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12-20-00 PURPOSE

This chapter establishes department policy for the use of official mailing indicia and provides instructions for the payment of postage fees on all official mail.

Reference: U.S. Postal Service Manual, Part 137, "Official Mail," and the U.S. Postal Service "Payment fcr Official Mail" current year.

12-20-10 DEFINITIONS

- A. Indicia mail is mail sent with the phrase "Postage and Fees Paid" substituting for a postage stamp on the envelope, mailing label, self-mailer, etc.
- B. Postal Service Unit (PSU) is an HEW unit or group of units whom the U.S. Postal Service has granted postal mailing code number. HEW Postal Service Units and their respective mailing code numbers are:

<u>Post21 Service Units</u>	<u>Mailing Code Number</u>
1. <u>Office of the Secretary</u> (includes): Office for Civil Rights	391
2. <u>Office of Human Development Services</u>	353
3. <u>Public Health Service</u> (includes): Office of Assistant Secretary for Health Alcohol, Drug Abuse, and Mental Health Administration Health Resources Administration Food and Drug Administration National Institutes of Health Health Services Administration Center for Disease Control	396

4. <u>Education Division</u> (includes):	395
Office of Assistant Secretary for Education	
National Center for Education Statistics	
Office of Education	
5. <u>National Institute of Education</u>	398
6. <u>Health Care Financing Administration</u>	392
7. <u>Social Security Administration</u>	397

#### 12-20-20 USE OF OFFICIAL MAILING INDICIA

- A. The term "official mail" applies **exclusively to** the business of the government of the United States. Any matter transmitted under an HEW indicia must pertain to official department business. Any other use is prohibited.

Each Postal Service Unit must have its mailing code number printed on all its indicia mail.

- B. Postal Service Units cannot use the mailing code number of another PSU.
- C. HEW employees responsible for the printing of indicia mail covers (envelopes, labels, cards, self-mailers, etc.) should **insure** that:
1. The approved eagle symbol, the HEW **indicia**, and the appropriate mailing code number are printed in the upper right corner of the address side, as shown below:



\*(insert appropriate mailing code number)

This marking must be printed. It cannot be handwritten, type-written, or hand-stamped on **the envelope**.

2. The name of the department, the name of the appropriate Postal Service Unit, and the appropriate return address, including the Zip Code, are printed above the notation, "Official Business" and "Penalty for Private Use \$300" in the upper left corner of the address side, as shown in the following example:

DEPARTMENT OF HEALTH, ~~EDUCATION,~~ AND WELFARE  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20201.

*Human Service*

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OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE \$300

- D. Never use indicia envelopes for personal or unofficial mail, even if you place stamps on the envelope. This prohibition also applies to the personal mail of hospital patients. Never use a government envelope of any kind for personal correspondence.
- E. Offices served by an interdepartmental messenger service, (i.e., the United States Official Mail and Messenger Service in Washington, D.C. Run-Stop-Service) should use this service to the fullest extent possible. Use Standard Form 65, U.S. Government Messenger Envelope, for this mail whenever possible. Otherwise, use a plain envelope. Show agency stop numbers on the envelope.
- F. Department employees may, if for purposes of official business, supply to members of the public printed reply envelopes or labels printed with indicia and pre-addressed to a Federal Government office or officer. These should be supplied for the sake of convenience in having persons submit information for official purposes.

Project officers may supply envelopes or labels to department contractors for use in accordance with contract terms and U.S. Postal Service Regulations. The envelopes must bear the printed return address of the department over the words "Official Business." Never use the name and return address of a private person or firm on an envelope utilized for official mailing. This includes envelopes mailed by a contractor as well as envelopes used in reply to a contractor's inquiries.

HEW Postal Service Units that have contractors performing mailing services which interface with the U.S. Postal Service must obtain a permit for the contractor before such mailings may be entered into the mailstream.

When a special mail service is required, supply a reply envelope or label preprinted with the type of special mail service desired. Users of reply envelopes or labels may not add their own markings for these services.

- G. Never supply envelopes or labels to an individual or concern:
1. If law or regulation require the requested information.

2. If the requested information pertains primarily to the person's own business with the Government (e.g., a claim), a personal matter, or the application for Federal funds under a grant program.
3. For replies to a mailing list circularization; however, **self-**addressed cards or envelopes without the official mailing indicia may be provided for the use of respondents to circularizations of mailing lists.

#### 12-20-30 USE OF POSTAGE STAMPS FOR OFFICIAL MAIL

- A. Department **employees** should use postage stamps for official mail when the use of an **indicia** would hamper their tasks (e.g., when the success of investigative work performed by the department would be jeopardized). The officials listed in paragraph **12-20-40B**, or their designees, can authorize the purchase of such stamps.
- B. The department will reimburse employees in foreign countries for foreign stamps purchased for official business.
- C. Department employees should return stamps supplied by an inquirer if the stamps are not affixed to a self-addressed envelope.

