

Appendix No. 1

LAWS RELATING TO THE USE OF THE CONGRESSIONAL FRANK

Title 2.—The Congress

§ Sec. 501 House Commission on Congressional Mailing Standards

(a) There is established a special commission of the House of Representatives, designated the "House Commission on Congressional Mailing Standards" (herein referred to as the "Commission").

Membership; political party representation; Chairman; vacancies; quorum

(b) The Commission shall be composed of six Members appointed by the Speaker of the House, three from the majority political party, and three from the minority political party, in the House. The Speaker shall designate as Chairman of the Commission, from among the members of the Committee on House Oversight, one of the Members appointed to the Commission. A vacancy in the membership of the Commission shall be filled in the same manner as the original appointment. Four members of the Commission shall constitute a quorum to do business.

Assistance and use of personnel, including chief counsel, of Committee on House Oversight

(c) In performing its duties and functions, the Commission may use such personnel, office space, equipment, and facilities of, and obtain such other assistance from, the Committee on House Oversight, as such committee shall make available to the Commission. Such personnel and assistance shall include, in all cases, the services and assistance of the chief counsel or other head of the professional staff (by whatever title designated) of such committee. All assistance so furnished to the Commission by the Committee on House Oversight shall be sufficient to enable the Commission to perform its duties and functions efficiently and effectively.

Advisory opinions or consultations respecting franked mail for persons entitled to franking privilege; franking privilege regulations

(d) The Commission shall provide guidance, assistance, advice, and counsel, through advisory opinions or consultations, in connection with the mailing or contemplated mailing of franked mail under section 3210, 3211, 3212, 3213(2), 3218, 3219, or 3220, in connection with the operation of section 3215, of Title 39, and in connection with any other Federal law (other than any law which imposes any criminal penalty) or any rule of the House of Representatives relating to franked mail, upon the request of any Member of the House or Member-elect, Resident Commissioner or Resident Commissioner-elect, Delegate or Delegate-elect, any former Member of the House or former Member-elect, Resident Commissioner or Resident Commissioner-elect, Delegate or Delegate-elect, any surviving spouse of any of the foregoing (or any individual designated by the Clerk of the House under section 3218 of Title 39), or any other House official or former House official, entitled to send mail as franked mail under any of these sections. The Commission shall prescribe regulations governing the proper use of the franking privilege under those sections by such persons.

Complaint of franked mail violations; investigation; notice and hearing; conclusiveness of findings; decision of Commission; judicial review; reference of certain violations to Committee on Standards of Official Conduct of the House for appropriate action and enforcement; administrative procedure regulations

(e) Any complaint by any person that a violation of any section of Title 39 referred to in subsection (d) of this section (or any other Federal law which does not include any criminal penalty or any rule of the House of Representatives relating to franked mail) is about to occur, or has occurred within the immediately preceding period of one year, by any person referred to in such subsection (d), shall contain pertinent factual material and shall conform to regulations prescribed by the Commission. The Commission, if it determines there is reasonable justification for the complaint, shall conduct an investigation of the matter, including an investigation of reports and statements filed by the complainant with respect to the matter which is the subject of the complaint. The Commission shall afford to the person who is subject of the complaint due notice and, if it determines that there is substantial reason to believe that such violation has occurred or is about to occur, opportunity for all parties to participate in a hearing before the Commission. The Commission shall issue a written decision on each complaint under this subsection not later than thirty days after such a complaint has been filed or, if a hearing is held, not later than thirty days after the conclusion of such hearing. Such decision shall be based on written findings of fact in the case by the Commission. Such findings of fact by the Commission on which its decision is based are binding and conclusive for all judicial and administrative purposes, including purposes of any judicial

challenge or review. Any judicial review of such decision, if ordered on any ground, shall be limited to matters of law. If the Commission finds in its written decision, that a serious and willful violation has occurred or is about to occur, it may refer such decision to the Committee on Standards of Official Conduct of the House of Representatives for appropriate action and enforcement by the committee concerned in accordance with applicable rules and precedents of the House and such other standards as may be prescribed by such committee. In the case of a former Member of the House or a former Member-elect, a former Resident Commissioner or Delegate or Resident Commissioner-elect or Delegate-elect, any surviving spouse of any of the foregoing (or any individual designated by the Clerk of the House under section 3218 of Title 39), or any other former House official, if the Commission finds in its written decision that any serious and willful violation has occurred or is about to occur, then the Commission may refer the matter to any appropriate law enforcement agency or official for appropriate remedial action. Notwithstanding any other provision of law, no court or administrative body in the United States or in any territory thereof shall have jurisdiction to entertain any civil action of any character concerning or related to a violation of the franking laws or an abuse of the franking privilege by any person listed under subsection (d) of this section as entitled to send mail as franked mail, except judicial review of the decisions of the Commission under this subsection. The Commission shall prescribe regulations for the holding of investigations and hearings, the conduct of proceedings, and the rendering of decisions under this subsection providing for equitable procedures and the protection of individual, public, and Government interests. The regulations shall, insofar as practicable, contain the substance of the administrative procedure provisions of sections 551-559, and 701-706, of Title 5. These regulations shall govern matters under this subsection subject to judicial review thereof.

Procedural considerations; sessions, place and time; subpoenas, issuance and service; oaths and affirmations; testimony; printing and binding; expenditures; organizational and procedural regulations; majority assent

(f) The Commission may sit and act at such places and times during the sessions, recesses, and adjourned periods of Congress, require by subpoena or otherwise the attendance of such witnesses and the production of such books, papers, and documents, administer such oaths and affirmations, take such testimony, procure such printing and binding, and make such expenditures, as the Commission considers advisable. The Commission may make such rules respecting its organization and procedures as it considers necessary, except that no action shall be taken by the Commission unless a majority of the Commission assent. Subpoenas may be issued over the signature of the Chairman of the Commission or of any member designated by him or by the Commission, and may be served by such person or persons

as may be designated by such Chairman or member. The Chairman of the Commission or any member thereof may administer oaths or affirmations to witnesses.

Property of Commission; records; voting record; location of records, data, and files

(g) The Commission shall keep a complete record of all its actions, including a record of the votes on any question on which a record vote is demanded. All records, data, and files of the Commission shall be kept in the offices of the Commission or such other places as the Commission may direct.

§ 311. Legislative Branch Appropriations Act, 1997

Sec. 311. (a) Each mass mailing sent by a Member of the House of Representatives shall bear in a prominent place on its face, or on the envelope or outside cover or wrapper in which the mail matter is sent, the following notice "THIS MAILING WAS PREPARED, PUBLISHED, AND MAILED AT TAXPAYER EXPENSE.", or a notice to the same effect in words which may be prescribed under subsection (c). The notice shall be printed in a type size not smaller than 7-point.

(c) The Committee on House Oversight shall prescribe such rules and regulations and shall take such other action as the Committee considers necessary and proper for Members to conform to the provisions of this subsection and applicable rules and regulations.

§ 311. Legislative Branch Appropriations Act, 1991

SEC. 311. (a) Except as otherwise provided in this section, funds appropriated by the Act or any other Act for expenses of official mail of any person entitled to use the congressional frank may be expended only in accordance with regulations prescribed by the Committee on Rules and Administration of the Senate or the Committee on House Oversight of the House of Representatives, as applicable. Such regulations shall require—

(1) individual accountability for use of official mail by each person entitled to use the congressional frank;

(2)(A) with respect to the House of Representatives, allocation of funds for official mail to be made to each such person with respect to each session of Congress (with no transfer to any other session or to any other such person); and

(B) with respect to the Senate, allocation of funds for official mail to be made to each such person with respect to each session of Congress (with no transfer to any other session, other than transfers from the first session of a Congress to the second session of that Congress, or to any other such person); and

(3) with respect to the House of Representatives, that in addition to any other report or information made available to the public (through the House Commission on Congressional Mailing Standards or other-

wise) regarding the use of the frank, the Clerk of the House of Representatives shall include in the quarterly report of receipts and expenditures submitted to the House of Representatives a statement (based solely on data provided for that purpose by the Committee on House Oversight of the House of Representatives and the House Commission on Congressional Mailing Standards) of costs charged against the Official Mail Allowance for each person entitled to use the congressional frank.

