



US Department  
of Transportation  
**Maritime  
Administration**

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

See Section 11

NO.

240-2

EFFECTIVE DATE

September 20, 1982

SUBJECT

### MAIL MANAGEMENT

- Section 1. Purpose
2. Authorities
  3. General Responsibilities
  4. Official and Personal Mail
  5. Use of Penalty Mail Privileges
  6. Use of Business Reply Mail Privileges
  7. Incoming Mail, Washington, D.C.
  8. Outgoing Mail, Washington, D.C.
  9. Circularization of Mailing Lists
  10. Reimbursement for Mail Services
  11. Effect on Other Issuances

Section 1. Purpose:

This order prescribes the standards, policies, responsibilities, and procedures for the use of official Government mail services in the Maritime Administration.

Section 2. Authorities:

Title 39 of the U.S. Code, U.S. Postal Service Finance Group memorandums issued annually to U.S. Government departments and agencies, and Department of Transportation Orders DOT 1320.11A, 1320.12B, and 1360.5.

Section 3. General Responsibilities:

3.01 The Chief, Division of Office Services, shall:

1. Serve as the Maritime Administration Mail Management Officer and direct the mail management program.
2. Serve as the Maritime Administration representative on the Department of Transportation Mail Management Committee.
3. Provide reports on mail management matters as required.
4. Establish and issue a listing of mail pick-up and delivery points for offices of the agency located in the Nassif Building, Washington, D.C.

3.02 All Maritime Administration officials shall assure compliance by their staff with the provisions of this order and authorities referenced in section 2 above. Where appropriate because of office size, internal mail management procedures should be established in general compliance with the provisions of this order.

3.03 Region Directors and the Superintendent, U.S. Merchant Marine Academy, shall:

- 1 Designate a focal point to receive and to dispatch mail for their respective organizations.
- 2 Establish internal mail management procedures in compliance with the provisions of this order.

Section 4. Official and Personal Mail:

4.01 Mail consists of letters, memoranda, telecommunications, post cards, documents, packages, publications, and other communications received for distribution or dispatch.

4.02 Only official Government business may be transacted by penalty mail (See section 5 below).

4.03 Employees shall not have personal mail sent to their Maritime Administration address. Similarly, personal mail shall not be intermixed with official mail for dispatch (also see 5.04 below). U.S. Postal Service mail chutes or mail boxes will be used for collection of personal mail, while official mail will be collected only through the Maritime Administration or Departmental mail system.

Section 5. Use of Penalty Mail Privileges:

5.01 For the purposes of this order, "penalty mail" means official mail which is authorized by law to be transmitted in the mail without prepayment of postage. Penalty mail is identified with the indicium:

Postage and Fees Paid  
Maritime Administration  
DOT 520



5.02 Penalty mail shall be used for all official mail matter (except Government Messenger service), including regular mail, certified mail, registered mail, special delivery, third class, parcel post, and interagency communications. Indicate the type of service desired, when other than regular mail, on the cover by hand printing, typewriter, rubber stamp, or by over-printing. The latter should be used only when justified by the volume of a particular service.

5.03 The principal legal requirements for use of penalty mail provide that no agency of the Government shall use this privilege to transmit through the mail, any book, report, periodical, bulletin, pamphlet, or other document (except official letter correspondence, including such enclosures as are reasonably related to the subject matter of the correspondence, and all forms, blanks, and copies of statutes, rules, regulations, instructions, administrative orders, and interpretations necessary in the administration of the agency), unless a request therefor has been previously received; or such transmission is required by law; or such document is transmitted to inform the recipients of the adoption, amendment, or interpretation of a statute, rule, regulation, or order to which they may be subject.

5.04 The use of penalty mail also is limited by law to the conveyance of official business communications. Penalty covers (envelopes, wrappers, labels, or cards used to transmit penalty mail) shall not be used by any employee for personal communications or by any nonappropriated fund activity. Postal laws and regulations provide penalties for the private use of penalty mail to avoid payment of postage. (18 U.S. Code, Section 1719). The affixing of postage stamps to official penalty covers for personal use is also prohibited.

