

MPG 1551.1

REVISION B

EFFECTIVE DATE: April 28, 2004

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MARSHALL PROCEDURES AND GUIDELINES

AD01

COURIER SERVICE, MAIL MANAGEMENT AND DISTRIBUTION

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Marshall Procedures and Guidelines AD01		
Courier Service, Mail Management and Distribution	MPG 1551.1	Revision: B
	Date: April 28, 2004	Page 2 of 8

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12/27/99	
Revision	A	5/31/01	<p>Changed Authority in P.3 to update the NHB 1450.10, "NASA Correspondence Standards" to NPG 1450.10, "NASA Correspondence Management and Communications Standards and Style." Changed Applicable Documents in P.4 to update the NHB 1450.10, "NASA Correspondence Standards" to NPG 1450.10, "NASA Correspondence Management and Communications Standards and Style." Added "The Lead, Transportation and Logistics Engineering Group, is also responsible for approving requests for standard distributions for SDL-5 and SDL-6" under Responsibilities (2.1). Deleted 2.2 Director, Center Operations Directorate. Changed 2.3 Supervisors to 2.2. Changed 2.4 Directors/Managers of Basic Organizations to 2.3. Changed Outgoing Mail to Postal Channels (3.2) to update the NHB 1450.10, "NASA Correspondence Standards" to NPG 1510.10, "NASA Correspondence Management and Communications Standards and Style." Added "Address Correction Notification," after Electronic MSFC Form 4309 in Mail Codes (3.6). Added MPG 2190.1, "MSFC Export Control Program" under P. 5 References. Added "Control of International Mail" after "Control of Classified Mail" under No. 3 Procedure. Page 8 of 8 under records now reads "The distribution list in the appendix is maintained online by MSFC Mailroom personnel working under the Institutional Services Contract." Changed SDL 1B to SDL 1D under Engineering Directorate.</p>
Revision	B	4/28/2004	<p>Added Courier Service to the title page. Added courier service in section P.1 Purpose. Added 1.3 Courier Service desk-to-desk pickup & delivery of packages less than 60 pounds within a 50-mile radius under Definitions. Changed 1.3 Mail to 1.4. Changed 1.4 to 1.5 Standard Distribution List (SDL). Added desk-to-desk courier service in 2.1 under Responsibilities. Added "and responsible for notifying the courier services representative for pickup delivery of packages" in section 2.3 under Responsibilities. Added "Scan all mail which will physically fit through the Government-furnished x-ray equipment to identify any suspicious contents." Deleted appendix. Updated the footer URL. Added MPG 1040.3, "MSFC Emergency Plan" under P.4 Applicable Documents. Under 2. Responsibilities changed "The Lead, Transportation and Logistics Engineering Group, is also responsible for approving</p>

Marshall Procedures and Guidelines AD01		
Courier Service, Mail Management and Distribution	MPG 1551.1	Revision: B
	Date: April 28, 2004	Page 3 of 8

			<p>requests for standard distributions for SDL-5 and SDL-6" to "The Lead, Transportation and Logistics Engineering Group, is also responsible for approving requests for standard distributions to all civil service personnel and in-house contractors." Added paragraph 3.1.1.1, "If a suspicious letter or package is received, call 911 per MSFC Emergency Plan, MPG 1040.3, Section 10, and, if advised to do so, evacuate employees in the area." Paragraph 3.1.2 Deleted "will have the appropriate security clearance" and replaced with "will have the appropriate background investigation."</p>
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Marshall Procedures and Guidelines AD01		
Courier Service, Mail Management and Distribution	MPG 1551.1	Revision: B
	Date: April 28, 2004	Page 4 of 8

TABLE OF CONTENTS

Preface

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents
- P.5 References
- P.6 Cancellation

Document Content

- 1. Definitions
- 2. Responsibilities
- 3. Procedure
- 4. Records
- 5. Flow Diagram

Marshall Procedures and Guidelines AD01		
Courier Service, Mail Management and Distribution	MPG 1551.1	Revision: B
	Date: April 28, 2004	Page 5 of 8

PREFACE

P.1 PURPOSE

To assign responsibilities and prescribe procedures for handling and control of Marshall Space Flight Center (MSFC) mail and for maintaining current Standard Distribution Lists (SDLs).

P.2 APPLICABILITY

This Directive applies to all Center organizational elements.

