

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

ADMINISTRATIVE SERVICES

MAIL MANAGEMENT

METERED MAIL/FIELD

Effective Date: 01/10/2003

1. Purpose
2. Background
3. Responsibility
4. Procedures
5. Effective Date

1. PURPOSE

This Guide sets forth requirements for a direct accountability system for administrative postage costs through installation and operation of postage meters and related equipment.

2. BACKGROUND

In August 1987, the Director, Office of Management, Office of Assistant Secretary for Health, at a meeting of the Public Health Service Management Council, directed that all PHS activities convert to metered mail by the end of FY-89. In the past, FDA mailroom locations were required to sample their penalty mail during specific timeframes as directed by the United States Postal Service (USPS) on an annual basis. Mail cost data obtained during those periods were then extrapolated over a 1 year period and those costs became the basis for reimbursement to USPS for penalty mail usage for that fiscal year. With the installation of metering equipment and the implementation of metered mail, these sample counts are no longer required.

3. RESPONSIBILITY

- A. The, Office of Real Property Service (ORPS), Division of Facilities Operations, is responsible for analyzing equipment needs at various FDA locations and coordinating the postage expenses at each mailing location in order to prepare annual postage estimates for the Office of Financial Management, DHHS, and USPS.

- B. The FDA Mail Manager is required to review and monitor computer printout reports generated from the Official Mail Reporting System (OMRS) detailed with all meter resets.
- C. Field executive/administrative officers or their designees are responsible for maintaining adequate postage on meters, ensuring the proper usage of the meters and forwarding copies of the postage meter reset activity statements and Penalty Mail Stamp Requisitions, Form PS-17G, to the FDA Mail Manager (HFA-215).
- D. FDA employees are responsible for utilizing the most economical class of mailing service that will meet their program requirements. For assistance in determining the appropriate class of mail, please refer to Staff Manual Guide FDA 2250.4 Selection of USPS Mail Classes and Service or direct your questions to your mail manager.

4. PROCEDURES

- A. After installation of the appropriate metering equipment, the executive/administrative officers, or their designees, will be responsible for maintaining a daily record of meter register readings. In addition to ensuring accuracy of meters, the readings will provide documentation in the event of meter malfunctions, loss, or theft.
- B. The Division of Facilities Operations will provide assistance to all FDA field locations and rectify any problems or discrepancies associated with metered mail. They will also coordinate with USPS and mailing equipment vendors to receive all monthly and quarterly computer printouts to enable tracking the expenditures associated with the direct accountability costs of the Agency's mail.

5. EFFECTIVE DATE

The effective date of this guide is January 10, 2003.