

**Forest Service Handbook  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Handbook 6209.14 – Mail Management Handbook  
Chapter 30 - Outgoing Mail Operations**

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**Approved by:** F. Dale Robertson, Chief

**Date approved:**

**Responsible Staff:**

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**Digest:** Following is an explanation of the changes throughout the directive by section.

Revises entire Mail Management Handbook, FSH 6209.14.

This amendment is a reissuance of FSH 6209.14 to conform the format and structure of the Handbook to the requirements of electronic directive issuance.

This Handbook is now available electronically in the National Information Center in the same format as the paper copy. Henceforth, amendments to this Handbook will be issued to Forest Service units electronically on a document basis.

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## **31 - Outgoing Mail**

All outgoing mail is processed through the unit mailroom. Use accurate mail classification, unified payment of postage, and mechanized mailing techniques to ensure cost-effective operations.

### **31.04 - Responsibility**

#### **31.04a - Forest Service Mail Manager, Information Systems Staff**

In addition to the responsibilities in section 31.04b, the Washington Office Mail Manager is responsible for obtaining approval for the use of slogans and logos from the senior official for information resources management, the Associate Deputy Chief for Administration (sec. 31.3).

#### **31.04b - Unit Mail Manager**

The unit mail manager is responsible for ensuring that:

1. Mailrooms have the means to shop for the best available price.
2. Outgoing mail is presorted by class to facilitate handling by the U.S. Postal Service.

#### **31.04c - Unit Mail Handlers**

The unit mail handlers are responsible for being knowledgeable of both weight and size limitations on mail and for making the best decision on mail classification and carriers (sec. 31.1 - 31.7).

### **31.1 - Classification**

In processing outgoing mail, select the most appropriate mode of transmission (ch. 40). Mail managers must ensure continuous communications between the mailers and mailroom personnel to jointly select the proper mode. Mail managers must be thoroughly familiar with the variety of services provided by the Postal Service, private carriers, local delivery services, and the Forest Service distributed processing network for electronic communications.

### **31.2 - Price Shopping**

Mail personnel must use the means available to price-shop for the most economical service, commensurate with the need. Small offices may use charts or inexpensive

mechanical equipment while large offices may justify the use of electronic machinery.

### **31.3 - Packaging**

In selection of the correct envelope, flat, package, folding, batch mailing, and sealing, mail personnel must take into account the method used to pay for the mail.

#### **31.31 - Slogans and Logos**

Slogans and logos must not be used on official envelopes without the approval of the senior official for information resources management, the Associate Deputy Chief for Administration. Units desiring to use special slogans and logos must request approval with justification as required by Title 41, Code of Federal Regulations, section 201-45.107.

#### **31.4 - Minimum Size**

All mailable matter except keys and identification devices must meet the minimum size standards.

##### **31.41 - Postcard Size**

Postcard size must be no smaller than 3-1/2 inches by 5 inches, and at least 0.007 inch thick.

##### **31.42 - Letter Size Mail**

Letter size mail consists of envelopes of minimum size to maximum size as follows:

##### Minimum size standards

Length: 5 inches  
Height: 3-1/2 inches  
Thickness: .007 inch

##### Maximum size standards

Length: 11-1/2 inches  
Height: 6-1/8 inches  
Thickness: over 1/4 inch

##### **31.43 - Flat Size Mail**

Flat size mail consists of unwrapped, paper-wrapped, sleeve-wrapped, and enveloped matter which exceeds one or more of the maximum dimensions for letter size mail but which does not exceed any of the maximum dimensions for flat size mail listed below:

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Minimum size

Length: over 11-1/2 inches  
Height: over 6-1/8 inches  
Thickness: over 1/4 inch

Maximum size

Length: 15 inches  
Height: 12 inches  
Thickness: 3/4 inch

A surcharge of 10 cents is assessed on each piece of nonstandard mail weighing one ounce or less, except for keys and identification devices. This applies to first-class and third-class mailing. Use the smallest envelope that will meet the need. Do not use a large envelope for one- or two-page letters when they could be folded and placed in a smaller envelope. (Note: A one- or two-page letter placed in a 9 x 12 inch envelope requires payment of a surcharge.)

### **31.5 - Self-Mailers**

This technique saves money, time, labor, and materials. Self-mailers are compatible with both permit imprinting and metered systems. When practical, design self-mailers with postal data and text on the same side to limit the number of masters needed. An extra sheet is not normally added to a self-mailer for address and postage, but a minimum of one-half page or back side should be allowed for this information. Self-mailers require preparation time to tape or staple edges as necessary. Self-mailers must meet the same size and weight requirements as envelopes.

### **31.6 - Dispatching**

Mail managers ensure the outgoing mail is presorted by class to facilitate handling by the Postal Service. Typically, mail is placed in separate mail bags or trays corresponding to classification, such as priority, third-class, and parcels.

### **31.7 - U.S. Postal Service Street Collection Boxes**

Do not deposit official mail in street mail-collection boxes. The boxes are provided by the Postal Service for public convenience and are not intended for regular dispatching of official mail. By avoiding the public mail system, chances of increasing mail speed are improved. It is permissible to drop one or two last-minute pieces in a collection box if necessary after the regular mail has been dispatched.

## **32 - Zoning Improvement Plan (ZIP) Codes**

Place the Zoning Improvement Plan (ZIP) code on the last line of both the destination address and return address, following the city and state. Use the "ZIP +

4" code whenever possible (sec. 04.3, para. 7). The first 2 digits of the 4-digit add on code identify a delivery sector and the last 2 digits identify a delivery segment.

### **33 - State Abbreviations**

Exhibit 01 contains a list of the two-letter abbreviations for States, which should be used on the last line of an address.

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**33 - Exhibit 01**

Two-letter Abbreviations To Be Used in Mailing Addresses

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY