

Herbert C. Hoover Building

Employee's Mail User Guide



APRIL 2006

**U.S. DEPARTMENT OF COMMERCE
Office of the Secretary
Office of Administrative Operations**

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INTRODUCTION

The goal of the Department of Commerce (DOC) mail management program is to provide prompt, efficient service in the most cost-effective manner possible. A smoothly functioning Herbert C. Hoover Building (HCHB) mail operation makes a vital contribution to the success of DOC programs and initiatives. It can be achieved through a team effort – mail management personnel, mail center staff, program managers, and all the employees who use the mail system. The purpose of this manual is to provide an overview of the HCHB mail operations and basic United States Postal Service (USPS) services and guidelines.

HCHB CENTRAL MAIL CENTER

The HCHB central mail center (“the mail center”) is located in room H-2500 and the main telephone number is 482-4447. The hours of operation are 6:30 a.m. to 5:00 p.m. Monday through Friday. Access the customer service area of the mail center by using the 2800 corridor of the HCHB. **For your safety and security, observe all restricted access signs posted in the mail center.**

KEY MAIL MANAGEMENT PERSONNEL

Christine Mister is the DOC and Office of the Secretary (OS) Facility Mail Manager. She is located in the OS, Office of Administrative Services, Office of Administrative Operations, Mail Management Division. She can be contacted at room H-2500, telephone number, 482-4099. Ms. Mister is responsible for developing departmental mail policies and procedures. She also oversees Service Source, Inc., the contractor that operates the mail center. Contact her with questions concerning mail center operations and procedures, USPS services, postage rates, least expensive ways to send packages or other mail, or any other mail related matters. The following is a list of other DOC mail managers and their associated contact information:

| BUREAU | CONTACT | TELEPHONE | E-MAIL ADDRESS |
|---------------|-----------------|---------------------|--|
| BEA | Theresa Cecil | (202) 606-9629 | theresa.cecil@bea.gov |
| BIS | Ed Ryan | (202) 482-1667 | eryan@bis.doc.gov |
| CENSUS | Eric S. Smith | (301) 763-4464 | eric.s.smith@census.gov |
| | Edna Owens | (301) 763-4491 | edna.i.owens@census.gov |
| EDA | Brenda Davidson | (202) 482-6325 | bdavidson@eda.doc.gov |
| ESA | Pam Moulder | (202) 482-5997 | pamela.moulder@esa.doc.gov |
| | Melva Smith | (202) 482-3885 | melva.smith@mail.doc.gov |
| ITA | Hamilton Humes | 202) 482-6123 | hamilton.humes@mail.doc.gov |
| MBDA | Ronald Marin | (202) 482-3341 | rmarin@mbda.gov |
| NIST | Michelle Wims | (301) 975-3326 | michelle.wims@nist.gov |
| NOAA | Jim Champion | (301) 713-2220 x152 | james.l.champion@noaa.gov |
| | Rita Argueta | (301) 713-2220 x128 | rita.argueta@noaa.gov |
| NTIA | Sonia Warriner | (202) 482-2230 | swarriner@ntia.doc.gov |
| NTIS | John Ashton | (703) 605-6126 | jashton@ntis.gov |
| OGC | Paulo Mendes | (202) 482-0490 | pmendes@doc.gov |
| OIG | Joyce Baker | (202) 482-3516 | jbaker@oig.doc.gov |
| PTO | Janice Carter | (571) 272-6238 | janice.carter@uspto.gov |
| | John Hassett | (571) 272-6250 | john.hassett@uspto.gov |
| | Robin Lewis | (571) 272-6260 | robin.lewis@uspto.gov |

HOW YOU CAN HELP MAKE THE MAIL SYSTEM WORK FOR YOU

- Put your name and mail stop in the upper part of the return address of every piece of mail you send.
- Make sure the 2-digit bureau account number is also on the mailing piece. If the account number is not known, contact the appropriate bureau mail manager.
- Follow the [USPS guidelines](#) for addressing envelopes and packages.
- Make sure that a ZIP Code number appears in the address of all your outgoing mail.
- Always use the least expensive class of mail consistent with your program needs. Plan your mailings in advance so that you aren't forced to use expensive priority or special services at the last minute.
- Always use the smallest envelope that will serve your needs.
- Wrap your package carefully. If you use staples, be sure to cover them with tape. Open staples can cut the hands of mail handlers.
- If you use cartons for your packaging they should not have labels or markings that could confuse the mail handlers.
- When moving office locations, update your locator information with the HCHB mail center by submitting a [Mail Stop Change Request Form](#) (see **EXHIBIT 1**).
- Also notify your regular correspondents of any change in mail stop.
- Contact the [DOC mail manager](#) if you receive mail of a non-government nature, such as product advertisements, chain letters, etc.
- Contact the [DOC mail manager](#) if you are having a problem with mail delivery.

