

For: State Offices

Mail Management Survey

Approved by: Deputy Administrator, Management



1 Completing the Mail Management Survey

A Background

The FFAS Mail Management Program:

- services all FFAS offices
- complies with the Federal Management Regulations (FMR) Parts 102 – 192, Mail Management
- strives to develop and use the best, most cost-effective management for the FFAS mail management program.

B Purpose

This notice provides a survey (Exhibit 1) for Field Offices to complete to assist in establishing and maintaining a tracking system of all mail operations. The information provided in Exhibit 1 will be used to determine how Field Offices are currently tracking mail costs.

C Contact

Direct questions about this notice to Kim Deal, FFAS Mail Manager, using any of the following:

- e-mail at kim.deal@wdc.usda.gov
- telephone at 202-720-2341
- FAX to 202-720-9263.

D Deadline for Submitting Survey (Exhibit 1)

State Offices shall complete Exhibit 1 and FAX to Kim Deal according to subparagraph C by COB March 6, 2009.

Disposal Date	Distribution
May 1, 2009	State Offices

Reproduce survey from this notice.

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

FSA STATE OFFICE MAIL MANAGEMENT SURVEY

This survey is used for State Offices to assist in establishing and maintaining a tracking system of all mail operations. The information provided on the survey will be used to determine how State Offices are currently tracking mail costs.

State Office: _____ Date Prepared: _____

- 1. Please provide a point of contact for your office who handles mail.
 - A. Name _____
 - B. Telephone Number (Area Code) _____

- 2. Are you using meters for your mailings? YES (if "YES" complete Items A through C) NO (if "NO" specify in Item D "Other")
 - A. Brand Name _____
 - B. Serial Number _____
 - C. Date Purchased _____
 - D. Other: _____

- 3. Are you using (select one)
 - A. Commercial meters Government penalty meters (OMAS)?
 - B. Serial Number of meter head _____ *(This serial number is the number used for your meter resetting)*

4. Do you have a FedEx account? YES NO If "YES" provide account number : _____

5. Do you have a UPS account? YES NO If "YES" provide account number : _____

6. Do you have a CAPPs account? YES NO If "YES" provide account number : _____

- 7. How many mailings do you send on a monthly basis?
 - A. FedEx _____ Cost \$ _____
 - B. UPS _____ Cost \$ _____
 - C. US Postal Service _____ Cost \$ _____
 - D. Other: _____ Cost \$ _____

- 8. Select any other methods of mailing used other than mentioned above:
 - Business Reply Mail
 - Permit Imprint Permit Number _____
 - Stamps
 - PC Postage
 - Other: _____ Permit Number _____

9. Provide your total mailing cost for FY08. (This includes meters, FedEx, USPS, UPS, etc.) \$ _____

FAX completed survey to Kim Deal, FFAS Mail Manager by March 6, 2009. Fax number is 202-720-9263.