BRIEF

Policy Summary

Berkeley Lab processes mail only for official Laboratory business.

Mail Services ensures that the Laboratory's domestic mail, international mail, and interoffice mail are picked up, sorted, and delivered to on- or off-site locations. The Laboratory uses government funds to provide postage for outgoing mail addressed to an off-site location.

Who Should Read This Policy

This policy applies to all Berkeley Lab employees and affiliates.

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

Contact Information

Fleet & Site Services Manager
Facilities Division

POLICY

A. Purpose

This policy provides guidance on the requirements for the management and use of the Lawrence Berkeley National Laboratory (Berkeley Lab) internal mail system.

B. Persons Affected

This policy applies to all Berkeley Lab employees and affiliates.

C. Exceptions

None

D. Policy Statement

The Laboratory’s mail system is intended to process only official mail, which is mail that results from the performance of duties directly related to official Laboratory business. The Laboratory uses government funds to provide postage on outgoing mail. Using Laboratory-furnished postage for...
other than official business mail is a violation of Laboratory policy and the Laboratory's contractual obligations to DOE. Examples of mail not considered official are gifts, calendars, Christmas cards, and resumes sent to other organizations. In addition, the Laboratory's mail system may not be used for stamped personal mail. Similarly, the mail system may not be used for incoming personal mail (e.g., personal correspondence, bank and credit statements, popular magazines, clothing catalogs, gift packages). Incoming mail of a personal nature may be refused or returned to sender at the discretion of the Mail Services Supervisor.

E. Roles and Responsibilities

Managers, supervisors, employees, and affiliates have the responsibility to adhere to the provisions of this policy.

F. Definitions/Acronyms

None

G. Recordkeeping Requirements

Facilities Mail Services is responsible for recording daily incoming, outgoing and internal mail piece counts.

H. Implementing Documents

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I. Contact Information

Fleet & Site Services Manager
Facilities Division

J. Revision History

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<td>B. Llewellyn</td>
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<td>11/16/2015</td>
<td>1.1</td>
<td>K. Porter</td>
<td>Periodic review</td>
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Document Information

DOCUMENT INFORMATION

Title: Mail Services
Document number 09.06.004.000
Revision number 1.1
Publication date: 11/16/2015
Effective date: 11/16/2015
Next review date: 11/16/2018
Policy Area: Contracting Services
RPM Section (home) Facilities Management
RPM Section (cross-reference)
Functional Division Facilities
Prior reference information (optional) RPM Section 1.19

Source Requirements Documents

- Berkeley Lab Senior Management
Other Driving Requirements

- 41 CFR Part 102-192, *Mail Management*
- *Ethics and Conduct at Berkeley Lab*, policy, 01.01.001.000

Implementing Documents

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