ROLE OF PRIVATE CONTRACTOR

Service Source, Inc. provides the staff that operates the mail center. They hand deliver and pick up mail from offices, and in general perform mail operations for the building. Mail center employees can be recognized by their uniform, which is a black vest with "Service Source" printed on it. The employees wear these uniforms when working outside the mail center. At least one Service Source supervisor is on duty at all times during mail center operating hours. This person can be contacted – as well as the DOC Mail Manager – on mail procedures, least expensive mailing practices, etc. The main telephone number to the mail center is 482-4447.

MAIL SCHEDULE

| | |
|--|----------|
| Morning Internal Mail Delivery/Pick-up (Mail Run) Start Time | 9:30 AM |
| Certified & Registered Mail to the HCHB Central Mail Center NLT* | 11:00 AM |
| Afternoon Internal Mail Delivery/Pick-up (Mail Run) Start Time..... | 2:30 PM |
| FedEx Ground and UPS to the HCHB Central Mail Center NLT | 3:30 PM |
| Internal Late Mail Pick-up Only | 3:00 PM |
| Express Services to the HCHB Central Mail Centers: | |
| • USPS Express Mail NLT..... | 3:00 PM |
| • Domestic NLT | 3:30 PM |
| • International NLT..... | 3:30 PM |
| Outgoing Mail to the North Loading Dock | 4:30 PM |

*NLT- No Later Than

INCOMING MAIL

The USPS delivers incoming mail to the HCHB twice daily at approximately 7:30 a.m. and 11:00 a.m. Properly addressed mail (mail bearing a mail stop or room number) arriving at 7:30 a.m. is processed and ready for the first mail delivery (mail run) starting at 9:30 a.m. Mail arriving at 11:00 a.m. is ready for the second mail delivery (mail run) starting at 2:30 p.m. All properly addressed mail will be delivered the same day it arrives at HCHB.

Lack of a proper address, and the resulting need for researching, can delay delivery of a piece of mail for up to 2 days. Mail that does not have a mail stop or room number, and does not carry the name of an official at the Assistant Secretary Level or above, are researched at a computer terminal in the mail center. The terminal is connected to the telephone system database. In most cases, the recipient's room number or mail routing code can be determined and the piece of mail delivered.

[Standard Mail](#) is researched if improperly addressed, however, if Presorted Standard Mail is improperly addressed the mail is disposed of. [First Class Mail](#) that is improperly addressed will be returned to the sender.

The mail center should be notified **two weeks in advance** of any changes to a mail stop (resulting from office moves, reorganizations or reassignment) by submitting a [Mail Stop Change Request Form](#).

INTER-OFFICE MAIL

Inter-office mail is picked up and sorted for delivery within the HCHB or placed in the appropriate bureau mail drop for pickup by a bureau shuttle driver. The average turn around time is 3 hours.

Inter-office envelopes or “Holey Joes” should be used when sending correspondence or other material through the internal mail system. The envelopes should be addressed with the recipient’s: name, title, organization, room number, and mail stop.

- Do not use regular mailing envelopes when sending inter-office mail. Regular envelopes can get mixed in with the outgoing mail, thus delaying the correspondence and wasting postage.
- Inter-office mail is given the same priority treatment as first class mail. Where possible, it will be delivered and sorted en route for pick-up and delivery, or delivery will be made on the next mail run.
- Re-circulate inter-office envelopes by placing used envelopes in your mail outbox for the mail center employee to pick up.
- The mail center contains “mail tubs” for package drop-off, which are labeled accordingly.

OUTGOING MAIL

Outgoing mail is picked up and brought to the mail center, where it is prepared for USPS pickup. The mail center employee will not pickup mail if it does not contain the following two items:

- 2-digit bureau account number on every piece of outgoing mail. A computer connected to the metering machine keeps track of how much mail is sent out by each cost center. Contact your [bureau mail manager](#) for the appropriate account number.
- Complete the return address section of the envelope or package. Each office must place its room number prefixed by H- on every piece of outgoing mail. For example: H-2500.