5.05 Penalty mail shall not be used for intra-agency communications in Washington, D.C., i.e., within the Nassif Building; or for any Maritime Administration destination serviced by express mail or pouch mail (See section 8). Transmittal slips and U.S. Government Messenger Envelopes (Standard Form 65) shall be used to the fullest extent practicable for routing communications within the agency. Maritime Administration employees in field offices located in a building with other federal agencies shall utilize messenger service to the fullest extent practicable in lieu of penalty mail.

5.06 Small envelopes (i.e., not in excess of 6 1/8" wide, 11 1/2" long, and 1/4" thick) shall be used whenever practical in transmitting typewritten or handwritten information by penalty mail. Under existing rates, a savings is realized for each small envelope used instead of a larger envelope. Large items should be folded to fit the small envelopes whenever feasible. Envelopes, cards, etc., measuring less than 3 1/2" wide, 5" long, and 1/4" thick are not acceptable for mailing.

Section 6. Use of Business Reply Mail Privileges:

Employees of the Maritime Administration may enclose Business Reply covers (labels, envelopes, etc.) with proper return address to any person from or through whom official information is desired; provided that such covers may not be furnished for use of bidders, or contractors with the Government, or to enable private persons or concerns to send free any report, form, questionnaire, or other information which they are required by law to furnish. The Office of Administrative Services and Procurement will make Business Reply covers available to all elements of the Maritime Administration.

Section 7. Incoming Mail, Washington, D.C.:

7.01 Incoming mail shall be processed in the DOT Mail Services Branch and forwarded to the MARAD mail pick-up and delivery points prescribed by the Division of Office Services.

7.02 Mail not addressed to the attention of a specific recipient, or exempted in section 7.03 below, shall be opened in the Correspondence Branch and routed to the appropriate office. The Maritime Administration's "MAILDEX" and "MARAD Mail Pick-Up and Delivery Points" documents serve as guides in this routing. Also, if upon opening a document it is found to fall under subsections 7.03 1 through 4 below, those subsections apply.

7.03 Mail as specified below is not opened, and is routed as follows:

- 1 Security Officer - All registered and certified mail. Mail addressed to the Security Officer or materials classified TOP SECRET, SECRET, or CONFIDENTIAL.

- 2 Office of Personnel - Mail marked U.S. GOVERNMENT USE ONLY or addressed to the Personnel Officer, Office of Personnel, or marked as Official Personnel Folders.
- 3 Correspondence Branch, Division of Office Services, Office of Administrative Services and Procurement - All mail addressed to the Maritime Administrator, the Deputy Maritime Administrators, and staff members of the Office of the Maritime Administrator; White House and Congressional mail; and mail from Secretarial Officers, heads of other agencies, or other governments.
- 4 Secretary (Maritime Administration/Maritime Subsidy Board) - Sealed bids addressed to the Secretary. However, if a bid has been opened by mistake, the envelope shall be resealed and a notation made on the envelope to the effect that it was opened in error.
- 5 Appropriate Addressee, as indicated on the envelope - All mail other than 1 through 4 above marked with a specific addressee.

7.04 Upon opening, correspondence shall be reviewed and a correspondence control sheet shall be prepared for any requiring action.

7.05 Mail Containing Cash, etc. Mail opened in error by the DOT Mail Services Branch containing identifiable cash, checks, money orders, and other negotiable documents will be immediately resealed and hand-carried intact to a designated employee in the Correspondence Branch, Maritime Administration, who shall accept delivery and prepare a listing of these items on Form MA-114, "Record of Cash and Checks Received," and shall hand-carry the items, with any letters, transmittals, etc., and two copies of Form MA-114, without delay to the Office of Financial Management.

- 1 A designated employee of the Office of Financial Management shall sign and return a copy of Form MA-114 to the Correspondence Branch indicating receipt of the item shown, and retain the original for record purposes.
- 2 Mail opened by other offices of the Maritime Administration containing cash, checks, money orders, and other negotiable documents shall be listed on Form MA-114 and immediately hand-carried to the Office of Financial Management for processing as above.

7.06 The Correspondence Branch shall:

- 1 Route directly to the Maritime Administrator correspondence or mail as specified by the Maritime Administrator, such as from the White House or Congress, Secretary or Deputy Secretary of Transportation, and heads of other agencies or other governments.
- 2 Route to the Maritime Administrator and the Deputy Maritime Administrators all communications concerning strikes in the maritime industry.
- 3 Forward other mail to the appropriate action office, even though addressed to the Maritime Administrator or the Deputy Maritime Administrators.