P.3 AUTHORITY

- a. NPD 1490.1, "NASA Printing, Duplicating, Copier, Forms, and Mail Management"
- b. NPR 1450.10, "NASA Correspondence Management and Communications Standards and Style"

P.4 APPLICABLE DOCUMENTS

- a. NPR 1450.10, "NASA Correspondence Management and Communications Standards and Style"
- b. MPG 1040.3, "MSFC Emergency Plan"

P.5 REFERENCES

- a. MPG 1600.1, "MSFC Security Procedures and Guidelines"
- b. MPG 2190.1, "MSFC Export Control Program"

P.6 CANCELLATION

MPG 1551.1A dated May 31, 2001

Original signed by
Axel Roth for

David A. King
Director

Marshall Procedures and Guidelines		
AD01		
Courier Service, Mail Management and Distribution	MPG 1551.1	Revision: B
	Date: April 28, 2004	Page 6 of 8

DOCUMENT CONTENT

1. DEFINITIONS

1.1 Accountable Mail. Mail controlled by the U.S. Postal Service, registered, insured, or certified; classified mail; or any other document specifically designated by the MSFC Director to be of sufficient importance to need special handling.

1.2 Action Office. Organizational element responsible for taking necessary action on incoming mail and intra-Center messages.

1.3 Courier Service. Desk-to-desk pickup and delivery of packages less than 60 pounds within a 50-mile radius.

1.4 Mail. All postal matter received from or dispatched through the U.S. Postal Service. This also includes documents dispatched between MSFC organizational elements.

1.5 Standard Distribution List (SDL). List that is maintained by mail services which lists organizational codes and the quantity of printed matter that is to be distributed to those codes.

2. RESPONSIBILITIES

2.1 The Lead, Transportation and Logistics Engineering Group, will, as the Mail Management Coordinator, establish and exercise operational management of the mail system for MSFC, including specifying procedures for the desk-to-desk courier service, receipt and dispatch of all incoming and outgoing MSFC mail. The Lead, Transportation and Logistics Engineering Group, is also responsible for approving requests for standard distributions to all civil service personnel, military detailees and in-house contractors.

2.2 Supervisors will ensure that appropriate electronic distribution capability is used to the maximum extent and that SDL requirements are reviewed on a systematic basis so that adequate copies are received by each organization for internal distribution. Paper distribution may be necessary in addition to or instead of electronic distribution for personnel announcements, safety concerns, payroll issues, etc.

2.3 Directors/Managers of Basic Organizations are responsible, through mail control clerks/accountable records custodians designated by them, for the receipt, dispatch, and control of all classes of mail within their organization in accordance with the

Marshall Procedures and Guidelines AD01		
Courier Service, Mail Management and Distribution	MPG 1551.1	Revision: B
	Date: April 28, 2004	Page 7 of 8

requirements in this Directive and responsible for notifying the courier services representative for pick-up delivery of packages.

3. PROCEDURE

3.1 Incoming Mail from Postal Channels.

3.1.1 The mail and messenger operation of the Transportation and Logistics Engineering Group will receive and distribute all MSFC mail on a pre-established schedule to the organization mail stations. Scan all mail which will physically fit through the Government-furnished x-ray equipment, to identify any suspicious contents.

3.1.1.1 If a suspicious letter or package is received, call 911 per MSFC Emergency Plan, MPG 1040.3, Section 10, and, if advised to do so, evacuate employees in the area.

3.1.2 The MSFC mail manager will have the appropriate background investigation, and will deliver any incoming classified mail to the Protective Services Department for appropriate disposition.

3.1.3 Mail control clerks and alternates in MSFC organizations will be responsible for receiving, routing, and controlling nonclassified mail received into their organizations.

3.2 Outgoing Mail to Postal Channels. Outgoing mail will be prepared by each organizational element using the criteria established by NPR 1450.10, "NASA Correspondence Management and Communications Standards and Style." All outgoing mail will be metered.

3.3 Internal Mail. Only official internal mail will be transmitted through the Center mail and messenger operation. Personal mail will be deposited in the post office or designated drop boxes.

3.4 Control of Classified Mail. The procedures for handling classified mail at MSFC will be governed by the guidelines established by MPG 1600.1, "MSFC Security Procedures and Guidelines," chapter 1. No MSFC organization or employee will transmit classified material to outside agencies, companies, or individuals without first processing the material through the Protective Services Department.

3.5 Control of International Mail. The procedures for handling international mail at MSFC will be governed by the guidelines established by MPG 2190.1, "MSFC Export Control Program." No

Marshall Procedures and Guidelines AD01		
Courier Service, Mail Management and Distribution	MPG 1551.1	Revision: B
	Date: April 28, 2004	Page 8 of 8

MSFC organization or employee will mail material to foreign entities without keeping records and following the procedures outlined in MPG 2190.1.

3.6 Standard Distribution Request. Requests for increase or decrease in distribution totals will be made by letter to the Transportation and Logistics Engineering Group Lead. These requests will indicate the total number of copies required by that organization for each SDL.

3.7 Mail Codes. To ensure prompt and efficient delivery of MSFC mail, Center personnel must have current mail codes. Each mail recipient should notify mailing organizations when there is a mail code address change. Electronic MSFC Form 4309, "Address Correction Notification," is available to complete and send to individuals or businesses when there is a change of mail code. This form is located in Informed Forms.

4. RECORDS

None

5. FLOW DIAGRAM

None