

United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Animal and Plant Health Inspection Service
Grain Inspection, Packers and Stockyards Administration

Directive

MRP 3051.1

8/16/01

MRP MAILING LIST MANAGEMENT PROGRAM HEADQUARTERS AND FIELD OFFICES

1. PURPOSE

- a. This Directive establishes the policy, procedures, and responsibilities for the management of standard distribution mailing lists used by the Marketing and Regulatory Programs (MRP).
- b. This Directive does not apply to mailing lists used primarily for mailing questionnaires or ballots used in conducting referendums.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces AMS Directive 223.1, Mailing Lists - Headquarters and Field Offices, dated 7/9/93; FGIS Directive 3051.2, Mailing Lists - Washington Headquarters Offices, dated 6/14/82; and FGIS Directive 3051.1, Mailing Lists - Field, dated 3/1/82.

3. AUTHORITIES

- a. Joint Committee on Printing, Government Printing and Binding Regulations, paragraph 31, Mailing Lists.
- b. Department Regulation 1430-1, Distribution of Publications, dated 2/9/88.

4. POLICY

It is MRP policy to achieve maximum economy, efficiency, and uniformity in developing and maintaining mailing lists that are used MRP-wide on a repetitive basis. These mailing lists will be prepared and maintained by MRP-BS, Printing, Distribution and Mail Services Branch (PDMSB).

5. DEFINITION

Mailing List. A list of names and addresses of individuals, firms, producers, buyers, partnerships, and educational institutions required by certain agency and other Federal employees on a repetitive basis, for program, informational, educational, regulatory, or administrative materials.

6. RESTRICTION

All MRP mailing lists are “FOR OFFICIAL USE ONLY.” For guidance regarding the release of the mailing list information, APHIS and GIPSA should contact the APHIS, Legislative and Public Affairs (LPA) office. AMS should contact the AMS Public Affairs Staff.

7. RESPONSIBILITIES

- a. MRP-BS, Administrative Services Division (ASD), PDMSB is responsible for ensuring that internal administrative and non-administrative mailing lists are established and that a mailing list maintenance system is in place.
- b. PDMSB is the liaison between headquarters MRP offices and the Departmental Mailing List Section (DMLS). PDMSB will:
 - (1) Resolve any difficulties, circulate lists for updating, and assist program officials with mass mailing requirements to meet MRP objectives.
 - (2) Provide guidance to headquarters and field offices regarding the establishment and maintenance of mailing lists used for the distribution of materials to MRP employees.
- c. AMS, Public Affairs Staff, and APHIS, LPA Office, are responsible for providing guidance and approving the establishment or abolishment of mailing lists used for the distribution of information or publications sent primarily to the public.
- d. All MRP programs are responsible for notifying PDMSB of any changes to mailing addresses, number of copies to be added or deleted, and any other change that might affect distribution.
- e. Field offices may establish and maintain external mailing lists, as necessary, to carry out assigned activities. These mailing lists will be administered in accordance with the procedures established in this Directive.

8. PROCEDURES

- a. Creating Mailing Lists. Lists can be created at any time and added to the DMLS, regardless of the permanence of the list, as long as the need can be justified. Program officials should contact PDMSB for assistance.
- b. Ordering Mailing Labels. In order to obtain a set of mailing labels for one of the lists, program officials must prepare an AD-270, Request for Copying/Duplicating Services, with the accounting code, mailing list code, and signature of the appropriate official. The AD-270 should be forwarded to PDMSB. When requesting copying or duplicating services, a separate AD-270 for labels is not necessary.
- c. Validation of Mailing Lists. PDMSB will request validation of the addresses and quantities contained on these lists on a semiannual basis.
- d. Abolishing Lists. Lists that show no activity for more than one year will be abolished. If a need arises to distribute material to a list that has been abolished, contact PDMSB, and arrangements will be made to create a list for a one-time purpose.

9. INQUIRIES

Questions concerning MRP Mailing List Policy should be directed to Ken Lawson on 202-720-3020. Questions regarding operational management of the program should be directed to Edward Lawson on 301-734-5523. This Directive is accessible on the Internet at www.aphis.usda.gov/library, and on the AMS Administrative Issuances home page at www.ams.usda.gov/issuances.

