

FDA Staff Manual Guides, Volume III - General Administration

Administrative Services - Mail Management

Metered Mail/Field

Effective Date: January 25, 2024

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1. Purpose

This Guide sets forth requirements for an accountability system for administrative postage costs through installation and operation of postage meters and related equipment.

2. Background

With the installation of metering equipment and the implementation of metered mail, direct accountability for administrative postage costs can be estimated through the proprietary software used to operate postage meters and related equipment.

3. Responsibility

- A. The Office of Facilities Engineering and Mission Support Services (OFEMS) is responsible for analyzing equipment needs at various FDA locations and coordinating the postage expenses at each mailing location in order to prepare annual postage estimates for the Office of Finance, Budget, Acquisitions and Planning, DHHS, and USPS.
- B. The FDA Mail Manager is required to review and monitor reports generated from the proprietary software used to operate postage meters and related equipment.
- C. Field supervisors of mailroom functions in which a metering system is located are responsible for maintaining adequate postage on meters, ensuring the proper usage of the equipment and submitting postage requests to the FDA Mail Manager.

- D. Field supervisors of District Offices in which stamps are used are responsible for submitting the Federal Agency Stamp Requisition Form, PS Form-17G to the FDA Mail Manager.
- E. FDA employees are responsible for utilizing the most economical class of mailing service that will meet their program requirements. For assistance in determining the appropriate class of mail, please refer to Staff Manual Guide FDA 2250.4 Selection of USPS Mail Classes and Service or direct your questions to the FDA Mail Manager.

4. Procedures

- A. OFEMS will provide assistance to all FDA field locations and rectify any problems and/or discrepancies associated with metered mail. They monitor FDA mail program expenditures associated with the direct accountability costs of the Agency's mail.

5. Effective Date

The effective date of this guide is January 25, 2024.

6. Document History – SMG f:2250.1, “Metered Mail/Field”

Status (I,R,C)	Date Approved	Location of Change History	Contact	Approving Official
Initial	01/24/2024	N/A	OFEMS	Alan Zawatsky, Director, OFEMS