HCHB outgoing mail should take no more than 6 hours from the time a piece of mail is picked up at an office until it reaches the loading dock for USPS pickup.

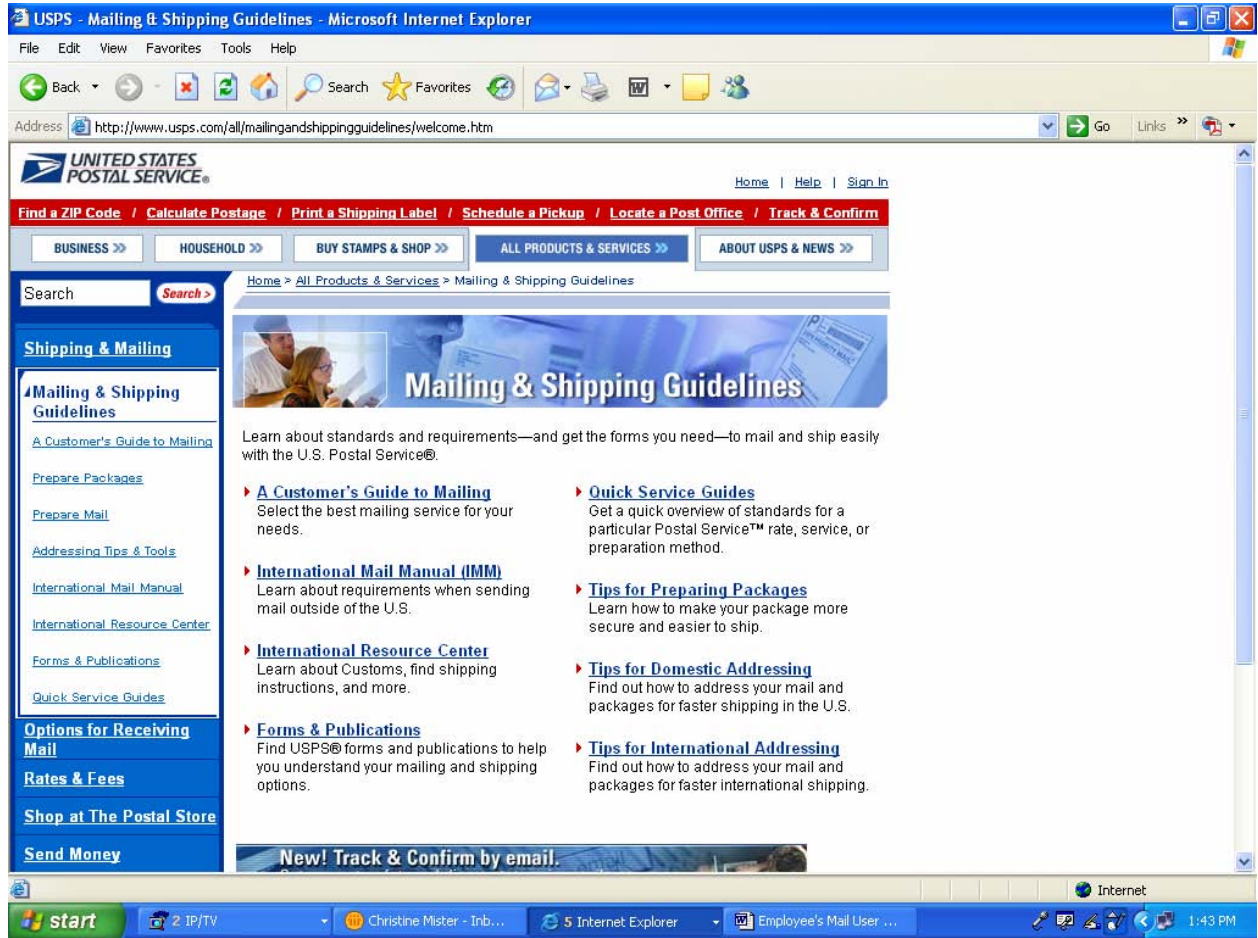
U.S. POSTAL SERVICE MAIL

Label Address Format

To ensure that mail is processed quickly and efficiently, follow USPS' guidelines for Domestic and International mail when addressing envelopes and packages.

