

DEPARTMENTAL REGULATION		Number: 4610-001
SUBJECT: Security Screening Unit Procedures	DATE: July 16, 1991	
	OPI: Office of Operations, Mail and Reproduction Management Div	

1 PURPOSE

This regulation establishes procedures to be followed by the Departmental Administration, Office of Operations, Mail and Reproduction Management Division, Mail Services Branch, Security Screening Unit (SSU). The SSU provides a central facility for screening all incoming mail and authorized courier delivery items to the USDA Headquarters.

2 POLICY

All incoming deliveries by couriers/messengers which include, but are not limited to packages and envelopes will be delivered to the SSU located in room 0460-South Building (4th wing basement near the Central Shipping and Receiving dock). The hours of operation are 0700-1800. Guards at all entrances will direct all couriers/messengers to Court 4, C Street to gain access to the SSU.

3 ABBREVIATIONS

MRMD Mail and Reproduction Management Division
SSU Security Screening Unit
FMD Facilities Management Division
USPS United States Postal Service

4 PROCEDURES

a The MRMD Security Screening Unit will:

- 1 X-ray all incoming mail and small packages.
- 2 Visually inspect all incoming mail and small packages which are clearly labeled "Do not X-Ray".
- 3 Sign for the delivery and notify the addressee that the package has arrived. The addressee

has the option to come to the SSU in person or the package will be delivered on the next scheduled mail run. Exceptions are couriers authorized by the Physical Security Branch to enter the facilities.

4 Maintain a record of deliveries to the SSU.

5 Inspect all incoming packages for damages caused by couriers in transit, and record the details of the damage on the package receipt.

6 Identify and mark all packages as being X-rayed or visually inspected prior to pick-up or delivery to addressee.

b Department Agencies and Staff Offices personnel will:

1 Report in person to the SSU to receive packages directly from the couriers.

2 Report in person to the SSU for deliveries which involve the exchange of money (C.O.D.) or require an official stamp (legal documents).

3 Advise vendors and contacts to clearly label and identify any mail or small packages which cannot be X-rayed.

4 Advise their subscribers that newspapers are not subject to security screening.

5 Notify the SSU staff of any special arrangements for time sensitive deliveries (e.g. bid proposals).

END