- 4 Make a copy of all significant correspondence for the Deputy Maritime Administrators. A copy may be routed to other concerned offices.
- 5 Submit "Overdue Correspondence Control (MAR 2281)" report of overdue controlled correspondence to the Deputy Maritime Administrator daily.
- 6 Maintain a log of all correspondence with suspense dates, forwarding a copy to the Maritime Administrator daily.
- 7 Submit a status report on overdue Secretarial correspondence to the Executive Secretariat weekly.
- 8 Submit a report of pending correspondence to the Maritime Administrator daily.
- 9 Submit information copies of reports required by 5, 6, 7, and 8 above to the following:
  - (1) Associate Administrator for Policy and Administration.
  - (2) Director, Office of Administrative Services and Procurement.
- 10 With the aid of the "Distribution List for Airgrams and Telegrams," review the Intelligence Reports, Airgrams, and Telegrams received from the OST Classified Control Section and International Trade Administration, determine the action and information offices, prepare a correspondence control sheet for each item requiring a reply or other action, and deliver these communications to the appropriate offices.

Section 8. Outgoing Mail, Washington, D.C.:

8.01 Some of the principal postal services for official Government mail and their use are outlined in this subsection.

1 Use of Registered Mail:

- (1) Registered mail is not to be used in the Maritime Administration except for mailing material with a security classification of U.S.-"Secret," "NATO-Secret," or "NATO-Confidential" as provided in DOT Order 1640.4B. Any other requirements must be justified in writing and approved by the Chief, Division of Office Services, in Washington.
- (2) All registered mail must be effectively controlled at all times. In Washington, D.C., registered mail shall be sealed and forwarded to the Correspondence Branch, Division of Office Services. That Branch will stamp the control number thereon and enter control information on a registered mail log. The deadline for registered mail is 2:00 p.m. daily.

2 Use of Certified Mail:

- (1) Except as provided in 8.01 1 above, certified mail shall be used in lieu of registered mail when proof of delivery is essential and

the material has no monetary value. It shall be used for matter assigned security classification U.S.-"Confidential" but not for "NATO-Confidential." Any other requirements must be justified in writing and approved by the Chief, Division of Office Services, in Washington. For certified mail, the recipient's signature is kept for two years by the delivering post office. A return receipt showing to whom and the date delivered can be obtained for an additional fee.

- (2) All certified mail shall be sealed and forwarded to the Correspondence Branch. That Branch will stamp the control number thereon and enter control information on a certified mail log. The deadline for certified mail is 2:00 p.m. daily.

### 3 Use of Express Mail:

- (1) As established by agreements with the U.S. Postal Service, urgent mail between the Eastern, Central, and Western Regions and Maritime Administration Headquarters shall be transmitted by Express Mail. Outgoing mail (in U.S. Government Messenger Envelopes) must be in the Correspondence Branch not later than 2:00 p.m. daily for overnight delivery. Mail weighing more than three pounds to be sent by Express Mail must be justified in writing by the head of the issuing office to the Chief, Division of Office Services.
- (2) Bulk shipment items should not be sent by Express Mail. An advance copy of bulk shipment items may be sent via Express Mail with a notation that the remainder will follow via regular mail.

### 4 Use of Pouch Mail:

- (1) Pouch mail service is available from Headquarters, Maritime Administration, to all Regions and the U.S. Merchant Marine Academy. It receives priority handling for delivery in about two days. Pouch mail is merely the packaging of a day's mail to one destination under one cover, i.e., a large envelope, a protective bag, or a mail sack.
- (2) Outgoing mail for the pouch service (in U.S. Government Messenger Envelopes) must be in the DOT Mail Services Branch, Plaza Level, N.E., by 4:00 p.m. for dispatch the same day.

### 5 Other Mail Services:

Information on the other principal postal services available for official U.S. Government mail may be obtained by contacting the Chief, Correspondence Branch.

8.02 Official mail shall not be placed in the public mail collection boxes, chutes, etc. The internal mail distribution system shall be used instead or official mail may be hand-carried to the DOT Mail Services Branch, Plaza Level, N.E., for dispatch.