For more information on labels and addressing, click onto the following link:

<http://www.usps.com/send/preparemailandpackages/labelsandaddressing/welcome.htm>



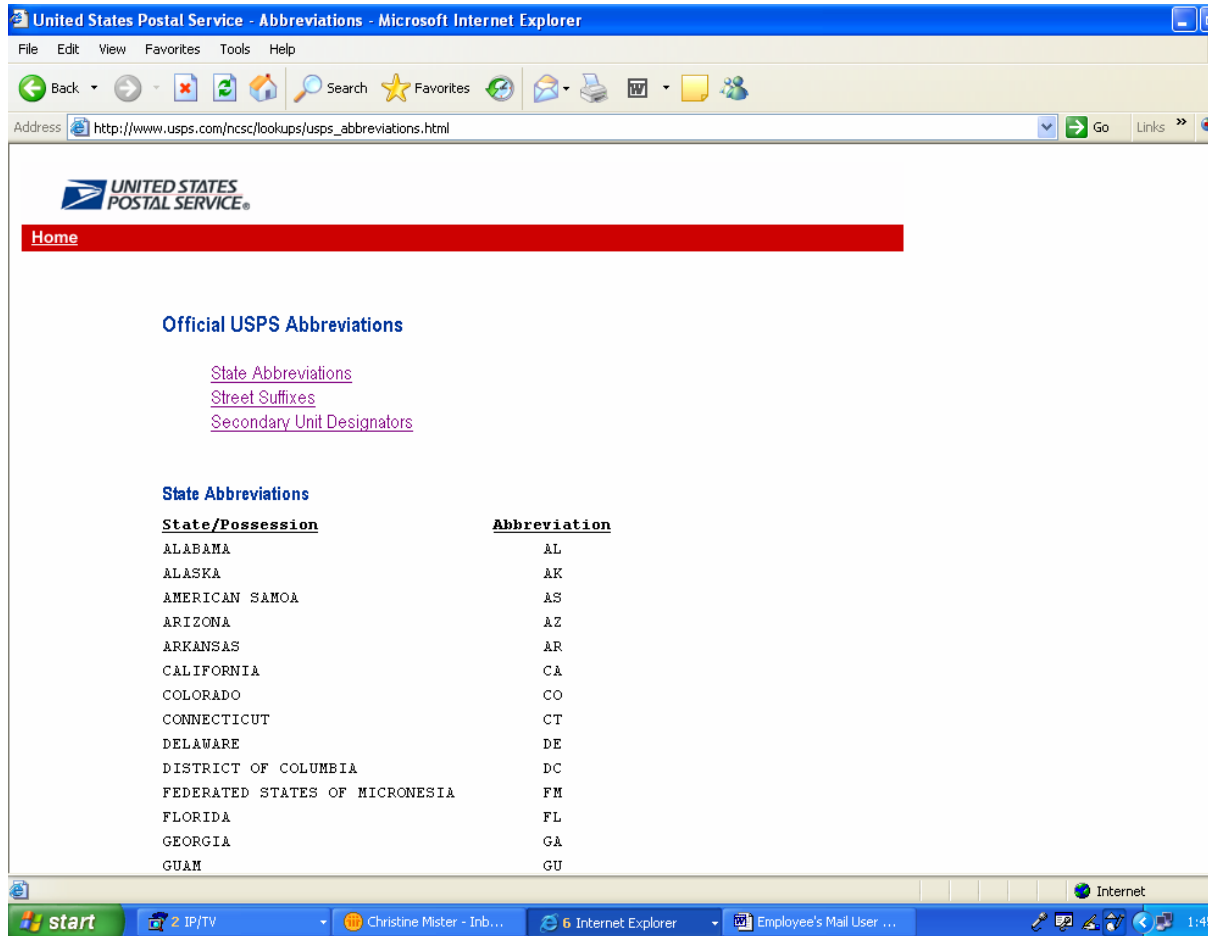
Domestic Address Format

RECIPIENT'S NAME
RECIPIENT'S ADDRESS
RECIPIENT'S CITY, STATE & ZIP + 4 CODE

For the best possible delivery service:

- Capitalize everything in the address

- Use USPS abbreviations for States, Street Suffixes and Secondary Unit Designator. For Official USPS Abbreviations, click onto the following link:
http://www.usps.com/ncsc/lookups/usps_abbreviations.html



- Eliminate all punctuation
- Use Zip + 4 Codes

International Address Format

Mail addressed to a foreign country should include the country name printed in CAPITAL LETTERS (no abbreviations) as the only information on the bottom line:

MR THOMAS CLARK
 117 RUSSEL DRIVE
 LONDON WIP6HQ
 ENGLAND

Exception: Mail addressed to Canada may use either of the following formats when the postal delivery zone is included in the address:

MRS HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A OB1
CANADA

MRS HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON CANADA
K1A OB1

All international letter mail must be enclosed in an envelope or package of durable material. Printed matter can be mailed internationally as self mailers (i.e. books and periodicals) if all open edges are secured by tape, tabs, or wafer seals of sufficient quantity and strength to keep the items from opening during postal handling.

