GENERAL SERVICES ADMINISTRATION


Improving Mail Management Policies, Procedures, and Activities

AGENCY: Office of Governmentwide Policy, General Services Administration (GSA).

ACTION: Notice of FMR Bulletin G–03.

SUMMARY: The General Services Administration (GSA) has issued Federal Management Regulation (FMR) Bulletin G–03 which provides guidance to Executive Branch agencies for improving mail management policies, procedures, and activities. FMR Bulletin G–03 and all other FMR Bulletins may be found at http://www.gsa.gov/portal/content/102953#MailManagement.

DATES: Effective Date: This notice is effective May 29, 2012.

Applicability Date: This notice applies to Mail Management Policy performed on or after May 2, 2012.

FOR FURTHER INFORMATION CONTACT: Mr. Derrick Miliner, Office of Governmentwide Policy (MAF), Office of Asset and Transportation Management, General Services Administration at (202) 273–3564 or via email at derrick.miliner@gsa.gov. Please cite FMR Bulletin G–03.

SUPPLEMENTARY INFORMATION: In an effort to cut waste, increase sustainable practices, remain in compliance with Executive Orders and the Federal Management Regulation, Federal agencies, internal policies should address the four requirements described in this bulletin. These include: (1) Consolidation of mail including presorting; (2) reductions of hard copy agency-to-agency mailings; (3) sustainable mail practices; and (4) secure mail for teleworkers.

Dated: May 16, 2012.

Carolyn Austin Diggs,
Assistant Deputy Associate Administrator,
Office of Asset and Transportation Management, Office of Governmentwide Policy.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Medicare & Medicaid Services

[Document Identifier CMS–1500 (08/05) and CMS–1500 (2/12)]

Agency Information Collection Activities: Proposed Collection; Comment Request

AGENCY: Centers for Medicare & Medicaid Services, HHS.

In compliance with the requirement of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Centers for Medicare & Medicaid Services (CMS) is publishing the following summary of proposed collections for public comment. Interested persons are invited to send comments regarding this burden estimate or any other aspect of this collection of information, including any of the following subjects: (1) The necessity and utility of the proposed information collection for the proper performance of the agency’s functions; (2) the accuracy of the estimated burden; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) the use of automated collection techniques or other forms of information technology to minimize the information collection burden.

1. Type of Information Collection Request: Reinstatement without change of a previously approved collection; Title of Information Collection: Health Insurance Common Claims Form and Supporting Regulations at 42 CFR part 424, Subpart C: Use: The Form CMS–1500 answers the needs of many health insurers. It is the basic form prescribed by CMS for the Medicare program for