

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

**Forest Service Handbook 6209.14 – Mail Management Handbook  
Zero Code**

**Amendment:** 6209.14-1992-1

**Effective date:** July 01, 1992

**Duration:** This amendment is effective until superseded or removed.

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

**Date approved:**

**Responsible Staff:**

**Last Change:**

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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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For related direction in addition to this Handbook, refer to FSM 6250, Mail Management.

### **01 - Authority**

(FSM 6250.1).

### **02 - Objectives**

1. To provide effective, economical, reliable, and prompt mail services for official mail.
2. To cooperate and maintain a good working relationship with the United States Postal Service (USPS).
3. To distribute only official mail.

### **03 - Policy**

In addition to complying with the policies in FSM 6250.3:

1. Do not deliver incoming personal mail addressed to individuals unless it appears to relate to Government business. Return mail that appears to be personal stamped "Return to Sender: Agency unauthorized to deliver personal mail." Advise the employee that unofficial mail should not be sent to the work station. Return to the sender any personal mail unrelated to Government business, except that field crews with no permanent home address may have mail delivered at the work address.
2. Use metered mail or, if metering mail is not cost effective, use postage stamps. Do not use penalty indicia mail except as provided in section 12.21.
3. Perform an analysis of the mail program as needed (sec. 11).
4. Do not distribute mail that appears to be questionable and not directly related to the mission of the agency.
5. Do not insure Forest Service mail, including parcels.
6. Do not use official mail for personal use, such as Christmas cards, social flyers, or similar items that do not relate exclusively to the business of the Government.

## **04 - Responsibility**

(FSM 6250.4).

### **04.1 - Director of Fiscal and Public Safety, Washington Office**

It is the responsibility of the Washington Office, Director of Fiscal and Public Safety to:

1. Make postage payments quarterly based on the amount of postage set on the meters during that quarter, plus charges for permit imprint and Business Reply Mail processed during that time; and
2. Bill each unit based on the amount of postage used during the quarter.

### **04.2 - Forest Service Mail Manager, Information Systems Staff, Washington Office**

(FSM 6250.41c).

### **04.3 - Unit Mail Managers**

(FSM 6250.42b). It is the responsibility of unit mail managers to:

1. Tailor messenger routes, stops, and schedules to meet the structure of the unit, working relationships of staffs, and physical design of the building.
2. Conduct frequent checks to ensure accuracy of outgoing mail and routing of incoming mail and to monitor mail monthly or quarterly to trouble shoot problems with misaddressed mail, personal mail, and other unauthorized mail.
3. Provide mail handlers a current mail guide (sec. 24.2) to aid in sorting and routing of incoming mail. Route mail according to file codes, routing abbreviations, and the unit organization chart. Update the guide as assignments and responsibilities change.
4. Coordinate and cooperate with local postmasters to ensure maximum use of U.S. Postal Service services and facilities.
5. Ensure that meters are reset and examined by the U.S. Postal Service every 6 months and maintain a PS Form 3602-A, Daily Record of Meter Register Readings.

6. Make available to mail personnel means of price-shopping for the most economical service, commensurate with the need (for example, small offices may use charts or inexpensive mechanical equipment while large offices may justify electronic machinery).

7. Provide the current annual National Zip Code Directory, U.S. Postal Service Publication 65, to all Forest Service mailrooms. When necessary, assist employees in looking up zip codes.

8. Provide a copy of the U.S. Postal Service Domestic Mail Manual to the mail unit.

#### **04.4 - Mail Handlers**

It is the responsibility of the Mail Handlers to:

1. Sort incoming mail, remove pieces that can be routed unopened, and process pieces that need to be opened and read to determine where they are to be sent.

2. Route incoming mail to the action office, using the mail guide.

3. Send outgoing mail to destinations using the most economical modes of transportation unless otherwise stated by the sender.

4. When necessary, check zip codes to ensure that the mail is going to the proper destination.

#### **05 - Definitions**

Domestic Mail. Mail sent to any of the 50 States, District of Columbia, United States territory or possession, or a military post.

International Mail. Mail other than domestic.

Mail. Letters, postcards, publications, directives, notes, reports, forms, packages, documents, and other material received or designated for distribution or dispatch through either hard copy or electronic means.

Metered Mail. System whereby each mail piece is weighed, the correct classification is determined, and the postage is imprinted or applied on the envelope, postcard, package, or label which bears the return address of the meter license holder.

Valuables. As applied by the Government Losses in Shipment Act, "valuables" means any article or thing representative of value in which the United States has any interest, obligation, or responsibility.

## 06 - References

The following are guides for additional information and standard practices cited in this Handbook. Use the latest published edition of references cited.

General Services Administration. Mail Management Handbook. General Services Administration, Information Resources Management Service (KO), Room B-212, 18th and F Streets, S.W., Washington, D.C. 20405.

U.S. Postal Service. Domestic Mail Manual. Superintendent of Documents, Government Printing Office, Washington, D.C. 20402-9371. The United States Postal Service Domestic Mail Manual outlines the day-to-day operations, requirements, and procedures for mailroom operation and mailing restrictions. This manual may be purchased by subscription from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402-9371.

U.S. Postal Service. National Zip Code Directory. USPS Publication 65. Superintendent of Documents, Government Printing Office, Washington, D.C. 20402-9371. This annual directory may be purchased through the main postal services offices, classified stations, and classified branches, or from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402-9371.