

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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EMS TRANSMISSION

Information Bulletin No. BC-2002-058

To: National Center Directors, Manager, Land & Resource Projects Office, Manager
System Coordination Group

From: Director, National Business Center

Subject: Change in Mail Processing Procedures

Currently, almost all mail received through our mailroom in Building 50 is *not* opened. It is sorted and then delivered to the various mail stops throughout the building. For Bureau of Land Management staff in other buildings on the Denver Federal Center, the mail is shuttled via CASU to and from these locations.

A significant shortcoming of this process is that it does not allow us to capture incoming checks/deposits at a central location (the mailroom) and enter the check/deposit information immediately into the Collections and Billing System (CBS). This has already resulted in problems. If the KPMG audit group were to review our current mailroom procedures, they would undoubtedly be critical of our failure to implement basic management controls.

Consequently, beginning May 1, 2002, all National Business Center/Office mail will be opened at the point of receipt, i.e., our mailroom in Building 50. The following mail items are exceptions and will *not* be opened:

1. All National Human Resources Management Center mail (HR-200, HR-210, HR-220, HR-230, HR-240, and HR-250).

2. Invitations for Bids, Requests for Proposals, and Requests for Quotations will be sent to the Procurement Group. If any of these are accidentally opened in the mailroom,

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the mailroom employee will reseal the package, note and sign it, and deliver it to the Procurement Group's mail stop.

3. Special Attention (blue) Envelopes will be routed directly to the addressee. If a blue envelope is not addressed with a specific individual's name, it will be opened (e.g., Finance, BC-620).
4. Competitive Sealed Bids will be sent directly to the cashier or contracting officer, as appropriate.
5. Mail marked APersonal,@ AConfidential,@ or ANot to be Opened in Mailroom@ will be sent directly to the addressee.
6. Mail identified on the envelope as sensitive in nature will be sent directly to the addressee (office or individual).
7. Mail addressed to the FOIA or Privacy Act Officer will be sent directly to that individual.
8. Express mail envelopes from express services (e.g., Federal Express, USPO express envelopes, DHL, etc.) will not be opened.

This process will ensure that checks/deposits are captured and immediately entered into CBS. It will also mean a delay with your morning service since performing the mail opening and CBS requirements will take additional time. In order to keep this delay to a minimum, our one-person (Chuck Garcia) mail operation will be supplemented with an additional staff member. In addition, a warehouse individual will act as a back-up to this operation.

For further information on mail processing, please contact the Mail Clerk, Chuck Garcia, at 303-236-6358.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

Distribution
ST-150, BLM Library

WO-850, Bob Doyle

WO-330D

WO-570D