For additional information on international mail, click on the following link:

<http://pe.usps.gov/text/imm/welcome.htm>

The screenshot shows a Microsoft Internet Explorer browser window displaying the USPS International Mail Manual - Issue 32 website. The address bar shows the URL <http://pe.usps.gov/text/imm/welcome.htm>. The page title is "International Mail Manual - Issue 32" and the date is "January 8, 2006". The page content is organized into a table of contents with a search bar on the left and a "Next >" button on the right. The table of contents includes sections such as "Transmittal Letter", "Subscription Service", "Summary of Changes", "1 International Mail Services", "2 Conditions for Mailing", "6 Special Programs", "7 Treatment of Inbound Mail", "8 (Reserved)", and "9 Inquiries, Indemnities, and Refunds". The browser window also shows the Windows taskbar at the bottom with the Start button, system tray, and open applications including IP/TV, Christine Mister - Inb..., Internet Explorer, and Employee's Mail User ...

STANDARDS FOR ENVELOPES, POSTCARDS, LETTERS, AND FLATS

Envelope Type and Size Standards

Mailing classifications are determined by the size and enclosure of a particular item. The USPS weight and size requirements are:

| <i>Minimum</i> | <i>Maximum</i> |
|-----------------|---|
| 3½ inches high | 108 inches length and girth (see EXHIBIT #1) |
| 5 inches long | |
| .007 inch thick | 70 pounds |

Postcards

Must be unfolded and uncreased paper or card stock and rectangular in shape. Double postcards consist of two attached postcards, which may be detached. One is returned as a reply card.

| <i>Minimum</i> | <i>Maximum</i> |
|-----------------|------------------|
| 3½ inches high | 4¼ inches high |
| 5 inches long | 6 inches long |
| .007 inch thick | .0095 inch thick |

Letters

Messages directed to a specific person or address and recorded in or on a tangible object. Must be rectangular in shape.

| <i>Minimum</i> | <i>Maximum</i> |
|-----------------|-------------------|
| 3½ inches high | 6 1/8 inches high |
| 5 inches long | 11½ inches long |
| .007 inch thick | ¼ inch thick |

If a piece of first-class mail weighs one ounce or less and exceeds the maximum size requirements for a letter, it is considered nonstandard mail and subject to a surcharge in addition to the postage.

Flats

Unwrapped, paper-wrapped, sleeve-wrapped and enveloped matter which exceeds one or more of the maximum dimensions for letter-size but which does not exceed any of the maximum dimensions for flat-size mail.

| <i>Minimum</i> | <i>Maximum</i> |
|-------------------------|----------------|
| Over 6 1/8 inches high | 12 inches high |
| Over 11 1/2 inches long | 15 inches long |
| Over 1/4 inch thick | 3/4 inch thick |

ENDORSEMENT OF MAIL

To make sure that your piece of mail receives the type of service you want at the price you are intending to pay, you must endorse (mark) all mail other than letter-size first-class as to the type of service desired. The endorsement should appear in the area between the indicium and the mailing address. Improperly endorsed or non-endorsed mail can cause a delay in the delivery of your mailing piece. In these cases, the mail center personnel will determine the most economical service to use.

PENALTY MAIL

Penalty Mail is official government mail authorized by law to be transmitted without prepayment of postage. Although a pay is not made to the U.S. Postal Service at the time of each mailing, the DOC is billed by the USPS for all penalty mail usage – and at the same rates as the private sector. Penalty Mail consists of penalty meter, penalty permit imprint and penalty reply mail. Penalty mail stamps and penalty stamped envelopes are also in this category in which there is a \$300 penalty for private use.

Penalty Meter is a form of direct accountability where the phrase “Penalty for Private Use \$300” is imprinted onto the mailing piece along with the postage and date of mailing.

Penalty Permit Imprint is an indicium, rectangular box, located in the upper right corner of the mail piece. The indicium must include the words “Postage and Fees Paid,” the agency name, and agency’s assigned penalty permit imprint number. The “G” must precede the number. In addition, the class of mail or appropriate rate endorsement must appear as the first item within the permit imprint, (see [EXHIBIT #2](#)). Each mailing must consist of at least 200 mail pieces.

