



**GLENN
POLICY
DIRECTIVE**

Directive: GLPD 1460.1B
Effective Date: 04/12/2021
Expiration Date: 04/12/2031

COMPLIANCE IS MANDATORY

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Responsible Organization: F/Facilities, Test, and Center Operations Directorate
Subject: Mail Management – Revalidated w/Change 2 (03/04/2026)

1. POLICY

a. It is Glenn Research Center (GRC) 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.

b. The GRC mail system is for official mail only. Material received, sent or distributed at the Center will meet the following criteria:

(1) Pertain to NASA's mission.

(2) Be associated with Government programs or operations.

(3) Mail that does not meet the above criteria should be delivered to the employee's home address. Employees should make every effort to notify outside sources of this requirement. Supervisors may be notified of an employees' inappropriate use of mail operations.

c. It is NASA's policy that official mail envelopes, labels, and postage will be used only by NASA personnel in the performance of their official duties. Only envelopes meeting United States Postal Service (USPS) specifications will be used for official mail.

d. All official outgoing mail will be processed and metered through the Center's mail system. Official mail will not be placed in the USPS collection boxes.

e. All mail addressed to foreign persons, embassies in the United States (U.S.), or foreign destinations will comply with U.S. export control laws and regulations as well as NASA export procedures.

2. APPLICABILITY

a. This Glenn Policy Directive (GLPD) is applicable to all organizational elements at GRC Lewis Field and Neil A. Armstrong Test Facility.

b. This directive is applicable to documents developed or revised after the effective date of this GLPD.

c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The term "may" denotes discretionary privilege or permission, "can" denotes statements of possibility or capability, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material. .

d. In this directive, all document citations are assumed to be the latest version, unless otherwise noted.

3. AUTHORITY

a. NASA Policy Directive (NPD) 1460.1, Agency Mail Management Program

4. APPLICABLE DOCUMENTS AND FORMS

a. Glenn Procedural Requirements (GLPR) 1450.2, Handling Congressional Correspondence and Information Concerning Congressional Activities.

b. Glenn Handbook (GLHB)-T-2190.1, Export Control Handbook,

c. Export Control Information System (ECIS): <https://export.grc.nasa.gov/>.

5. RESPONSIBILITY

a. Center Mail Manager shall:

- (1) Ensure that GRC'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 onsite contractor support.
- (3) Act as liaison between local USPS, Federal Express (FedEx), United Parcel Service (UPS), and other service provider officials on matters concerning mail operations.
- (4) Ensure that Center mail operations have security procedures for handling suspicious mail and evaluation procedures.
- (5) Submit required postal accountability reports annually to the Agency Mail Officer.
- (6) Ensure compliance with mail management regulations, policies, procedures, and practices.
- (7) Ensure mail operations compliance with policy for handling of classified materials, sensitive materials, privacy act materials and GLPR 1450.2, Handling Congressional Correspondence and Information Concerning Congressional Activities.

(8) Conduct Annual Mail Center emergency exercises.

b. Employees and other Center personnel shall:

- (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 mail material placed in the mail service.
- (2) Include the current mail stop as part of the address on official mail sent to GRC from outside mailing organizations. Notify outside mailing organizations of mail stop changes or subscription cancellations.
- (3) Deposit outgoing personal mail in the USPS collection box located outside of Building 164.
- (4) Avoid using 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) Update official information using the online Glenn Directory Services regarding building, room, cubicle, mail stop, fax number, office phone, etc.

NOTE: Mail that does not have a correct mail stop number is subject to delayed delivery or may be undeliverable.

- (6) Follow proper procedures for handling classified, sensitive and privacy act mail.
- (7) Refer to the GLHB-T-2190.1, Export Control Handbook, and the ECIS for guidance on sending mail and exports from Glenn to foreign entities.
- (8) Not use the GRC mail system for sending and receiving personal mail items and packages.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

Compliance with this policy directive is verified through quarterly mail reports and annual mail reports.

8. CANCELLATION

This GLPD cancels GLPD 1460.1B, Mail Management with Change 1 (06/03/2024), dated April 12, 2021.

/s/Laurence A. Sivic

Laurence A. Sivic
Associate Director

Attachment A. Acronyms
Change History

DISTRIBUTION: BMS Library

Attachment A. Acronyms

BMS	Business Management System
ECIS	Export Control Information System
GLHB	Glenn Handbook
GLPD	Glenn Policy Directive
GLPR	Glenn Procedural Requirements
GRC	Glenn Research Center
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
U.S.	United States
USPS	United States Postal Service

Change History

Revision	Date	Description/Comments
Basic	4/11/2011	Baseline
A	3/29/2016	This directive was updated to comply with NPR 1400.1. Added change history log, Attachment A for acronyms, Attachment B for references, new applicability statements, removed “shall” and “must” statements in the Policy section and updated applicable documents and forms and current GRC signature authority.
B	4/12/2021	Section 5. Responsibility 5.a. Added additional wording to match NPD, 5.b. Changed wording. Added current GRC signature authority.
Change 1	6/03/2024	Administrative Change from Code CO to Code FL
Change 2	03/04/2026	Revalidate for 5 years with minor administrative changes. Changed responsible organization to Code F from Code FL to reflect approving authority 5.a. Eliminated requirement for conducting internal Annual Mail Survey 5.b. Updated USPS mailbox locations at GRC 7. Eliminated the customer survey results metric