

**TREASURY DOCUMENTATION****Subject**

Interdepartmental (ID) Mail, Use

**For**

EMPLOYEE HANDBOOK

**Also See**

ET-03155

<b>Identification</b>	5/84-5/84.1 ET-03119 Policy
<b>Effective</b>	4-1-2002  Page 1 of 2
<b>Replaces</b>	ET-03119 (1-1-96)

**5/84**

All mail coming into and going out 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-03155, page 5/82 in the Employee Handbook, for information on preparing outgoing mail for mailing.

For prompt and efficient service, follow the guidelines listed below when using interdepartmental (ID) mail service. This will allow maximum savings and minimum delivery times.

**Note:** The ID mail system should be used only for business-related mail.

**Identification and Separation of ID Mail**

MOD separates all outgoing ID mail from U.S. mail. Failure to correctly identify ID mail may result in it being sent via U.S. mail, causing increased postage costs and delay in delivery.

**Use of ID Envelope**

ID envelopes should be used, whenever possible, when sending mail through the ID mail system. Do not use regular envelopes if ID envelopes are available. Use of ID envelopes reduces the cost of envelopes purchased, and helps resolve the problem of mixing ID and U.S. mail. (If it is necessary to use other than an ID envelope, be sure to mark "ID" in large letters on the plain envelope.)

Save and reuse ID envelopes. Additional envelopes are usually available from MOD. If not, order them from Boise Cascade.

It is usually sufficient to simply fold in the flap when closing 9" x 12" ID envelopes. Do not tape or staple them unless absolutely necessary. This allows for easier opening and extended use.

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**Proper Addressing**

All ID mail should have a complete and legible address. Write in the name of the department, the division, and the person's name on the first blank line. (Be sure to cross off the previous entry.) If sending mail to a Lansing office outside of the Treasury Building, it is helpful to add the building name and/or street address. If sending mail to a location served by an out-of-town DMB mail run, add the building name and/or street address. If known, add the name of the mail run (e.g., Detroit Run, Southwest Run, etc.).

**Other Information**

If you need additional information about regular or large mailings, contact the MOD Administrator at (517) 335-0964.

**End**