#### 12-20-40 PAYMENT FOR POSTAL SERVICES

- A. Law requires government agencies to reimburse the U.S. Postal Service for all official mailings. Such reimbursement can be made from any funds available to an organization. For the purpose of postal service billing, **HEW** is divided into seven Postal Service Units (see paragraph **12-20-10B**). Each PSU negotiates, consistent with department policy, directly with the U.S. Postal Service for payment of postal charges. Each PSU shall send its postal service payments to:

Disbursing Officer  
U.S. Postal Service  
New York Postal Data Center  
Main Post Office Building  
New York, New York 10099

To obtain further information regarding the payment of USPS charges, contact:

Chief, Postal Management Branch  
Division of Administrative Services  
Office of Management Services  
Office of the Secretary

- B. The U.S. Postal Service bills each Postal Service Unit quarterly on the basis of an annual estimate prepared by the PSU and furnished to

the U.S. Postal Service by September 1. This estimate should be based on the preceding year, correlated with projected volume trends. As an alternative reimbursement procedure, HEW Postal Service Units may use the Simplified Intra-Governmental Billing and Correction (SIBAC) System which provides for the automatic monthly transfer of funds from Federal agencies to the U.S. Postal Service. The officials listed below are responsible for preparing and submitting the postal service estimates of their respective **PSU's**.

<u>Postal Service Unit</u>	<u>Responsible Official</u>
Office of the Secretary	Director, Office of Management Services
Office of Human Development Services	Director, Office of <b>Adminis-</b> tration and Management
Education Division	Assistant <b>Commissioner</b> for Administration
National Institute of Education	Assistant Director for Adminis- tration and Management
Public Health Service	Deputy Executive <b>Officer</b>
Social Security Administration	Associate <b>Commissioner</b> for Management and Administration
Health Care Financing Administration	Director, Division of Administrative Management Service

- C.** Regional administrative officials are responsible for conducting respective regional mail counts in accordance with prescribed procedures as set forth **in** this chapter.' Regional POC units, including Office of the Secretary, **will** submit their postal service estimates to their parent or primary funding organization.
- D.** The U.S. Postal Service annually distributes the format for reports of annual mailing estimates. Copies of the current format can be obtained from the Chief, Postal Management Branch (see paragraph **12-20-40A**).
- E.** The Postal Management Branch, Division of Administrative Services, OS, will furnish to each Postal Service Unit by August 15 of each year a report of the **actual** mailings for that agency made by the Printing and Visual Systems Branch, DAS-OS.
- F.** Departmental policy provides these three methods for estimating annual mail costs:

1. An actual count of the number of pieces of mail and computation of postage payable over a representative one-week period occurring each half of the fiscal year. This is the minimum sampling mandated by the U.S. Postal Service and the random weeks to be used are selected by the Postal Service. The department strongly recommends a one-week count occurring each quarter of the fiscal year. The amount of postage for these periods will be averaged and projected into an annual estimate.

NOTE: A count by weight may be substituted where a conversion between weight and number of pieces has been calculated by the mailing facility and approved by the USPS. **Due** to the wide variation in types **and** classes of mailings, a department-wide conversion table is not feasible.

2. Program workload figures may be used in lieu of sampling by those organizations which can establish ratios between program workloads and total postage costs. Under this method, periodic samplings of special surface mail are necessary to verify trends.
3. A beginning inventory of **indicia** items, plus acquisitions, minus closing inventory may be used as an estimate of postage costs. In this method, a periodic sampling of special mail services is necessary to determine total mailing costs.

The Chief, Postal Management Branch (see paragraph **12-20-40A**) can provide detailed information regarding implementation of the methods described above.

**G.** Estimates of postal service costs shall include:

1. All official matter entered in the U.S. Postal Service such as first-class mail, special delivery, registered mail, certified mail, foreign mail, parcel post, periodicals, postage due items where postage would ordinarily be paid upon delivery, proof of mailings, reply cards or envelopes, return receipts, etc.
2. Adjustments for voluminous mailings occurring in other than the sample period or for planned increases or decreases in programs which would affect the amount of mail.
3. The final reimbursement amount must be fully documented with respect to type and size, class, quantities and rates applied in accordance with the U.S. Postal Service current format. Postal Service Units will submit summary data with a copy of its procedures for sampling and estimating **fiscal** year totals **to** the Manager, Government Revenue and Examination Branch, USPS, as soon as possible at year end, but no later *than* October 31.

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- H. Mail sampling to determine estimates of postal service costs shall not include:
1. Express Mail. 'Express mail is billed separately from the rest of postal usage.
  2. Actual mailings by the Government Printing Office. The U.S. Postal Service will bill Postal Service Units separately for their GPO mailings.
  3. Mailings made by printer-mailer contractors engaged through the Government Printing Office or through other channels must be accounted for and documented on an individual basis.
- I. Postal Service Units should include funds to -cover the payment of postal services in their annual budget requests. Postal Service Units can reimburse the USPS for postal services from any funds available to the **PSUs**. In most instances, a PSU will distribute postal service costs among the various components of the PSU. **Some** suggested methods for allocating postal service costs to components **are:**
1. By past experience adjusted to reflect known changes.
  2. By reports of fund items procured by components.
  3. By the number of staff producing correspondence in the component.
  4. By workload data or other management documents.