

TREASURY DOCUMENTATION**Subject**

Outgoing Mail, Preparation

For

EMPLOYEE HANDBOOK

Also See

ET-03119

Identification	5/82-5/83 ET-03155 Policy
Effective	4-1-2002
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Replaces	New

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All outgoing mail from the Department of Treasury is handled by Mail Operations Division (MOD). Treasury Building mail is sorted and distributed by MOD staff. Other mail is then picked up and handled by Mail and Delivery Services Section, Department of Management and Budget (DMB).

See Policy ET-03119, page 5/84 in the Employee Handbook, for information on use of interdepartmental (ID) mail.

For prompt and efficient service, follow the guidelines listed below when preparing mail. This will allow for maximum savings and minimum delivery times.

Identification and Sorting of Outgoing Mail

MOD is responsible for weighing, classifying and separating Treasury's outgoing mail. Mail is separated by weight and account.

The following mail must be grouped together by category and kept separate (rubberband if necessary).

- Metered mail
- Stamped mail
- Interoffice mail (ID Mail)
- Business reply mail
- United Parcel Service (UPS) mail
- Certified mail.

Metered Mail

The following guidelines for metered mail must be followed:

- Mail of same size and weight is placed together by account.
- All unsealed letter size envelopes of the same size must be nested [insert definition] and rubberbanded together.
- Letter size envelopes with handwritten addresses must be kept separate from letter size envelopes with machine-generated addresses.
- All mail must face the same direction with the address on top.

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- Envelopes ¼" thick or more must be sealed or taped closed.
- Mail that requires special attention or special fees (e.g., foreign mail) must be identified and separated.

All U.S. mail or UPS items must have a completed Metered Postage Postal Account Card (Account Card) attached for DMB to bill appropriate area. The Account Card must have the following sections completed in order to bill the agency for postage or other charges:

- AGENCY NAME:
- Agency
- App. Yr.
- Index
- Agency Object

A completed Account Card must be placed with each bundle of mail unless there is sufficient mail for the same account to completely fill the shipping container (mail tub or tray). In this instance only one Account Card is necessary for the shipping container.

United Parcel Service (UPS) Mail

UPS mail must be kept separate, must be clearly marked UPS mail, and have the appropriate Account Card attached.

Certified, Insured, Registered, Express, Delivery Confirmation and Certificate of Mailing Items

Certified, insured, registered, express, delivery confirmation and certificate of mailing items/mail must be kept separate and identified by category. These items must be prepared according to United States Postal Service (USPS) regulations and have the proper Account Card and mailing documents attached.

Mail With Enclosed Objects

Letter size envelopes with objects enclosed (e.g., keys, pins, tags, pens, etc.) are **prohibited** from being mailed by USPS regulations. Contact Mail and Delivery Services, DMB, for further information on how to mail these items.

Additional Information

Any mail not meeting the above preparation requirements may be returned to sender for proper preparation.

Account Cards can be preprinted with required account information for a particular area. Contact DMB Rapid Copy Center at (517) 332-6174 to arrange for preprinted Account Cards.

For further information, contact the MOD Administrator.

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