Penalty Reply Mail. Envelopes, post cards, or mailing labels carrying the penalty indicium may not be provided to individuals or organizations outside the government for their use under any circumstances. DOC employees may, however, enclose an official Business

Reply envelope or card with proper return address to any person from or through whom official information is desired, with the following exceptions: they may not be furnished for the annual circularization of mail lists, for use of bidders or contractors with the government, or to enable private persons or concerns to send free any report, form questionnaire, or other information they are required by law to furnish.

Business reply cards should be no smaller than 3½” x 5” and to avoid additional fees no larger than 4¼” x 6”. If they exceed 4¼” x 6” you will have to pay the first-class letter rate plus the Business Reply fee.

CLASSES OF MAIL AND THEIR PROPER USAGE

First-Class Mail

First-class mail receives priority handling from USPS, and should reach any point in the continental United States within 4 days. It is generally considerably more expensive than other classes of mail. According to USPS regulation, the following items must be sent first-class: post cards, matter wholly or partially in writing or typewriting, matter sealed against inspection, bills and statements of accounts.

Any first-class piece which weighs one ounce or less, and exceeds 11” in length, 6 1/8” in height or ¼” in thickness is subject to a surcharge. To conserve DoC postage expenses, the mail center suggests using the proper size envelope.

Post cards should be used in lieu of letters that weigh one ounce or less whenever possible. Postcards are 38 percent less expensive than the first-class letter rate.

Priority Mail

Priority mail is mail weighing over 13 ounces that is to receive first-class handling. It cannot weigh more than 70 pounds or exceed 108 inches in combined length and girth (see [EXHIBIT 3](#)).

The word “Priority” must be placed prominently on each piece of mail to be sent by this class. You should send material at the priority rate only if speed of delivery is essential, since in many cases priority mail costs more than three times as much as parcel post.

Do Not stamp “priority” or “priority mail” on items weighing less than 13 ounces, or the U.S. Postal Service will automatically charge the priority-mail rate.

Periodicals

Periodicals are normally used for newspapers and other periodical publications. Periodicals fit the following criteria:

- 1) Issued at regular, stated frequency of no less than four issues per year,

- 2) Issued and mailed at a known office of publication where business is transacted and circulation records are maintained,
- 3) Formed of printed sheets (not reproduced by stencil, mimeograph, or hectograph).

For further eligibility requirements contact a mail center supervisor. Zones and other factors affect rates. Consult the USPS Domestic Mail Manual or contact a mail center supervisor for details.

Standard Mail

Standard mail consists of bulk mailings, which are not mailed or required to be mailed first-class, are not entered as periodicals, and weigh less than 16 ounces.

The basic qualifications for most standard bulk mail are as follow:

- 1) The mailing must consist of at least 200 pieces or 50 pounds;
- 2) All pieces must be **PRESORTED** by ZIP code and prepared for mailing in accordance with USPS instructions;
- 3) In certain cases pieces must be identical in size and weight. Contact your mail manager for details.

Parcel Post

Parcel post consists of parcels weighing over 16 ounces that are not being mailed, or required to be mailed, first-class. Standard parcels may not exceed 70 pounds in weight or 130 inches in combined length and girth. Parcels weighing less than 16 ounces must be mailed at the first-class or priority rates.

For additional information on the classes of mail and their proper use, visit the following link:

<http://www.usps.com/all/welcome.htm?from=homedoorwaybar&page=0019allproducts>

USPS - All Products and Services - Microsoft Internet Explorer

Address: <http://www.usps.com/all/welcome.htm?from=homedoorwaybar&page=0019allproducts>

UNITED STATES POSTAL SERVICE®

Home | Help | Sign In

Find a ZIP Code / Calculate Postage / Print a Shipping Label / Schedule a Pickup / Locate a Post Office / Track & Confirm

