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REGULATIONS IN THE AREA OF GOVERNMENT MAILINGS  
POST OFFICE DEPARTMENT

B-169391  
5-13-70

RESTRICTED

Report to Congressman Elford A. Cederberg pursuant to his request.

We reported that the General Accounting Office did not have either the responsibility for issuing, or the authority to issue, regulations for holding down expenses of Government mailings. However, we did furnish information concerning the programs prepared by the Post Office Department and General Services Administration to minimize Government costs and to improve mail service.

RELEASED

*no index  
Cedarberg*

~~9/15/79~~

**089887**

RESTRICTED

This report was issued pursuant to a request from Congressman Elford A. Cederberg concerning the practice of Government agencies using large envelopes for certain mailings when smaller, less expensive envelopes would suffice.

We reported that the Post Office Department and the General Services Administration recently issued guidelines to all Federal agencies for preparing Government mail. The instructions provide that, since larger envelopes are more costly to purchase and process, material should be folded to fit letter-size envelopes whenever practicable. We also reported that the Department and GSA have established a plan for reviewing the agencies' actions in implementing instructions.

We stated that according to the Department, application of the guidelines should result in faster, safer, more reliable, and more economical mail service to the Government and to the public.

An index has not been prepared for this report.

*Revised*



COMPTROLLER GENERAL OF THE UNITED STATES  
WASHINGTON D C 20548

B-169391  
5-13-70

B-169391

MAY 13 1970

POA

Dear Mr. Cederberg:

Further reference is made to your letter of March 10, 1970, which forwarded a letter from Mr Paul Lisk and in which you requested a report on any regulations which the Comptroller General had established for holding down expenses of Government mailings, particularly with regard to the practice of Government agencies using large envelopes when smaller, less expensive envelopes would suffice

In a letter to you on March 25, 1970, we stated that this Office did not have either the responsibility for issuing, or the authority to issue, such regulations and that we would look into the use of envelopes by selected Government agencies.

Mr. Lisk said that many Government agencies mail news releases to each newspaper in the United States each week in large envelopes instead of folding the news releases and mailing them in small envelopes To illustrate, he said that he had received a news release from a Government agency that had been mailed in a large envelope but could have been folded and mailed in a small envelope He said that large envelopes cost his firm \$34 09 per 1,000 in 10,000 lots and that an ordinary No 10 letter-size envelope costs \$5 81 per 1,000

In contrast to the price difference of envelopes quoted by Mr Lisk, the price difference between large and small envelopes at Government contract prices is about \$5 per thousand Although the use of smaller envelopes would result in savings, such savings would be offset to some extent by the added expense of folding material for insertion into letter-size envelopes

As agreed to by your office, we did not develop the net cost effect of Government agencies using large envelopes when letter-size envelopes may suffice because of a recently inaugurated Government-wide program designed to improve the preparation and handling of mail and to reduce mailing expenses This program was prompted by a Presidential memorandum of July 24, 1968, which directed the Post Office Department to provide mail-improvement guidelines and technical advice to the General Services Administration (GSA). The Administrator of General Services was designated to act as the central mail-improvement coordinator. Each department or agency was directed to designate its chief administrative officer to carry out the program.

RELEASED

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The Post Office Department developed "Guidelines for Preparing U S Government Mail," copies of which were transmitted by GSA in December 1969 to all Federal agencies. The primary objectives of the guidelines are to minimize Government costs and to improve mail service. The guidelines, which include instructions on the relationship of envelope size to content size, state that letter-size envelopes should be used for material that can be folded.

The Department and GSA have jointly prepared, in addition to the guidelines, various training aids, including a simplified version of the guidelines in the form of a reference booklet, "Prepare with Care," to be given to Government employees directly involved in preparing mail. The booklet states that, since larger envelopes are more costly to purchase and process, material should be folded to fit letter-size envelopes whenever practicable. GSA is planning to conduct, during April, May, and June 1970, a Government-wide training program in the application of the postal guidelines. In addition, GSA has requested Government agencies to submit progress statements at 6-month intervals beginning on October 1, 1970, indicating the number of personnel trained and including a summary of other specific actions taken to comply with the guidelines. To determine the effectiveness of the mail improvement program, the Department plans to make periodic reviews of agencies' practices.

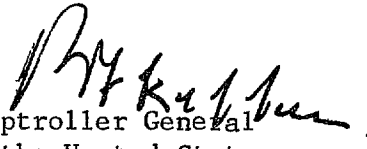
According to the Department, application of the guidelines should result in faster, safer, more reliable, and more economical mail service to the Government and to the public.

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As agreed to by your office, the Department is being notified of the release date of this letter.

We trust that the information furnished will be helpful.

Sincerely yours,

  
Assistant Comptroller General  
of the United States

The Honorable Elford A. Cederberg  
House of Representatives