(b) The Postmaster General, in consultation with the Committee on Rules and Administration of the Senate and the Committee on House Oversight of the House of Representatives—

(1) shall monitor use of official mail by each person entitled to use the congressional frank;

(2) at least monthly, shall notify any person with an allocation under subsection (a)(2) as to the percentage of the allocation that has been used; and

(3) may not carry or deliver official mail the cost of which is in excess of an allocation under subsection (a)(2).

(c) Expenses of official mail of the Senate and the House of Representatives may be paid only from funds specifically appropriated for that purpose and funds so appropriated—

(1) may be supplemented by other appropriated funds only if such supplementation is provided for by law or by regulation under subsection (a); and

(2) may not be supplemented by funds from any other source, public or private.

(d) No Senator or Member of the House of Representatives may maintain or use, directly or indirectly, an unofficial office account or defray official expenses from—

(1) funds received from a political committee or derived from a contribution or expenditure (as such terms are defined in section 301 of the Federal Election Campaign Act of 1971);

(2) funds received as reimbursement for expenses incurred by the Senator or Member in connection with personal services provided by the Senator or Member to the person making the reimbursement; or

(3) any other funds that are not specifically appropriated for official expenses.

(e)(1) There is established in the House of Representatives an Official Mail Allowance for Members, officers, and employees of the House of Representatives who are persons entitled to use the congressional frank. Regulations for use of the Official Mail Allowance shall be prescribed—

(A) by the Committee on House Oversight of the House of Representatives, with respect to allocation and expenditures relating to the Allowance; and

(B) by the House Commission on Congressional Mailing Standards, with respect to matters under section 3210(a)(6)(D) of title 39, United States Code.

(2) The Official Mail Allowance—

(A) shall be available for postage for franked mail sent at a first class, third class, or fourth class rate;

(B) with respect to a Member of the House of Representatives, shall be available, in a session of Congress, in a total amount, as determined under paragraph (1)(A), of not more than the product of (i) 3 times the single-piece rate applicable to first class mail, and (ii) the number (as determined by the Postmaster General) of addresses (other than business possible delivery stops) in the congressional district, as such addresses are described in section 3210(d)(7)(B) of title 39, United States Code;

(C) with respect to any other person entitled to use the congressional frank in the House of Representatives (including any Member of the House of Representatives who receives an allocation under subsection (a)(2) with respect to duties as an elected officer of, or holder of another position in, the House of Representatives), shall be available, in a session of Congress, in a total amount determined under paragraph (1)(A); and

(D) shall not be available for payment of any nonpostage fee or charge, including any fee or charge for express mail, express mail drop shipment, certified mail, registered mail, return receipt, address correction, or postal insurance.

(3)(A) Subject to subparagraph (B), each Member of the House of Representatives may transfer amounts from the Member's Representational Allowance of the Member to the Official Mail Allowance of the Member.

(B) The total amount a Member may so transfer with respect to a session of Congress may not exceed \$25,000.

(4) The Official Expenses Allowance shall be available to a Member of the House of Representatives for the payment of nonpostage fees and charges referred to in paragraph (2)(D) and for postage for mail for official business sent outside the United States.

(f) A Member of the House of Representatives shall, before making any mass mailing, submit a sample or description of the mail matter involved to the House Commission on Congressional Mailing Standards for an advisory opinion as to whether such proposed mailing is in compliance with applicable provisions of law, rule, or regulation.

(g) As used in subsection (a) through (f)—

(1) the term "Member of the House of Representatives" means a Representative in, or a Delegate or Resident Commissioner to, the Congress; and

(2) the term "person entitled to use the congressional frank" means a Senator, Member of the House of Representatives, or other person authorized to use the frank under section 3210(b) of title 39, United States Code.

* * * * *

(i) This section and the amendments made by this section shall apply with respect to sessions of Congress beginning with the first session of the One Hundred Congress, except that with respect to the Senate, subsection (d) shall apply beginning on May 1, 1992, and the funds referred to in paragraph (3) of such subsection shall not include personal funds of a Senator or Member of the House of Representatives.

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Title 39.—Postal Service

§ 3201. Definitions.

As used in this chapter—

(1) "penalty mail" means official mail, other than franked mail, which is authorized by law to be transmitted in the mail without prepayment of postage;

(2) "penalty cover" means envelopes, wrappers, labels, or cards used to transmit penalty mail;

(3) "frank" means the autographic or facsimile signature of persons authorized by sections 3210–3216 and 3218 of this title to transmit matter through the mail without prepayment of postage or other indicia contemplated by sections 733 and 907 of title 44;

(4) "franked mail" means mail which is transmitted in the mail under frank;

(5) "Members of Congress" includes Senators, Representatives, Delegates, and Resident Commissions; and

(6) "missing child" has the meaning provided by section 403(1) of the Juvenile Justice and Delinquency Prevention Act of 1974. (Pub. L. 91–375, Aug. 12, 1970, 84 Stat. 751; Pub. L. 99–87, § 1(b), Aug. 9, 1985, 99 Stat. 291., November, 1997)

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§ 3210. Franked mail transmitted by the Vice President, Members of Congress, and congressional officials

(a)(1) It is the policy of the Congress that the privilege of sending mail as franked mail shall be established under this section in order to assist and expedite the conduct of the official business, activities, and duties of the Congress of the United States.

(2) It is the intent of the Congress that such official business, activities, and duties cover all matters which directly or indirectly pertain to the legislative process or to any congressional representative functions generally, or to the functioning, working, or operating of the Congress and the performance of official duties in connection therewith, and shall include, but not be limited to, the conveying of information to the public, and the requesting of the views of the public, or the views and information of other authority of government, as a guide or a means of assistance in the performance of those functions.

(3) It is the intent of the Congress that mail matter which is frankable specifically includes, but is not limited to—

(A) mail matter to any person and to all agencies and officials of Federal, state, and local governments regarding programs, decisions, and other related matters of public concern or public service, including any matter relating to actions of a past or current Congress;

(B) the usual and customary congressional newsletter or press release which may deal with such matters as the impact of laws and decisions on state and local governments and individual citizens; reports on public and official actions taken by Members of Congress; and discussions of proposed or pending legislation or governmental actions and the positions of the Members of Congress on, and arguments for or against, such matters;

(C) the usual and customary congressional questionnaire seeking public opinion on any law, pending or proposed legislation, public issue, or subject;

(D) mail matter dispatched by a Member of Congress between his Washington office and any congressional district offices, or between his district offices;

(E) mail matter directed by one Member of Congress to another Member of Congress or to representatives of the legislative bodies of state and local governments;

(F) mail matter expressing congratulations to a person who has achieved some public distinction;

(G) mail matter, including general mass mailings, which consists of Federal laws, Federal regulations, other Federal publications, publications purchased with Federal funds, or publications containing items of general information;

(H) mail matter which consists of voter registration or election information or assistance prepared and mailed in a nonpartisan manner;

(I) mail matter which constitutes or includes a biography or autobiography of any Member of, or Member-elect to, Congress or any biographical or autobiographical material concerning such Member or Member-elect or the spouse or other members of the family of such Member or Member-elect, and which is so mailed as a part of a Federal

publication or in response to a specific request therefor and is not included for publicity purposes in a newsletter or other general mass mailing of the Member or Member-elect under the franking privilege; or

(J) mail matter which contains a picture, sketch, or other likeness of any Member or Member-elect and which is so mailed as a part of a Federal publication or in response to a specific request therefor and, when contained in a newsletter or other general mass mailing of any Member or Member-elect, is not of such size, or does not occur with such frequency in the mail matter concerned, as to lead to the conclusion that the purpose of such picture, sketch, or likeness is to advertise the Member or Member-elect rather than to illustrate accompanying text.

(4) It is the intent of the Congress that the franking privilege under this section shall not permit, and may not be used for, the transmission through the mails as franked mail, of matter which in its nature is purely personal to the sender or to any other person and is unrelated to the official business, activities, and duties of the public officials covered by subsection (b)(1) of this section.

(5) It is the intent of the Congress that a Member of or Member-elect to Congress may not mail as franked mail—

(A) mail matter which constitutes or includes any article, account, sketch, narration, or other text laudatory and complimentary of any Member of, or Member-elect to, Congress on a purely personal or political basis rather than on the basis of performance of official duties as a Member or on the basis of activities as a Member-elect;

(B) mail matter which constitutes or includes—

(i) greetings from the spouse or other members of the family of such Member or Member-elect unless it is a brief reference in otherwise frankable mail;

(ii) reports of how or when such Member or Member-elect, or the spouse or any other member of the family of such Member or Member-elect, spends time other than in the performance of, or in connection with, the legislative, representative, and other official functions of such Member or the activities of such Member-elect as a Member-elect; or

(iii) any card expressing holiday greetings from such Member or Member-elect; or

(C) mail matter which specifically solicits political support for the sender or any other person or any political party, or a vote or financial assistance for any candidate for any public office.

