



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1460.11
Effective Date: March 24, 2014
Expiration Date: January 31, 2019**

Responsible Office: Center Operations Directorate, Logistics Management Branch

SUBJECT: Mail Management

1. POLICY

- a. It is Langley Research Center (LaRC) policy to control and process mail in an effective manner by ensuring that all incoming official mail is promptly moved from the point of receipt to the office responsible for action, and that all outgoing mail meets established mail standards for cost-effectiveness and delivery. Priority will be given to official mail relating to U.S. Government business. Bulk mail will be handled with a lower priority. See Attachment for Mail Definitions.
- b. The Center's mail system is for official mail only. Material received or distributed at the Center shall meet the following criteria:
- (1) Pertains to NASA's mission, or
 - (2) Is associated with Government programs or operations, or
 - (3) Originates from an officially sanctioned organization that contributes to the morale and welfare of civil service and/or contractor employees.
 - (4) Mail that does not meet the above criteria should be delivered to the employee's home or off-site address. Employees should make every effort to notify outside sources of this requirement. It is recognized that occasionally personal mail will be sent to the Center; however, it is not possible to assure prompt and special handling of this mail.
- c. All incoming mail is subject to being opened to determine proper disposition.
- d. It is NASA's policy that official mail envelopes, labels, and postage will be used only by NASA personnel in the performance of their assigned Government duties. Only envelopes meeting U.S. Postal Service (USPS) specifications will be used for official mail.
- e. All official outgoing mail must be processed and metered through the Center's mail system. Official mail must not be placed in the USPS collection boxes.
- f. All mail addressed to foreign persons, embassies in the U.S., or foreign destinations shall comply with U.S. export control laws and regulations as well as NASA export procedures. (See LMS-CP-1725, "Export Control.")

2. APPLICABILITY

This LAPD is applicable to all LaRC employees.

3. AUTHORITY

None

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPD 1382.17, "Privacy Act – Internal NASA Direction in Furtherance of NASA Regulation."
- b. NPD 1490.1, "NASA Printing, Duplicating, Copying, Forms and Mail Management."
- c. NPR 1450.10, "NASA Correspondence Management and Communications Standards and Style."
- d. NPR 1600.1, "NASA Security Program Procedural Requirements."
- e. LAPD 6000.1, "Transportation Management."
- f. LMS-CP-1460.2, "Incoming Mail to LaRC"
- g. LMS-CP-1460.3, "Outgoing Mail from LaRC"
- h. LMS-CP-1725, "Export Control."
- i. LF 39, "Address/Telephone Number Change Notice (Postcard)."
- j. LF 41, "LaRC Directory Change Notice."
- k. LF 52A, "Export Control Document for Foreign Mailings."

5. RESPONSIBILITY

- a. Mail Manager
 - (1) Ensure that LaRC's mail operations are efficiently organized and effectively managed according to Center policy and applicable regulations.
 - (2) Monitor mail operations performed by the Center's on-site contractor support.
 - (3) Manage the allocation of mail stops and appoint a mail stop custodian for each mail stop.

- (4) Act as liaison between local USPS officials on matters concerning mail operations.
- (5) Plan and budget postal cost and send accountability reports to NASA Headquarters.
- (6) Advise employees to submit LF 41, "LaRC Directory Change Notice," to ensure that mail stop, facility and room number, and telephone number are current.

b. Mail Stop Custodians

- (1) Distribute all mail received.
- (2) Ensure that classified, sensitive, or Privacy Act mail delivered to or originated within their organization is handled according to NPD 1382.1, "Privacy Act – Internal NASA Direction in Furtherance of NASA Regulation," NPR 1600.1, "NASA Security Program Procedural Requirements," and NPR 1450.10, "NASA Correspondence Management and Communication Standards and Style."
- (3) Notify the Mail Manager, LMB, when a change in the location of a mail stop is required or there is a change in custodians.
- (4) Ensure that employees within the organization are aware of proper mail processing procedures.

c. Employees and Other Center Personnel

- (1) Use a U.S. Government messenger envelope for internal mail, and write a mail stop number and the first and last name of the recipient on all material placed in the mail service.
- (2) Include the current mail stop as part of the address on official mail sent to LaRC. Notify mailing organizations of mail stop address changes or subscription cancellations, as appropriate.
- (3) Deposit outgoing personal mail in the USPS collection box located in front of the NASA Langley Federal Credit Union.
- (4) Discourage use of the Center Mail System to receive bulk mail (periodicals, catalogs, magazines, brochures, newspapers, flyers, books, etc.) not essential to the performance of official duties.
- (5) Submit LF 41 when mail stop, facility, room, or telephone number is changed. Mail without a correct mail stop number may be undeliverable and is subject to delayed delivery.
- (6) Follow proper procedures for handling classified, sensitive, and Privacy Act mail. (See NPD 1382.17, NPR 1600.1, and NPR 1450.10.)

(7) Submit LF 39, "Address/Telephone Number Change Notice (Postcard)," to notify outside sources of correct official mail address, including mail stop number. The telephone number is optional. LF 39 is available only from Stock.

(8) Disposition of mail resulting from an employee's separation retirement, or death shall be handled by their former organization. Incoming mail should be reviewed, and senders contacted, or LF 39s sent to redirect or cancel mailings.

9 To ensure compliance with U.S. export control laws and regulations, complete NLF 52A, "Export Control Document for Foreign Mailings," and submit all mail addressed to foreign persons, embassies in the U.S., or foreign destinations, properly addressed and unsealed, to the Assistant Center Export Administrator or the Center Export Administrator for review.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS/VERIFICATION

None

8. CANCELLATION

LAPD 1460.1, dated March 25, 2009.

Original signed on file

Steven G. Jurczyk
Acting Center Director

Distribution:

Approved for public release via the Langley Management System; distribution is unlimited.

DEFINITIONS

a. Mail is:

(1) Material received or dispatched through the U.S. Postal Service or a private carrier for delivery through the on-site mail-messenger system.

(2) Material placed in the on-site mail-messenger system for dispatch and delivery.

b. Official mail is material relating exclusively to U.S. Government business, for which NASA pays the U.S. Postal Service.

c. Contractor mail consists of official mailings made on behalf of NASA under an authorized contract. The U.S. Postal service has issued a permit imprint number to NASA for this purpose.

d. Centralized pick-up location is a mail station that is centrally located in each facility. It is equipped with mail bins to receive incoming and to send outgoing mail.