



# Department of General Services

Serving Government. Serving Virginians.

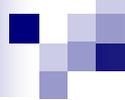
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**Seat of Government  
Mail Forum  
October 20, 2006**



# Agenda

- **Background of Mail at Seat of Government**
- **State Mail Services (SMS)**
- **Implementation Plans**
- **Future Communications**
- **Questions and Feedback**



# Background of Mail at the Seat of Government

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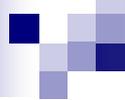
- Secure Virginia Panel 2002 Report
- 2002 Executive Order 5
- 2004 Executive Directive 3

## Direction from the Governor:

The Secretary of Administration shall:

- Perform an assessment
- Develop a plan
- Begin the implementation of a consolidated mail processing activity

Each state agency is to cooperate with and provide assistance to the Secretary of Administration in the assessment, plan development, and plan implementation.



# Background of Mail at the Seat of Government

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- 2004 Mail Study Conducted
- 2005 Governor Commission on Efficiency and Effectiveness
- 2005 Mail Study Conducted
- 2006 Virginia Acts of the Assembly - Chapter 3, Item 73-E:  
“The Department of General Services shall, in conjunction with affected agencies, develop, implement, and administer a consolidated mail function to process inbound and outbound mail for agencies located in the Richmond metropolitan area. The consolidated mail function shall include the establishment of a centralized mail receiving and outbound processing location or locations, and the enhancement of mail security capabilities within these location(s).”



# **State Mail Services**

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State Mail Services (SMS) is a postal service provided by the Department of General Services (DGS). SMS provides mail services and customer support to state agencies located at the seat of government in the Richmond metropolitan area. Our goal is to develop partnerships to provide the optimum in mailing efficiency, mail security, cost savings, and customer service.



# State Mail Services

## Current SMS Services

- Serve as a consultant to agencies on anything mail related
- Mail metering
- Inter-agency pick-up and delivery
- Outgoing UPS parcels
- Pick-up and delivery of USPS mail from PO Boxes

**Will provide additional services in the near future.**



# State Mail Services

## Efficiencies

- Eliminating redundant efforts in mail handling and production
- Utilization of state the art equipment
- Uniform procedures for processing and handling mail

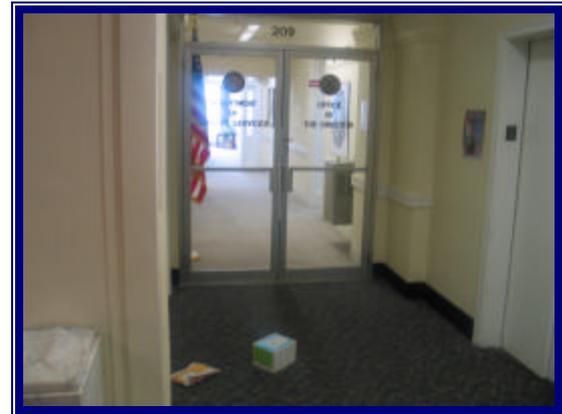
## Benefits and Savings

- Drop outside courier services
- Increase mail security
- No postage meter costs for agencies
- SMS available to provide mail expertise and single point of contact

# State Mail Services

## Enhanced Security

- SMS provides mail screening via X-ray and secure opening of mail
- Possible elimination of UPS & FedEx Boxes in and around state facilities.
- Change USPS Delivery Methods
- Uniformed Mail Security Guidelines and training
- Deployment of additional X-ray equipment



# New SMS Facility

In August 2006 SMS moved into a new state of-the-art mail processing facility with high-tech equipment.



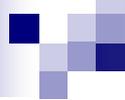
# New SMS Facility





# Implementation Plan

- Commonwealth Postal Roundtable formed & meeting regularly
- Begin offering services and consolidating agencies in November
- Developing SMS Mail Services Guide
- Deployment of additional X-ray equipment
- Develop mail security guidelines for state agencies
- Expansion of SMS staff and operations to handle consolidation
- Offer training to state employees on mail services and mail security
- Provide assistance with obsolete meters



# Obsolete Postage Meters

USPS has identified certain meters that may not be used after Dec. 31, 2006.

If your agency has one of these meters you have three options to process outgoing mail:

- Rent a New Meter
- Purchase Stamps
- Use SMS Metering Services

**Refer to website or handout for additional details.**

# Future Communications

## ■ November:

- First Postal Newsletter**  
(join mailing list on SMS website)

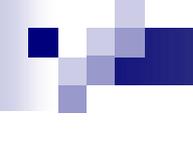
## ■ December:

- New SMS website with Expanded Content**
- Second Mail Forum**

## ■ 2007:

- Additional Newsletters**
- Trainings**
- Additional Mail Forums**

**Let Us Know if  
You have  
Additional  
Suggestions**



# Point of Contact State Mail Services

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[www.dgs.virginia.gov/sms.aspx](http://www.dgs.virginia.gov/sms.aspx)

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**Questions or Feedback**