The House Commission on Congressional Mailing Standards and the Select Committee on Standards and Conduct of the Senate shall prescribe for their respective Houses such rules and regulations and shall take such other

action, as the Commission or Committee considers necessary and proper for the Members and Members-elect to conform to the provisions of this clause and applicable rules and regulations. Such rules and regulations shall include, but not be limited to, provisions prescribing the time within which such mailings shall be mailed at or delivered to any postal facility to attain compliance with this clause and the time when such mailings shall be deemed to have been so mailed or delivered and such compliance attained.

(6)(A) It is the intent of Congress that a Member of, or Member-elect to, Congress may not mail any mass mailings as franked mail—

(i) if the mass mailing is postmarked fewer than 60 days (or, in the case of a Member of the House, fewer than 90 days) immediately before the date of any primary election or general election (whether regular, special, or runoff) in which the Member is a candidate for reelection; or

(ii) in the case of a Member of, or Member-elect to, the House who is a candidate for any other public office, if the mass mailing—

(I) is prepared for delivery within any portion of the jurisdiction of or the area covered by the public office which is outside the area constituting the congressional district from which the Member or Member-elect was elected; or

(II) is postmarked fewer than 90 days immediately before the date of any primary election or general election (whether regular, special, or runoff) in which the Member or Member-elect is a candidate for any other public office.

(B) Any mass mailing which is mailed by the chairman of any organization referred to in the last sentence of section 3215 of this title which relates to the normal and regular business of the organization may be mailed without regard to the provisions of this paragraph.

(C) No Member of the Senate may mail any mass mailing as franked mail if such mass mailing is postmarked fewer¹ than 60 days immediately before the date of any primary election or general election (whether regular, special, or runoff) for any national, state, or local office in which such Member is a candidate for election.

(D) The Select Committee on Ethics of the Senate and the House Commission on Congressional Mailing Standards shall prescribe for their respective Houses rules and regulations, and shall take other action as the Committee or the Commission considers necessary and proper for Members and Members-elect to comply with the provisions of this paragraph and applicable rules and regulations. The rules and regulations shall include provisions prescribing the time within which mailings shall be mailed at or delivered

¹Section 318 of P.L. 101-163, 103 Stat. 1068, amended "subparagraph (c)" by striking out "is mailed fewer" and inserting "is postmarked fewer". Entered according to probable intent.

to any postal facility and the time when the mailings shall be deemed to have been mailed or delivered to comply with the provisions of this paragraph.

(E) As used in this section, the term "mass mailing" means, with respect to a session of Congress, any mailing of newsletters or other pieces of mail with substantially identical content (whether such mail is deposited singly or in bulk, or at the same time or different times), totaling more than 500 pieces in that session, except that such term does not include any mailing—

(i) of matter in direct response to a communication from a person to whom the matter is mailed;

(ii) from a Member of Congress to other Members of Congress, or to Federal, state, or local government officials; or

(iii) of a news release to the communications media.

(F) For purposes of subparagraphs (A) and (C) if mail matter is of a type which is not customarily postmarked, the date on which such matter would have been postmarked if it were of a type customarily postmarked shall apply.

(7) A Member of the House of Representatives may not send any mass mailing outside the congressional district from which the Member was elected.

(b)(1) The Vice President, each Member of or Member-elect to Congress, the Secretary of the Senate, the Sergeant at Arms of the Senate, each of the elected officers of the House of Representatives (other than a Member of the House), the Legislative Counsels of the House of Representatives and the Senate, the Law Revision Counsel of the House of Representatives, and the Senate Legal Counsel, may send, as franked mail, matter relating to their official business, activities, and duties, as intended by Congress to be mailed as franked mail under subsection (a) (2) and (3) of this section.

(2) If a vacancy occurs in the Office of the Secretary of the Senate, the Sergeant at Arms of the Senate, an elected officer of the House of Representatives (other than a Member of the House), the Legislative Counsel of the House of Representatives or the Senate, the Law Revision Counsel of the House of Representatives, or the Senate Legal Counsel, any authorized person may exercise the franking privilege in the officer's name during the period of the vacancy.

(3) The Vice President, each Member of Congress, the Secretary of the Senate, the Sergeant at Arms of the Senate, and each of the elected officers of the House (other than a Member of the House), during the 90-day period immediately following the date on which they leave office, may send, as franked mail, matter on official business relating to the closing of their respective offices. The House Commission on Congressional Mailing Standards and the Select Committee on Standards and Conduct of the Senate shall prescribe for their respective Houses such rules and regulations, and

shall take such other action as the Commission or Committee considers necessary and proper, to carry out the provisions of this paragraph.

(c) Franked mail may be in any form appropriate for mail matter, including, but not limited to, correspondence, newsletters, questionnaires, recordings, facsimiles, reprints, and reproductions. Franked mail shall not include matter which is intended by Congress to be nonmailable as franked mail under subsection (a) (4) and (5) of this section.

(d)(1) A Member of Congress may mail franked mail with a simplified form of address for delivery within that area constituting the congressional district of the state from which the Member was elected.—

(2) A Delegate, or Resident Commissioner to the House of Representatives may mail franked mail with a simplified form of address for delivery within the area from which he was elected.

(3) Any franked mail which is mailed under this subsection shall be mailed at the equivalent rate of postage which assures that the mail will be sent by the most economical means practicable.

(4) The Senate Committee on Rules and Administration and the House Commission on Congressional Mailing Standards shall prescribe for their respective Houses rules and regulations governing any franked mail which is mailed under this subsection and shall by regulation limit the number of such mailings allowed under this subsection.

(5)(A) Any Member of, or Member-elect to, the House of Representatives entitled to make any mailing as franked mail under this subsection shall, before making any mailing, submit a sample or description of the mail matter involved to the House Commission on Congressional Mailing Standards for an advisory opinion as to whether the proposed mailing is in compliance with the provisions of this subsection.

(B) The Senate Select Committee on Ethics may require any Member of, or Member-elect to, the Senate entitled to make any mailings as franked mail under this subsection to submit a sample or description of the mail matter to the Committee for an advisory opinion as to whether the proposed mailing is in compliance with the provisions of this subsection.

(6) Franked mail mailed with a simplified form of address under this subsection—

(A) shall be prepared as directed by the Postal Service; and

(B) may be delivered to—

(i) each box holder or family on a rural or star route;

(ii) each post office box holder; and

(iii) each stop or box on a city carrier route.

(8) For the purposes of this subsection, a congressional district includes, in the case of a Representative at Large, the state from which he was elected.

(e) The frankability of mail matter shall be determined under the provisions of this section by the type and content of the mail sent, or to be sent.

(f) Any mass mailing which otherwise would be permitted to be mailed as franked mail under this section shall not be so mailed unless the cost of preparing and printing the mail matter is paid exclusively from funds appropriated by Congress, except that an otherwise frankable mass mailing may contain, as an enclosure or supplement, any public service material which is purely instructional or informational in nature, and which in content is frankable under this section.

(g) Notwithstanding any other provision of Federal, state, or local law, or any regulation thereunder, the equivalent amount of postage determined under section 3216 of this title on franked mail mailed under the frank of the Vice President or a Member of Congress, and the cost of preparing or printing such frankable matter for such mailing under the frank, shall not be considered as a contribution to, or an expenditure by, the Vice President or a Member of Congress for the purpose of determining any limitation on expenditures or contributions with respect to any such official, imposed by any Federal, state, or local law or regulation, in connection with any campaign of such official for election to any Federal office.

§ 3211. Public documents

The Vice President, Members of Congress, the Secretary of the Senate, the Sergeant at Arms of the Senate, each of the elected officers of the House of Representatives (other than a Member of the House) during the 90-day period immediately following the expiration of their respective terms of office, may send and receive as franked mail all public documents printed by order of Congress.

§ 3212. Congressional Record under frank of Members of Congress

(a) Members of Congress may send the Congressional Record as franked mail.

(b) Members of Congress may send, as franked mail, any part of, or a reprint of any part of, the Congressional Record, including speeches or reports contained therein, if such matter is mailable as franked mail under section 3210 of this title.