BUSINESS >> HOUSEHOLD >> BUY STAMPS & SHOP >> ALL PRODUCTS & SERVICES >> ABOUT USPS & NEWS >>

Home > All Products and Services

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All Products & Services

A - D E - H I - L M - O R - V W - Z

A - D

- [Address Changes](#)
- [Address Quality](#)
- [Addressing Your Mail](#)
- [Auctions](#)
- [Barcodes](#)
- [Board of Governors](#)
- [Book Rate](#)
- [Bound Printed Matter](#)
- [Boxing and Packaging](#)
- [Bulk Mail](#)
- [Bulk Mail Centers](#)
- [Business Tools](#)
- [Calculate Postage](#)
- [Carrier Service](#)
- [CardStore](#)
- [Carrier Pickup](#)
- [Certificate of Mailing](#)
- [Certified Mail™ Service](#)
- [Change Address Online](#)
- [Claims](#)
- [Click-N-Ship®](#)
- [Collect on Delivery \(COD\)](#)
- [Complaints](#)
- [Confirm® Service](#)
- [Confirm Delivery](#)
- [Cost \(Postage\)](#)
- [Customized Market Mail](#)
- [Customs](#)
- [Customs Forms Online](#)
- [Delivery Confirmation™](#)
- [DineroSeguro®](#)
- [Direct Mail \(Advertising\)](#)
- [Domestic Mail Manual](#)
- [Drop Shipment Appointment System \(DSAS\)](#)
- [Dropoff Locations](#)

E - H

- [e-Merchandise Return](#)
- [Electronic Postmark](#)
- [Employment](#)
- [Envelopes](#)
- [Express Mail®](#)
- [First-Class Mail®](#)
- [Forms](#)
- [Forward Mail](#)
- [Gift Card with Greeting Card](#)
- [Facility Access & Shipment Tracking \(FAST\)](#)
- [Freedom of Information Act \(FOIA\)](#)
- [General Delivery](#)
- [Global Airmail® Letter-Post](#)
- [Global Airmail® Parcel Post®](#)
- [Global Express Guaranteed®](#)
- [Global Express Mail®](#)
- [Global Priority Mail®](#)
- [Greeting Cards](#)
- [Ground – Package Services](#)
- [An Introduction to Mailing for Businesses and Organizations](#)
- [History \(Postal\)](#)
- [Hold Mail](#)

A - D E - H I - L M - O R - V W - Z

http://www.usps.com/shipping/label.htm

start 2 IP/TV Christine Mister - Inb... Internet Explorer Employee's Mail User ... 1:48 PM

SPECIAL SERVICES

Special services are offered by the USPS to guarantee delivery, provide indemnity in case of loss or damage, or expedite delivery. Commercial carriers also provide special package delivery services. These services are costly; they should be used only when absolutely necessary.

Registered Mail

Registered mail provides added protection for valuables and other important mail. A postal representative receives the item when it is mailed, and is accounted for each time it changes hands en route to its destination. It is transported in sealed, locked containers and, if lost, can be traced.

Any item of mail can be sent by registered mail, and will be shipped at a first-class rate plus a substantial special service charge. Due to this substantial extra charge, you should use registered mail only if the material being mailed requires extra security and protection, e.g., national security information classified at the secret level.

Rates for registered mail under the Government's Official Mail Reimbursement Program do not provide for insurance. If you require indemnity coverage, both the postage and appropriate registration fee must be paid in full at the time of mailing by stamps or meter stamps, and you must obtain receipts that show evidence of prepayment and appropriate insurance coverage.

Do not place registered mail in an outgoing mail tray for pickup. Carry the piece to the mail center in room 2500 and hand it to an employee in the secure mail area. The mail piece should be taken to the mail center by 11:00 a.m. to ensure that it enters the USPS mail stream that same day.

Certified Mail

Any documents (as opposed to merchandise) can be sent by certified mail, and will be shipped at a first-class rate plus a service charge. Certified mail provides a record of mailing to the sender and a record of delivery at the post office of delivery. The carrier delivering the item obtains a signature from the addressee on a post receipt.

Certified mail does not travel any faster than first-class mail and does not receive the extra security and protection registered mail receives, but it does travel faster than registered mail.

Certified mail can either be carried to the secure mail area in Room 2500 or placed in an outgoing container for pickup.

Return Receipt

A return receipt (PS Form 3811) is normally used with registered, certified and insured mail so that the sender can be sure that the piece of mail was safely delivered. There is an extra charge for use of the PS Form 3811. Supplies of USPS return receipt forms are available in the mail center, and may be filled out there or in the sender's office.

If you receive a piece of registered, certified or insured mail with a green PS Form 3811 attached, you should promptly put the return card in the Department outgoing mail stream so that the sender will know that the item has been safely delivered.

