§ 102–192.130 What are your general responsibilities as an agency mail manager?

In addition to carrying out the responsibilities in Subparts B, C, D, and E of this part, an agency mail manager should—

(a) Establish written policies and procedures to provide timely and cost effective dispatch and delivery of mail; and
(b) Ensure agency-wide awareness and compliance with standards and operational procedures established by all service providers used by the agency;

GSA will post the names and official contact information for all large agency mail managers on its web site located at www.gsa.gov/mailpolicy.