/s/ W.J. Hudnall
Deputy Administrator
MRP Business Services

AMS INTERNAL ADMINISTRATIVE MAILING LISTS

| Mailing List Code | Description |
|--------------------------|---|
| 02050 | All AMS Employees (Headquarters) |
| 02051 | All AMS Employees (Field) |
| 02312 | All AMS Supervisors (Headquarters) |
| 02313 | All AMS Supervisors (Field) |
| 02314 | All AMS Offices (Headquarters and Field) |
| 02315 | All AMS Offices (Headquarters) |
| 02316 | All AMS Offices (Field) |
| 02321 | AMS Directives (Headquarters and Field) |
| 02012 | AMS Directives (Headquarters) |
| 02013 | Deputy Administrators/Staff Directors and Administrative Officers |
| 02322 | AMS AD Notices (Headquarters and Field) |
| 02324 | AMS AD Notices (Headquarters) |
| 02302 | AMS Offices not on Internet |

Management Divisions

The Office of the Administrator and the Office of the Associate Administrator are included in both of these lists:

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|-------|--|
| 02503 | Compliance and Analysis, Legislative and Regulatory Review Staff, Public Affairs Staff, Civil Rights Staff (All Offices) |
| 02203 | Compliance and Analysis, Legislative and Regulatory Review Staff, Public Affairs Staff, Civil Rights Staff (All Employees) |

Marketing Programs

The Office of the Administrator and the Office of the Associate Administrator are included in all of these lists:

| Mailing List Code | Description |
|------------------------------|--|
| 02193 | Cotton Programs (All Offices) |
| 02508 | Cotton Programs (All Employees) |
| 02505 | Dairy Programs (All Offices) |
| 02317 | Dairy Programs (All Employees) |
| 02507 | Fruit and Vegetable Programs (All Offices) |
| 02318 | Fruit and Vegetable Programs (All Employees) |
| 02506 | Livestock and Seed Programs (All Offices) |
| 02319 | Livestock and Seed Programs (All Employees) |
| 02006 | Poultry Programs (All Offices) |
| 02007 | Poultry Programs (All Employees) |
| 02504 | Science & Technology Programs (All Offices) |
| 02320 | Science & Technology Programs (All Employees) |
| 02510 | Tobacco Programs (All Offices) |
| 02199 | Tobacco Programs (All Employees) |
| 02511 | Transportation and Marketing Programs (All Offices) |
| 02323 | Transportation and Marketing Programs (All Employees) |

APHIS INTERNAL ADMINISTRATIVE MAILING LISTS

| Mailing List Code | Description |
|--------------------------|-----------------------------------|
| 34000 | Equal Employment - EEO |
| 34003 | APHIS Correspondence Handbook |
| 34004 | Records Management Handbook |
| 34010 | APHIS Organizational Directory |
| 34107 | APHIS Agreements Manual |
| 34109 | Safety and Health Manual |
| 34149 | Wildlife Services - All Offices |
| 34150 | Wildlife Services - All Employees |
| 34178 | Civil Rights Directory |
| 34181 | APHIS All Employees |
| 34182 | APHIS All Offices |
| 34193 | PPQ All Employees |
| 34194 | PPQ All Offices |
| 34195 | VS All Employees |
| 34196 | VS All Offices |
| 34197 | AC All Employees |
| 34198 | AC All Offices |
| 34199 | IS All Employees |
| 34200 | IS All Offices |

**GIPSA
INTERNAL ADMINISTRATIVE MAILING LISTS**

| Mailing List Code | Description |
|------------------------------|---------------------------------------|
| 36001 | FGIS All Employees |
| 36002 | FGIS All Offices |
| 36003 | PSP All Employees |
| 36004 | PSP All Offices |
| 36005 | ADM Directives and Transmittals (PSP) |
| 36006 | All Employee ADM Dir & Trans (PSP) |
| 36007 | ADM Directives & Transmittals (FGIS) |
| 36008 | All Employee ADM Dir & Trans (FGIS) |