§ 3213. Reports from Department of Agriculture

Agricultural reports emanating from the Department of Agriculture may be mailed—

- (1) as penalty mail by the Secretary of Agriculture; and
- (2) during the 90-day period immediately following the expiration of their terms of office, as franked mail by Members of Congress.

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§ 3215. Lending or permitting use of frank unlawful

A person entitled to use a frank may not lend it or permit its use by any committee, organization, or association, or permit its use by any person for the benefit or use of any committee, organization, or association. This section does not apply to any standing, select, special or joint committee, or subcommittee thereof, or commission, of the Senate, House of Representatives, or Congress, composed of Members of Congress, or to the Democratic caucus or the Republican conference of the House of Representatives or of the Senate.

§ 3216. Reimbursement for franked mailings

(a) The equivalent of—

(1) postage on, and fees and charges in connection with, mail matter sent through the mails—

(A) under the franking privilege (other than under section 3219 of this title), by the Vice President, Members of and Members-elect to Congress, the Secretary of the Senate, and Sergeant at Arms of the Senate, each of the elected officers of the House of Representatives (other than a Member of the House), and the Legislative Counsels of the House of Representatives and the Senate, the Law Revision Counsel of the House of Representatives and the Senate Legal Counsel;

(B) by the survivors of a Member of Congress under section 3218 of this title; and

(2) those portions of fees and charges to be paid for handling and delivery by the Postal Service of Mailgrams considered as franked mail under section 3219 of this title;

shall be paid by appropriation for official mail costs of the Senate and the House of Representatives for that purpose and then paid to the Postal Service as postal revenue. Except as to Mailgrams and except as provided by sections 733 and 907 of title 44, envelopes, wrappers, cards, or labels used to transmit franked mail shall bear, in the upper right-hand corner, the sender's signature, or a facsimile thereof.

(b) Postage on, and fees and charges in connection with, mail matter sent through the mails under section 3214 of this title shall be paid each fiscal year, out of any appropriation made for that purpose, to the Postal Service as postal revenue in an amount equivalent to the postage, fees, and charges which would otherwise be payable on, or in connection with, such mail matter.

(c) Payment under subsection (a) or (b) of this section shall be deemed payment for all matter mailed under the frank and for all fees and charges due the Postal Service in connection therewith.

(d) Money collected for matter improperly mailed under the franking privilege shall be deposited as miscellaneous receipts in the general fund of the Treasury.

(e)(1) Not later than two weeks after the last day of each quarter of the fiscal year, or as soon as practicable thereafter, the Postmaster General shall send to the Chief Administrative Officer of the House of Representatives, the House Commission on Congressional Mailing Standards, the Secretary of the Senate, and the Senate Committee on Rules and Administration a report which shall contain a tabulation of the estimated number of pieces and costs of franked mail, as defined in section 3201 of this title, in each mail classification sent through the mail for that quarter and for the preceding quarters in the fiscal year, together with separate tabulations of the number of pieces and costs of such mail sent by the House and by the Senate.

(2) Two weeks after the close of the second quarter of the fiscal year, or as soon as practicable thereafter, the Postmaster General shall send to the Chief Administrative Officer of the House of Representatives, the House Commission on Congressional Mailing Standards, the Committee on House Oversight, the Secretary of the Senate, and the Senate Committee on Rules and Administration, a statement of the costs of postage on, and fees and charges in connection with, mail matter sent through the mails as described in paragraph (1) of this section for the preceding two quarters together with an estimate of such costs for the balance of the fiscal year. As soon as practicable after receipt of this statement, the House Commission on Congressional Mailing Standards, the Committee on House Oversight, and the Senate Committee on Rules and Administration shall consider promulgating such regulations for their respective Houses as may be necessary to ensure that total postage costs, as described in paragraph (1) of this section, will not exceed the amounts available for the fiscal year.

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§ 3218. Franked mail for survivors of Members of Congress

Upon the death of a Member of Congress during his term of office, the surviving spouse of such Member (or, if there is no surviving spouse, a member of the immediate family of the Member designated by the Secretary of the Senate or the Clerk of the House of Representatives, as appropriate, in accordance with rules and procedures established by the Secretary or the Clerk) may send, for a period not to exceed 180 days after his death, as franked mail, nonpolitical correspondence relating to the death of the Member.

§ 3219. Mailgrams

Any Mailgram sent by the Vice President, a Member of or Member-elect of Congress, the Secretary of the Senate, the Sergeant at Arms of the Sen-

ate, an elected officer of the House of Representatives (other than a Member of the House), or the Legislative Counsel of the House of Representatives or the Senate, the Law Revision Counsel of the House of Representatives or the Senate Legal Counsel, and then delivered by the Postal Service, shall be considered as franked mail, subject to section 3216(a)(2) of this title, if such Mailgram contains matter of the kind authorized to be sent by that official as franked mail under section 3210 of this title.

§ 3220. Use of official mail in the location and recovery of missing children

(a)(1) The Office of Juvenile Justice and Delinquency Prevention, after consultation with appropriate public and private agencies, shall prescribe general guidelines under which penalty mail may be used to assist in the location and recovery of missing children. The guidelines shall provide information relating to—

(A) the form and manner in which materials and information relating to missing children (such as biographical data and pictures, sketches, or other likenesses) may be included in penalty mail;

(B) appropriate sources from which such materials and information may be obtained;

(C) the procedures by which such materials and information may be obtained; and

(D) any other matter which the Office considers appropriate.

(2) Each executive department and independent establishment of the Government of the United States shall prescribe regulations under which penalty mail sent by such department or establishment may be used in conformance with the guidelines prescribed under paragraph (1).

(b) The Senate Committee on Rules and Administration and the House Commission on Congressional Mailing Standards shall prescribe for their respective Houses rules and regulations, and shall take such other action as the Committee or Commission considers necessary and proper, in order that purposes similar to those of subsection (a) may, in the discretion of the congressional official or office concerned, be carried out by the use of franked mail sent by such official or office.

(c) As used in this section, “Office of Juvenile Justice and Delinquency Prevention” and “Office” each means the Office of Juvenile Justice and Delinquency Prevention within the Department of Justice, as established by section 201 of the Juvenile Justice and Delinquency Prevention Act of 1974.

NOTE: The amendments made by section I (enacting this section and amending sections 3201 and 3204 of this title and section 733 of Title 44, Public Printing and Documents) and any guidelines, rules, or regulations prescribed to carry out such amendments shall cease to be effective after December 31, 2002.²

²Public Law 105-126, approved December 1, 1997, extended the authorization of use of official mailing to December 31, 2002.

Title 44.—Public Printing and Documents

§ 733. Documents and reports ordered by Members of Congress; franks and envelopes for Members of Congress

The Public Printer on order of a Member of Congress, on prepayment of the cost, may reprint documents and reports of committees together with the evidence papers submitted, or any part ordered printed by the Congress.

He may also furnish without cost to Members and the Resident Commissioner from Puerto Rico, blank franks printed on sheets and perforated, or singly at their option, for public documents. Franks shall contain in the upper left-hand corner the following words: "Public document. United States Senate" or "House of Representatives U.S." and in the upper right-hand corner the letters "U.S.S." or "M.C." Franks may also contain information relating to missing children as provided in section 3320 of title 39. But he may not print any other words except where it is desirable to affix the official title of a document. Other words printed on franks shall be at the personal expense of the Member or Resident Commissioner ordering them.

At the request of a Member of Congress or Resident Commissioner the Public Printer may print upon franks or envelopes used for mailing public documents the facsimile signature of the Member or Resident Commissioner and a special request for return if not called for, and the name of the state or commonwealth and county and city. The Member or Resident Commissioner shall deposit with his order the extra expense involved in printing these additional words.

The Public Printer may also, at the request of a Member or Resident Commissioner, print on envelopes authorized to be furnished, the name of the Member or Resident Commissioner, and state or Commonwealth, the date, and the topic or subject matter, not exceeding twelve words.

The Public Printer shall deposit moneys accruing under this section in the Treasury of the United States to the credit of the appropriation made for the working capital of the Government Printing Office for the year in which the work is done. He shall account for them in his annual report to Congress.

