

memorandum

DATE: JUL 02 2010

REPLY TO
ATTN OF: Mary R. Anderson, MA-42

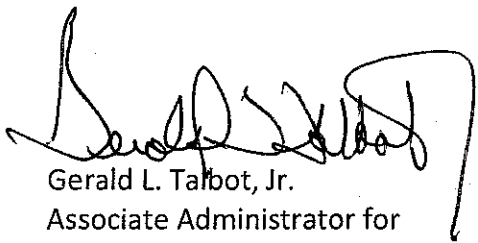
SUBJECT: 41 CFR Part 102-192, Mail Management

TO: Distribution

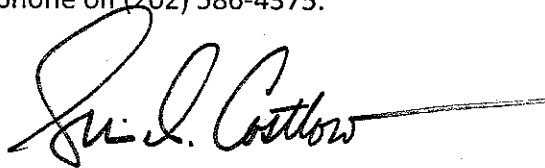
This memorandum is to bring to your attention 41 CFR Part 102-192, *Mail Management* prescribing policy and requirements for the effective, economical, and secure management of incoming, internal, and outgoing mail in Federal agencies. These requirements pertain to all DOE offices, and may also apply to national laboratories and other contractor facilities, depending on whether they qualify as Federal facilities as defined in the regulations. This regulation requires a written mail security plan for each Federal facility that processes mail, regardless of their mail volume.

A Federal facility is defined as "any office building, installation, base, etc., where Federal agency employees work; this includes any facility where the Federal government pays postage expenses even though few or no Federal employees are involved in processing the mail." To determine if they are subject to this regulation, all DOE facilities should consider whether they have any Federal employees working in their facilities or where mail for Federal employees is processed and DOE directly pays the postage. We interpret "working in their facilities" to mean that the Federal employee's principal office is in the laboratory facilities, and does not include locations where Federal employees do not maintain an office but only visit for work purposes. If either applies, then the facility is subject to the regulation. A copy of the CFR is available at <http://www.gpoaccess.gov>.

If additional information is needed, please contact Mary Anderson at DOE Headquarters via e-mail at mary.anderson@hq.doe.gov, or by phone on (202) 586-4375.



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cc: Department of Energy Mail Managers