Special Handling

Special handling is available for parcel post mail. It expedites handling and delivery between the originating and destination post offices. Parcel post mail with special handling offers a good alternative to first-class or priority mail because it is about as fast, and less expensive. There is an extra fee for special handling, in addition to the postage.

USPS Express Mail

USPS Express Mail also provides overnight package and mail delivery. To send an item by USPS Express Mail, fill out an Express Mail label (available in the mail center and in many offices), attach it to the item, and carry it to the mail center secure mail area before 3:00 p.m.

Urgent Delivery

The General Services Administration (GSA) has contracted with *Federal Express* for overnight delivery of domestic packages. The maximum weight for the *Federal Express* contract is 150 pounds per item.

If you need to have overnight package delivery, obtain an air bill from your administrative office. It should already have your agency shipper's account number on it. You will need to enter your appropriation number and other required information. Then carry the package to the customer service area in the mail center before 3:30 p.m. After 3:30, packages can be dropped in the *Federal Express* pickup box, located right outside of the courier center (Rm 1874), for pickup at 6:00 p.m.

For international service, the HCHB is using DHL and Federal Express. All urgent overseas packages should be brought to the mail center before 3:30 p.m. Air bills, for this purpose, can be obtained from your administrative office.

Mail center employees are not permitted to pick up packages from individual offices for services rendered by the following contractors: Federal Express overnight, DHL, Airborne, and UPS; however, the mail center contains "mail tubs" for package drop-off, which are labeled accordingly.

FEDERAL EXPRESS GROUND (FEDEX GROUND)

FedEx Ground offers inexpensive parcel delivery, as does UPS. FedEx Ground has a government tender offering an 8 percent discount over UPS Rates and has a maximum weight of 150 pounds. All packages and parcels will be sent via FedEx Ground unless endorsed otherwise.

UNITED PARCEL SERVICE (UPS)

UPS is sometimes less expensive for delivery of packages than USPS parcel post. Mail center supervisory personnel can tell you which method of delivery is least expensive in specific situations, and will send your package(s) by commercial carrier when cost effective. The maximum weight to send an item via UPS is 150 pounds.

CLASSIFIED MAIL

Classified mail contains national security information that relates to our national defense or foreign relations. National security information must be controlled in order to regulate access to the information. For more information on how to prepare classified (Top Secret, Secret, Confidential) see DAO 207-2, the U.S. Department of Commerce Security Information Manual.

STATE DEPARTMENT MAIL

Unclassified mail forwarded to U.S. embassies and consulates overseas via U.S. State Department shall be delivered to the designated mail bin in room 2500.

Address all mail intended for U.S. corporations overseas to the appropriate U.S. embassy or consulate for subsequent delivery to the intended addressee. Be sure to print in bold letters the name of the U.S. embassy or consulate that is to receive the document.

The mail center will assemble all unclassified mail that will be delivered to the State Department.

INTERNAL COURIER DELIVERY

Items received by the Office of Security's Courier Service Center, room 1874, from private courier services are delivered on a daily basis between the hours of 8:00 A.M. to 5:00 P.M. A signature upon receipt is required. Contact the Courier Service Center at 482-4021. If the delivery is oversized or excessively heavy the couriers will be advised to take the package to the loading docks. Moving Services will then contact the customer to schedule a time for delivery.

EXHIBIT 2

PERMIT IMPRINT FORMATS FOR OFFICIAL MAIL

First-Class Official Mail

Standard Official Mail

Package Services Official Mail

FIRST-CLASS MAIL
POSTAGE & FEES PAID
Agency Name
Permit No. G- _____

PRESORTED STANDARD
POSTAGE & FEES PAID
Agency Name
Permit No. G- _____

PACKAGE SERVICES
POSTAGE & FEES PAID
Agency Name
Permit No. G- _____

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
Agency Name
Permit No. G- _____

PRESORTED STANDARD
AUTOOCR
POSTAGE & FEES PAID
Agency Name
Permit No. G- _____

MEDIA MAIL
POSTAGE & FEES PAID
Agency Name
Permit No. G- _____

FIRST-CLASS MAIL
AUTO
POSTAGE & FEES PAID
Agency Name
Permit No. G- _____

PRESORTED STANDARD
AUTO
POSTAGE & FEES PAID
Agency Name
Permit No. G- _____

PRESORTED
BOUND PRINTED MATTER
POSTAGE & FEES PAID
Agency Name
Permit No. G- _____

EXHIBIT 3

MEASUREMENT INSTRUCTIONS FOR MAIL