* * * * *

§ 907. Congressional Record; extracts for Members of Congress; mailing envelopes

The Public Printer may print and deliver, upon the order of a Member of Congress and payment of the cost, extracts from the Congressional Record. The Public Printer may furnish without cost to Members and the Resident Commissioner, envelopes, ready for mailing the Congressional Record or any part of it, or speeches, or report in it, if such part, speeches,

or reports are mailable as franked mail under section 3210 or title 39. Envelopes so furnished shall contain in the upper left-hand corner the following words: "United States Senate" or "House of Representatives, U.S. Part of Congressional Record.", and in the upper right-hand corner the letters "U.S.S." or "M.C.", and the Public Printer may, at the request of a Member or Resident Commissioner, print in addition to the foregoing, his name and state or commonwealth, the date, and the topic or subject matter, not exceeding twelve words. He may not print any other words on envelopes, except at the personal expense of the Member or Resident Commissioner ordering the envelopes, except to affix the official title of a document. The Public Printer shall deposit moneys accruing under this section in the Treasury of the United States to the credit of the appropriation made for the working capital of the Government Printing Office for the year in which the work is done, and accounted for in his annual report to Congress.

Appendix No. 2

RULES OF THE HOUSE OF REPRESENTATIVES

Rule XLVI—Limitations on the Use of the Frank

1. Any franked mail which is mailed by a Member under section 3210(d) of title 39, United States Code, shall be mailed at the equivalent rate of postage which assures that such mail will be sent by the most economical means practicable.

2. A Member shall, before making any mass mailing, submit a sample or description of the mail matter involved to the House Commission on Congressional Mailing Standards for an advisory opinion as to whether such proposed mailing is in compliance with applicable provisions of law, rule, or regulation.

3. Any mass mailing which otherwise is frankable by a Member under the provisions of section 3210(f) of title 39, United States Code, shall not be frankable unless the cost of preparing and printing such mass mailing is defrayed exclusively from funds made available in any appropriations Act.

4. A Member may not send any mass mailing outside the congressional district from which the Member was elected.¹

5. In the case of any Representative in the House of Representatives, other than a Representative at Large, who is a candidate for any statewide public office, any mass mailing shall not be frankable under section 3210 of title 39, United States Code, when the same is delivered to any address which is not located in the area constituting the congressional district from which any such individual was elected.

6. In the case of any Member, any mass mailing shall not be frankable under section 3210 of title 39, United States Code, when the same is postmarked less than ninety days immediately before the date of any primary or general election (whether regular, special, or runoff) in which such Member is a candidate for public office. If mail matter is of a type which is not customarily postmarked, the date on which such matter would have been postmarked if it were of a type customarily postmarked shall apply.

¹ With the enactment of FY 1993 Legislative Branch Act (P.L. 102-392), House Members are prohibited from sending mass mailings outside their districts.

7. For purposes of this rule—

(a) The term “mass mailing” means, with respect to a session in Congress, any mailing of newsletters or other pieces of mail with substantially identical content (whether such mail is deposited singly or in bulk, or at the same time or different times), totaling more than 500 pieces in that session, except that such term does not include any mailing—

(1) of matter in direct response to a communication from a person to whom the matter is mailed;

(2) from a Member to other Members of Congress, or to Federal, state, or local government officials; or

(3) of a news release to the communications media.

(b) The term “Member” means any Member of the House of Representatives, a Delegate to the House of Representatives, or the Resident Commissioner in the House of Representatives.

(c) The term “Members of Congress” means Senators and Representatives in, and Delegates and Resident Commissioners to, the Congress.

MEMBERS' CONGRESSIONAL HANDBOOK

General Regulations (pages 2 and 3)

All expenditures from the MRA are subject to the following general regulations:

1. The MRA may be used only to support the conduct of official and representational duties to the district from which elected.
2. The MRA may **not** pay for any personal, political, campaign, or committee expenses.
3. The MRA may not be used to pay for any expenses related to activities or events which are primarily social in nature (hospitality, receptions, entertainment, holiday or personal celebrations, swearing-in or inauguration day celebrations, etc.).
4. Each Member is **personally responsible** for the payment of any official expenses incurred which exceed the provided MRA or which are incurred but **not** reimbursable under these regulations.
5. Only a Member's **personal funds** may be used to supplement the MRA. No campaign or outside resources may be used for official business. However, a Member's personal funds may **not** be used to supplement the MRA for the purpose of paying for expenses of official mail or for the cost of preparing and printing mass mailings.
6. Unless specifically authorized by an applicable provision of federal law, House Rules, or Committee Regulations, no Member, relative of the Member, or anyone with whom the Member has a professional or legal relationship may directly benefit from the expenditure of the MRA.
7. The MRA is available for services provided and expenses incurred from January 3 of one year through January 2 of the following year. All expenses incurred will be charged to the allowance available on the date the services were provided and the expenses were incurred. (For example, travel performed on December 10 of one year and billed after January 2 of the following year will be charged to the allowance available on the date the travel was performed.) **Note: An expense for January 1 or 2 will be charged to the allowance available on the date the expense was incurred.**
8. The MRA is **not** transferable between years.
9. Requests to obligate prior year's funds after January 2 of the succeeding year will be considered by the Committee when a Member provides documentation sufficient to demonstrate a bona fide intent to obligate the prior year's funds during the applicable year.
10. As used in the Handbook, "employee" and "staff" means a Clerk Hire employee as that term is defined in 2 U.S.C. § 92.

Advertisements (page 17)

Ordinary and necessary expenses related **only** to the following types of print advertisements are reimbursable from the MRA:

- a) notice of town hall meetings;
- b) personal appearance of the Member at an official event which the Member sponsors and hosts in support of the conduct of the Member's official and representational duties;
- c) notice relating to the nomination process to the U.S. Military Academies;
- d) notice relating to the congressional art competition, "An Artistic Discovery;" and
- e) notice of employee and internship openings.

Advertisements for town hall meetings may **not** include a picture or likeness of the Member and may **only** contain the Member's name, general title of subject matter addressed, guests (if applicable), time, date, and locations of the meeting (if applicable). The text of the advertisements must be in compliance with the Franking regulations. Contact the Commission on Congressional Mailing Standards (Franking Commission) at x59337 for further details. The costs related to purchasing television broadcast time are **not** reimbursable from the MRA.

NOTE: There are certain election-related restrictions on mass communications. Please refer to the "Communications" section (page 38) for regulations pertaining to election-related restrictions Unsolicited Mass Communications Regulations.

Certificates (page 20)

Certificates of recognition to a person who has achieved some public distinction, deemed Frankable by the Commission on Congressional Mailing Standards (Franking Commission), for distribution in connection with official and representational duties, are reimbursable from the MRA. Contact the Franking Commission at x59337 for further details.

Electronic Communications (page 22)

Ordinary and necessary expenses related to the distribution of electronic correspondence in support of the conduct of a Member's official and representational duties, such as the Internet, fax machines, etc., are reimbursable from the MRA. Each Member is individually responsible for the content of any communication sent over or placed on the Internet.

Official use of the Internet must comply with the Rules of the House of Representatives, all policies and procedures set forth by the Committee on House Oversight, and all rules and policies set forth in the House Ethics Manual.

Greetings (page 25)

Expenses related to the purchase or distribution of greetings, including holiday celebrations, condolences, and congratulations for personal distinctions (wedding anniversaries, birthdays, etc.), are **not** reimbursable from the MRA.

Postal Expenses (page 29)

Postal expenses incurred only when the Frank is insufficient, such as certified, registered, insured, express, foreign mail, and stamped, self-addressed envelopes related to the recovery of official items, are reimbursable from the MRA. **Postage may not be used in lieu of the frank. All mailings initiated by a Member must be in compliance with the Franking Regulations.**

Members must return unused postage stamps to the Office of Postal Operations at the end of a Member's service in the House. For the specific procedures to return unused stamps, contact the Committee on House Oversight at x58281.

Printing and Production (pages 30 and 31)

Printed materials produced by the Member are reimbursable from the MRA when they are in compliance with the Franking regulations. Reimbursable printing and production expenses include, but are not limited to:

- Newsletters, postal patron mailings, mass mailings, notices of town hall meetings, or personal appearance of the Member at an official event
- Administrative papers (casework tracking forms, personnel record forms, etc.)
- Legislative papers (bills, drafts, summaries, amendments, etc.)
- Press releases
- Business cards for Members and their employees

NOTE: There are certain election-related restrictions on mass communications. Please refer to the "Communications" section (page 38) for regulations pertaining to Unsolicited Mass Communications Regulations.

