agency without prepayment of postage. If a permit authorization is not on file with the point-of-entry post office, the mail will be rejected. It is critical that any GPO or supplemental mailing contractor be aware of USPS regulations concerning permit imprint procedures. Note that second-class permits require a special approval process through USPS. Any questions concerning this process should be directed to the FDA Mail Manager.

5. REPORTING OF COSTS

In order to estimate annual postage costs, the program manager is required to submit the information noted above concerning postage estimates. In turn, mailing contractors are required to submit a copy of the Form PS 3615 completed by the post office and any necessary mailing statements of postage costs to the Agency. With regard to printing/ mailing contracts procured through the PSC Publication Technologies Branch from GPO, a standard mailing statement is being included in the contract as follows:

The contractor must return one copy each of the Form PS 3615 and any accompanying mail receipts (PS Forms 3600R, 3602, 3602-G, 3602R, 3605, 3541A, 3541R) to: PSC Printing Officer, 5600 Fishers Lane, Room 3C-70, Rockville, Maryland, 20857.

For any mailing contracts not obtained through PHS Publication Technologies Branch/GPO, notify the FDA Mail Manager prior to completion of such contracts, so that similar arrangements can be made regarding reporting of postage costs.