

CHAPTER 12-00
MAIL AND RELATED SERVICES -- GENERAL

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12-00-00 PURPOSE

Part 12 provides Departmental policy and procedures governing official mail and related services (such as mail and messenger) and payment for postal services. Details for local use of such services will, as necessary, be issued locally in Manual Guide form. Appropriate GSA and U.S. Postal Service publications **will be used.**

12-00-10 POLICY

- A. Centrally located mail facilities shall be established whenever economically feasible in each building or group of buildings for the receipt and dispatch of official mail.
- B. Mail and related services shall be used only in the conduct of official business.

12-00-20 RESPONSIBILITY FOR PROVIDING SERVICES

- A. The Office of Administration, Office of the **Secretary**, is responsible for providing Departmental policy and procedures relating to mail and related services. This office is also responsible for liaison with the U.S. **Postal Service and the** General Services Administration.
- B. The heads of operating agencies are responsible for providing services in their respective buildings. They are also responsible for HEW activities where their respective agency **is the principal** HEW tenant of multi-tenant buildings. The other tenants shall furnish such funds or manpower as are equitable.
- C. Officials in charge of HEW field installations shall maintain liaison with local post offices and will acquaint themselves with the services available from them and their local practices. Such liaison should assure that all **HEW** mail, printing and reproduction facilities **will keep** their systems compatible with mail flow in the postal service.

~~(12-0-20)~~ continued)

- D. All contracts negotiated by HEW organizations with private mailers will stipulate that all HEW mailings produced by such contracts be prepared in compliance with current zip code pre-sort **requirements** and deposited in the appropriate city post office no later than **4:00** p.m. (see **HEW** Procurement Manual, paragraph 3-1.350).