Note: If printed materials are to be sent under the Frank, a written advisory may be required; see below.

Laws Relating to Printing and Production

39 U.S.C. § 3210 prohibits Members from sending any mass mailings outside of the district from which elected. All mass mailings must receive an **advisory opinion** from the Commission on Congressional Mailing Standards (Franking Commission) **prior to mailing**.

Any printed material sent out as a mass mailing without a Franking advisory opinion is reimbursable from the MRA **only** if the mailing is subsequently deemed Frankable by the Franking Commission. Contact the Franking Commission at x59337 for further details.

By statute (44 U.S.C. § 1106), documents distributed from executive branch departments or independent agencies may **not** contain a notice that they are sent with the "**compliments of**" an officer of the Government. Thus, while Members may distribute documents to constituents which are prepared by other federal agencies, such documents may **not** contain a notice that it is being sent with the "**compliments of**" the Member. Contact the Franking Commission at x59337 for acceptable notices.

Federal law requires each mass mailing sent by a Member of Congress to display the following disclaimer, "**This mailing was prepared, published, and mailed at taxpayer expense.**" **The notice must appear prominently on the front page of a letter, on the front of the envelope or near the mailing panel, or on the first page of a self mailer. It must appear horizontally and set apart from other text by lines of spacing and printed in type size not smaller than 7 point.**

Publications (page 31)

Ordinary and necessary expenses related to purchasing publications for official and representational use such as, but not limited to, the following are reimbursable from the MRA:

- Legislative and frankable public information publications
- Informational brochures regarding non-profit touring information and the federal buildings and monuments in the Washington, D.C. metropolitan area
- Reference books (dictionaries, style manuals, government directories, etc.) for office use
- Magazines, newspapers, electronic subscriptions, and periodicals for official use

Radio Broadcasting Time (page 32)

Ordinary and necessary expenses of a Frankable (as written) radio advertisement announcing a town hall meeting are reimbursable from the MRA.

Such radio advertisements may **only** contain the Member's name and general title of subject matter addressed, guests (if applicable), time, date, and location of the meeting, and must be deemed Frankable by the Commission on Congressional Mailing Standards (Franking Commission). Contact the Franking Commission at x59337 for further details.

Federal law requires Members to disclose within the text of a radio advertisement, the source of payment for official radio advertisements. Members may use any of the following:

- 1) "Paid for with official funds from the office of [Member's name]."
- 2) "Paid for by the funds authorized by the House of Representatives for the [district number] District of [name of state]."
- 3) "Paid for by official funds authorized by the House of Representatives."

Ordinary and necessary expenses related to the purchase of radio broadcasting time to hold an "electronic" town hall meeting are reimbursable from the MRA.

Town Hall Meetings (pages 35 and 36)

A town hall meeting is defined as:

an official meeting a Member holds within the Member's district with their constituents to facilitate the exchange of information regarding the Member's official and representational duties.

Ordinary and necessary expenses related to town hall meetings are reimbursable from the MRA. Ordinary and necessary expenses include but are not limited to the following:

- Advertisements
- Reporting and transcription services
- Audio/Video Expenses
- Electronic Transmission
- Rental of rooms, chairs, public address system
- Custodial Services
- Interpreting Services
- Signs/banners/leaflets/flyers deemed frankable by the Franking Commission

Members may invite any Member of the House of Representatives or the United States Senate to *participate* in their official town hall meeting. Travel expenses for a guest Member are reimbursable from the MRA of the host Member.

Note: Town Hall Meeting notices should include a contact person to arrange for accommodations for persons with disabilities, such as "Persons requiring special accommodations should contact (name) at least 48 hours prior to the scheduled meeting."

Town Hall Meetings - "Joint Meetings"

Members may be reimbursed for ordinary and necessary expenses associated with holding "joint" town hall meetings with Members of the House of Representatives, representing adjacent districts or United States Senators representing the same state, as specified below.

- "Joint" town hall meetings can be held in one of the Members' districts, in order to facilitate the exchange of information regarding issues relating to their respective districts.
- Members must travel directly to and from an authorized point of travel, to the joint town hall meeting.
- Expenses (excluding mail) may be divided to reflect an accurate representation of each Member's expenses, and may be directly vouchered through the Finance Office with supporting documentation (invitation, agenda, etc.) for the meeting.
- **39 USC § 2910 prohibits Members from sending any mass mailings outside of the district from which elected. Therefore, franked mail expenses related to advertising such meetings must be kept separate.**



**UNITED STATES
POSTAL SERVICE.**

**GUIDE TO
CONGRESSIONAL BULK MAILINGS**

Congressional Bulk (Postal Patron) Mailings

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CONGRESSIONAL BULK MAILINGS

Revisions

This new edition of *Guide to Congressional Bulk Mailings* is revised to incorporate changes resulting from Mail Classification Reform, which became effective on July 1. It includes the new rate, nomenclature, and mail preparation guidelines that are part of the Classification Reform effort – the first in over a century.

Except for First-Class Mail, traditional mail classifications and their names have changed. Second-class mail is now Periodicals. Third- and fourth-class mail were merged into the new Standard Mail classification. Standard Mail (A) describes what was formerly third-class mail. Standard Mail (B) replaces the fourth-class mail designation.

“Postal Patron Local” mailings are part of the Standard Mail (A) classification.

Introduction

This guide is designed to assist Members of Congress in mailing to constituents. It explains how bulk mailings (also referred to as saturation or Postal Patron Local) must be prepared. The guide can be used in setting up contracts with vendors, as it outlines all the procedures necessary for presenting mail at any post office. These instructions do not supersede any regulations in the *Domestic Mail Manual* (DMM). If there should be any difference, the DMM will take precedence. Vendors are expected to be familiar with all current mailing standards and regulations.

I. Definitions

Saturation Walk-Sequence - bulk mailings sent to either 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route

Simplified Address Mailings - mailpieces without individual names and addresses for general distribution to all post office boxholders, all customers, all residential or business deliveries within a congressional district

Priority Mail Drop-Shipping - for an additional charge, expedites the delivery of bulk Standard Mail (A) by providing First-Class service to the Postal Service's local Sectional Center Facility or the local post office of delivery

Sectional Center Facility (SCF) - A large mail-processing office serving a designated geographic area defined by ZIP Codes. It sorts and sends mail to smaller post offices where letter carriers prepare it for delivery. For example, the Northern VA facility is an SCF serving the three-digit ZIP Code prefixes 201, 220-223

II. Basics

A. **All mail *must*** meet minimum size standards to be mailable.

1. All mailpieces must be at least 0.007 inch thick
2. All mailpieces that are 1/4 inch thick or less must be:
 - a. rectangular in shape
 - b. at least 3-1/2 inches high
 - c. at least 5 inches long

Pieces less than 3-1/2" in height and 5" in length cannot be accepted by Postal Service personnel.

B. Mailpieces surpassing the minimum dimensions are defined by Postal Service processing categories. Standard Mail (A) Congressional mass mailings are either letter-size or flatsize. The processing category is determined by the size and the weight of the mailpiece. Material entered as Standard Mail (A) must weigh less than 16 ounces.

1. Letter-Size Mail Dimensions

	<u>Minimum</u>	<u>Maximum</u>
Height	3-1/2"	6-1/8"
Length	5"	11-1/2"
Thickness	0.007"	1/4"

2. Flat-Size Mail

- a. Mailpiece exceeds one or more of the maximum dimensions for letter size mail, and
- b. Maximum height - 12"
Maximum length - 15"

Note: The postage rates for letters are lower than those for flats.

III. Mailing Locations

A. ***In the District.*** Standard Mail (A) bulk mailings contracted to vendors in or near the Member's district will be prepared using simplified addressing and saturation walksequencing as defined in Section 1.

- B. In the Washington Area.** Mailings entered in the Washington, DC area will be prepared using simplified addressing and saturation walk-sequencing as defined in Section I. While mail may be entered locally as Standard Mail (A), the use of Priority Mail Drop Shipment expedites the mail to SCFs or delivery offices in the Member's district. This saves time and, because less individual handling is involved, often costs less than local Standard Mail (A) entry. First-Class rates apply to bulk shipment of the mail to the District entry point.

IV. Postage and Fees

A. Standard Mail (A)

The lowest rates for Standard Mail (A) are for saturation mailings (Postal Patron).

Saturation Walk-Sequence mailings are \$.133 per piece

If the mail is entered directly into the SCF of delivery, a transportation savings discount lowers the cost to \$.115 per piece.