Section 9. Circularization of Mailing Lists:

9.01 Chapter III, DOT Order 1360.5, "Policy and Procedures - Printing, Duplicating, and Printing," requires that all mailing lists maintained for free and official distribution of publications must be circularized at least once a year to eliminate waste of Government funds which is incurred when publications are improperly addressed or mailed to addressees no longer desiring them. The order also requires that titles be used on mailing lists instead of names to reduce the cost of list maintenance.

9.02 The Chief, Division of Office Services, shall:

- 1 Circularize each mailing list annually and based on results, record for each the:
  - (1) Name of Publication.
  - (2) Frequency of issue.
  - (3) Number of addresses and copies called for on the list.
  - (4) Type of delivery used for the publication (first class mail, third class mail, third class bulk, etc.).
  - (5) Results of the circularization.
- 2 Maintain the record of circularization for a period of three years.
- 3 Upon request, submit a consolidated report of the data collected, "Circularization of Mailing Lists (MAR 2050)," to the Office of Administrative Operations, OST.

Section 10. Reimbursement for Mail Services:

10.01 Region Directors and the Superintendent, U.S. Merchant Marine Academy, shall upon request from the Chief, Division of Office Services:

- 1 Analyze the use of penalty mail in their organization by an actual mail count during the random sampling periods prescribed by the U.S. Postal Service. This count will provide a reasonable estimate of the Maritime Administration's cost in postage and fees on which to base the payments for these services to the U.S. Postal Service.
- 2 Report the results of the sampling to the Division of Office Services on Form MA-608, "Report of Outgoing Mail (MAR 2040)."

10.02 The Chief, Division of Office Services, shall:

- 1 Notify the officials in 10.01 above of the dates for conducting the actual mail count. The DOT Mail Services Branch will conduct the sampling for Headquarters and furnish the Division of Office Services with the results for consolidation with the field samplings.

- 2 Be responsible for filing a copy of Maritime Administration's procedures for sampling and estimating the fiscal year totals with the U.S. Postal Service by October 31 each year.
- 3 Correlate the reports received under 10.01 2 above and submit a report of projected volume to the U.S. Postal Service on U.S. Postal Service Form 1952, Annual Estimate of Anticipated Penalty Mail Usage, in order to reach the U.S. Postal Service by September 1 of each year. This amount will be used for a provisional billing at the beginning of the fiscal year, subject to adjustment when actual volume data are known.
- 4 Review the U.S. Postal Service billing transactions and notify the Division of Accounting Operations of the results. If the transactions are proper, no further action will be required. On the other hand, if there are any adjustments required, the Chief, Division of Accounting Operations, shall notify the U.S. Postal Service by October 31 and request that the accounts be adjusted accordingly.

Section 11. Effect on Other Issuances:

11.01 This order revokes the following issuances in their entirety:

1 Maritime Administrative Orders

240-2 dated May 17, 1978, and Amendment 1 dated September 6, 1979, Official Government Mail Matter

240-5 dated October 24, 1974, Correspondence and Mail Management - Office of Ship Construction

240-6 dated October 16, 1974, Correspondence and Mail Management - Eastern Region

240-7 dated October 17, 1974, Correspondence and Mail Management - Central Region

240-8 dated October 15, 1974, Correspondence and Mail Management, Western Region

2 Maritime Bulletins

240-1-79 (formerly 79-3) dated January 10, 1979, Postal Service

240-3-79 (formerly 79-56) dated August 6, 1979, Routing of Mail

240-5-79 (formerly 79-64) dated September 7, 1979, Mailing Procedures for "Official Mail"

240-1-80 (formerly 80-16) dated February 27, 1980, Employee Use of Postage Paid Agency Envelopes



240-3-81 dated July 7, 1981, Maritime Administration's Customer Design U.S. Postal Express Mail Service

240-5-81 dated November 13, 1981, Mail to Eastern, Central, and Western Regions

11.02 This order partially revokes the following as indicated:

Maritime Administrative Order 240-3 dated December 4, 1974, Correspondence and Mail Management:

Sections 2, 6, 7, and 8 are revoked.



RUSSELL F. STRYKER  
Associate Administrator  
for Policy and Administration