If the mailing is prepared in the home district, the vendor must drop the mail at SCFs for the \$.115 piece rate. If the mailing is prepared in Washington, DC use of Priority Mail Drop Shipping will allow the \$.115 rate (in addition to the Priority Mail postage).

B. Postage Versus Speed of Delivery

Standard Mail (A) entered outside the home district will be transported by normal surface transportation. However, if there is a short time-frame requirement for delivery of the mailing, Priority Mail Drop Shipment should definitely be used. Priority Mail Drop Shipment accelerates the delivery time by using air transportation to get the mail to the home state. Priority Mail Drop Shipment carries an additional postage cost determined by the distance from the point of entry into the mailstream to the delivery point and the weight of each sack mailed.

Mailing entered in home district:

The Postage for a 100,000 piece mailing entered at the Saturation Walk-Sequence Rate is \$13,300.

The same 100,000 piece mailing entered at the Saturation Walk-Sequence Rate but claiming an SCF entry discount would cost \$11,500

This is a savings of \$1,800. This savings, however, could be offset by the transportation costs to the SCFs charged by the home district vendor.

Mailing entered in Washington, DC area:

The 100,000 pieces entered at the Saturation Walk-Sequence Rate and claiming an SCF entry discount would cost \$11,500,

plus

Priority Mail Drop Shipping would be used to expedite mail to the home district. The additional cost of the Priority Mail would be determined by the distance from Washington, DC and the weight of the sacks. The Priority Mail rate chart appears at Appendix A.

C. Fees *

There is a one-time \$85 application fee for use of a permit imprint (including the Frank). There is also a yearly \$85 fee to enter bulk Standard Mail (A). Both fees are charged at each post office where the mail is entered and the postage is paid. However, payment is handled through the Official Mail Accounting System (OMAS), not by individual Members at the entry post office.

* Rates and fees shown are those in effect as of July 1, 1996.

V. Permit Imprint Accounts**A. Outside the Washington, DC Post Office**

Members or their vendors must submit a PS Form 3615 - *Mailing Permit Application and Customer Profile* to the entry post office either at the time of, or preferably prior to, the presentation of the first Franked mailing. This form must be signed by the Member or one of his/her staff. **It may not be signed by the vendor.** In all cases the permit number is G-300. The Member's Federal Agency Cost Code number must also be included on the form.

B. At the Washington, DC Post Office

This account is already established so there is no need to submit a PS Form 3615.

VI. Materials Furnished to Vendor by Congressional Office**A. Printed Mailpieces**

All Standard Mail (A) bulk mailings must be marked 'Bulk Rate' or 'Blk Rt' either directly below or to the left of the Frank. Saturation Walk-Sequence (Postal Patron) mailpieces must also be marked "ECRWSS" in either the same area or directly above the address.

B. Facing Slips

The Member may elect to use facing slips supplied by House Mailing Services (B241 Longworth, phone 5-4355), or develop their own facing slips. Following is the format for the supplied slip:

Destination City, State, ZIP Code STD (A) LTRS Carrier Route # ____ Origin City, State, ZIP Code ECRWSS RESIDENTIAL STOPS ONLY * CONGRESSIONAL DISTRICT # ____ # PIECES 342 **
--

* or "RESIDENTIAL CUSTOMERS" if the mail is meant to be delivered to residential customers only; "BUSINESS STOPS" or "BUSINESS CUSTOMERS" if the mail is for business customers only; "POSTAL CUSTOMER" if the mail is for delivery to all customers.

** Reflects the number of pieces in a bundle or tray. These supplied facing slips will show the total deliveries for the carrier route. For mailings prepared in trays, whenever there is enough mail for the same carrier route to fill a tray, this facing slip must be placed at the front of the tray. The piece count shown must reflect the exact number of pieces in the tray.

If the Member does not provide the facing slips to the Vendor, the information necessary for the completion of the slip is provided in the *Congressional District Deliveries Report* (See VI.C. below.).

Sample Facing Slip Prepared by Vendor

Calhoun TN 37309 STD (A) LTRS Carrier Route # R001 Washington DC 200 ECRWSS* RESIDENTIAL STOPS ONLY CONGRESSIONAL DISTRICT #02 # PIECES 50
--

* Optional on facing slip; required on mailpiece either in the postage area or directly above the address.

C. *Delivery Statistics Report*

These reports can be obtained through House Mailing Services at 5-4355. The *Congressional District Deliveries Report* details the carrier route and delivery statistics by Post Office and ZIP Code within congressional districts. This report must be provided to the Postal Service Business Mail Acceptance Unit at the time of mailing. The mailing must be submitted to the Postal Service accompanied by a *Congressional District Deliveries Report* prepared no more than 90 days before the mailing.

D. *Federal Agency Cost Code*

This is the Member's five-digit cost code number and must be entered by the on the mailing statement.

VII. *Materials Furnished to Vendor by Postal Service*

Vendors are responsible for giving the Postal Service sufficient notice to gather and provide them with the supplies necessary for Congressional mailings. This should not be a problem for vendors experienced in preparing bulk rate mailings.

A. *Standard Mail (A)*

1. Canvas Mailing Sacks or Trays
2. Sack or Tray Labels
3. Tag 11 (Congressional Mail)
4. Rubber Bands
5. Blank Postage Statements (PS Form 3602R)

B. *Priority Mail Drop-Shipment*

1. Orange Mailing Sacks
2. Sack Labels
3. Tag 159 (for Priority Mail Drop-Shipment only)
4. Blank Postage Statements (PS Form 3605R)

VIII. *Standard Mail (A) Preparation*

A. *Packaging*

Postal Patron mailings must be prepared in packages, except when trays are used for letter size pieces and there is enough mail to fill a tray for the same carrier route destination. Letter-size pieces are prepared in packages that are not more than 4 inches thick.

B. Facing Slips

Each package or full tray for the same carrier route must have a facing slip. For these full trays a facing slip must be placed at the front of the tray (See Section VI.B., Facing Slips). This slip must show the number of pieces in the tray. The facing slip on packages shows the actual number of pieces in the package. Packages containing 50 pieces do not require any piece count on the slip. The following information must be included on the slip:

Destination City, State, ZIP Code
 STD LTRS Carrier Route #___
 Origin City, State, ZIP Code

RESIDENTIAL STOPS ONLY *
 CONGRESSIONAL DISTRICT #___
 # PIECES **__

- * or "RESIDENTIAL CUSTOMERS" if the mail is meant to be delivered to residential customers only; "BUSINESS STOPS" or "BUSINESS CUSTOMERS" if the mail is for business customers only; "POSTAL CUSTOMER" if the mail is for delivery to all customers.
- ** the actual number of pieces in the package must be shown unless the package contains 50 pieces.

C. Trays or Sacks

All letter-size pieces are placed in trays; all flat-sized pieces are placed in sacks. Postal Patron mailings must be prepared as carrier route mailings. Each carrier route package must be placed in a carrier route sack or tray (mail for only one particular carrier route) or 5-digit carrier routes sack or tray (mail for several routes in one 5-digit ZIP Code area). Carrier route sacks are required at 125 pieces or 15 pounds of mail for Saturation WalkSequence rates.

D. Labels

The #3 sack or tray labels are as follows:

Carrier Route Sack or Tray

Destination City, State, ZIP Code STD LTRS ECRWSS CARRIER ROUTE # ORIGIN <u>CITY, STATE, ZIP CODE</u>

5-Digit Carrier Routes Sack or Tray

Destination City, State, ZIP Code STD LTRS CR-RTS ORIGIN CITY, STATE, ZIP CODE
--

E. PS Tag 11 - Congressional Mail - Postmaster - Open and Distribute

Use on all sacks or trays for Congressional Mail. When mail is trayed, place Tag 11 vertically in front of the mail or tape the tag to the top of the tray.

IX. *Priority Mail Drop-Ship Mailings*

Preparation

On a Priority Mail Drop-Ship mailing with postage applied by Frank or penalty mail permit imprint, the vendor must be able to account for the postage for each sack by using a manifesting system. Manifesting is the accepted industry method of entering nonidentical permit imprint mailings and allows for the use of a computer system that automatically transmits the weight information from a scale to the computer system to document the postage for each sack. The recommended format for the manifest and summary page is in Appendix B.

Each sack is identified with a unique number. The identification number, weight and postage are reflected on the manifest. There are off-the-shelf manifesting systems readily available from private companies. A list of known companies appears in Appendix C.

A PS Form 3605-R (*Postage Statement - Priority Mail and Zoned Rate Standard Mail (B) Permit Imprint*) is completed using the totals from the manifest with G-300 filled in as the permit number.

Tag 159 is affixed to each priority sack showing either the Members Frank or the permit imprint, as follows:

Priority Mail Postage and Fees Paid House of Representatives U.S. Congress Permit No. G-300

The sack labels are as follows:

Priority Mail Drop-Ship Sack Labels

POSTMASTER, OPEN & DISTRIBUTE DESTINATION CITY, STATE, ZIP CODE STD LTRS PRIORITY ORIGIN CITY, STATE, ZIP CODE

or

MGR, DIST & OPS, OPEN & DISTRIBUTE DESTINATION CITY, STATE, ZIP CODE STD LTRS PRIORITY ORIGIN CITY, STATE, ZIP CODE
--

Note: Express Mail Drop-Shipments by House Members may not be paid for under the Official Mail Accounting System (OMAS)

X. For All Mailings

A. Postage Statements

PS Forms 3602R and 3605R - The following information is necessary for each postage statement:

1. Post Office of Mailing - including ZIP Code
2. Date of Mailing
3. **Permit No. G-300**

On the PS Form 3602R, place the Federal Agency Cost Code number in the Permit No. block next to G-300. Future editions of PS Form 3602R Will include a separate block for the Federal Agency Cost Code. See Appendix D.

4. **Federal Agency Cost Code** - Member's unique five-digit cost code number
5. The name and address of the Member in the "Permit Holder's Name & Address" block
6. Name and Address of Mailing Agent - Vendor's Name and Address
7. All required piece, weight, and postage computation information on both sides of the forms
8. Signature and telephone number of the mailing agent - vendor or staff person presenting the mailing
9. If a receipt is required, submit form in duplicate

Note: Items 3 and 4 above are highlighted as their use is critical to USPS tracking and billing activities. These mailing statements Will be entered in the USPS Official Mail Accounting System (OMAS) program by Postal Service personnel. OMAS then automatically sorts these mailings as "House" mailings (identified through the the use of G-300 permit number), then by individual Member (based on the correct five-digit cost code). This allows the Postal Service to report the mailing activity to the correct Member on the monthly House Franked Mail Activity Reports.

B. Entry Times in the Washington, DC Area

Vendors are to deposit Priority Mail Drop-Ship bulk mailings at one of the following post offices no later than the time specified in order to connect with that evening's airline flights:

Northern Virginia	8 PM	Southern Maryland	8 PM
Washington, DC	8 PM	Suburban MD	6:30 PM

Note: These times are in effect as of July 1996 and are subject to change.

XI. *Suggestions for the Contract with the Vendor*

In addition to other needs the Member might have, each contract should require the vendor to produce mailings in compliance with:

- A. The Domestic Mail Manual**
- B. Sections IV, V, and VIII of this guide** (for the Standard Mail (A) portion)
- C. Section IX of this guide** (for the Priority Mail portion)

APPENDIX A

SINGLE-PIECE PRIORITY MAIL RATES

Weight Not Exceeding (pounds)	Zone						
	Local, 1, 2 & 3	4	5	6	7	8	
1	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
2	3.00	3.00	3.00	3.00	3.00	3.00	3.00
3	4.00	4.00	4.00	4.00	4.00	4.00	4.00
4	5.00	5.00	5.00	5.00	5.00	5.00	5.00
5	6.00	6.00	6.00	6.00	6.00	6.00	6.00
6	6.35	6.90	7.10	7.20	7.80	8.00	8.00
7	6.65	7.50	8.10	8.40	9.20	9.80	9.80
8	6.95	8.00	9.00	9.50	10.40	11.60	11.60
9	7.40	8.60	9.80	10.80	11.30	13.00	13.00
10	7.80	9.30	10.55	11.40	12.15	14.05	14.05
11	8.25	9.90	11.35	12.20	13.00	15.10	15.10
12	8.70	10.55	12.10	13.00	13.90	16.15	16.15
13	9.10	11.20	12.80	13.80	14.75	17.20	17.20
14	9.55	11.85	13.60	14.55	15.60	18.25	18.25
15	10.00	12.45	14.35	15.35	16.50	19.30	19.30
16	10.40	13.15	15.05	16.15	17.35	20.35	20.35
17	10.85	13.75	15.80	16.95	18.20	21.40	21.40
18	11.30	14.35	16.50	17.75	19.05	22.45	22.45
19	11.70	15.05	17.25	18.55	19.95	23.50	23.50
20	12.15	15.65	17.95	19.30	20.80	24.55	24.55
21	12.80	16.35	18.70	20.10	21.65	25.60	25.60
22	13.00	16.95	19.40	20.90	22.55	26.65	26.65
23	13.45	17.55	20.15	21.70	23.40	27.70	27.70
24	13.85	18.25	20.85	22.50	24.25	28.75	28.75
25	14.30	18.85	21.60	23.25	25.15	29.85	29.85
26	14.75	19.50	22.30	24.05	26.00	30.90	30.90
27	15.15	20.15	23.00	24.85	26.85	31.95	31.95
28	15.60	20.80	23.75	25.65	27.70	33.00	33.00
29	16.05	21.40	24.45	26.45	28.60	34.05	34.05
30	16.45	22.10	25.20	27.20	29.45	35.10	35.10
31	16.90	22.70	25.90	28.00	30.30	36.15	36.15
32	17.35	23.40	26.65	28.80	31.20	37.20	37.20
33	17.75	24.00	27.35	29.60	32.05	38.25	38.25
34	18.20	24.80	28.10	30.40	32.90	39.30	39.30
35	18.60	25.30	28.80	31.20	33.75	40.35	40.35
36	19.05	25.90	29.55	31.95	34.65	41.40	41.40
37	19.50	26.55	30.25	32.75	35.50	42.45	42.45
38	19.90	27.20	31.00	33.55	36.35	43.50	43.50
39	20.35	27.80	31.70	34.35	37.25	44.55	44.55
40	20.80	28.45	32.40	35.15	38.10	45.60	45.60
41	21.20	29.10	33.15	35.90	38.95	46.65	46.65
42	21.85	29.75	33.85	36.70	39.85	47.70	47.70
43	22.10	30.35	34.60	37.50	40.70	48.80	48.80
44	22.50	31.05	35.30	38.30	41.55	49.85	49.85
45	22.95	31.65	36.05	39.10	42.40	50.90	50.90
46	23.35	32.35	36.75	39.85	43.40	51.95	51.95
47	23.80	32.95	37.50	40.65	44.15	53.00	53.00
48	24.25	33.55	38.20	41.45	45.00	54.05	54.05
49	24.65	34.25	38.95	42.25	45.90	55.10	55.10
50	25.10	34.85	39.65	43.05	46.75	56.15	56.15
51	25.55	35.50	40.35	43.85	47.60	57.20	57.20
52	25.95	36.15	41.10	44.60	48.50	58.25	58.25
53	26.40	36.80	41.80	45.40	49.35	59.30	59.30
54	26.85	37.40	42.55	46.20	50.20	60.35	60.35
55	27.25	38.05	43.25	47.00	51.05	61.40	61.40
56	27.70	38.70	44.00	47.80	51.95	62.45	62.45
57	28.10	39.35	44.70	48.55	52.80	63.50	63.50
58	28.55	40.00	45.45	49.35	53.65	64.55	64.55
59	29.00	40.60	46.15	50.15	54.55	65.60	65.60
60	29.40	41.30	46.90	50.95	55.40	66.65	66.65
61	29.85	41.90	47.60	51.75	56.25	67.75	67.75
62	30.30	42.50	48.35	52.50	57.10	68.80	68.80
63	30.70	43.20	49.05	53.30	58.00	69.85	69.85
64	31.15	43.80	49.75	54.10	58.85	70.90	70.90
65	31.60	44.45	50.50	54.90	59.70	71.95	71.95
66	32.00	45.10	51.20	55.70	60.60	73.00	73.00
67	32.45	45.75	51.95	56.50	61.45	74.05	74.05
68	32.90	46.35	52.65	57.25	62.30	75.10	75.10
69	33.30	47.05	53.40	58.05	63.20	76.15	76.15
70	33.75	47.65	54.10	58.85	64.05	77.20	77.20

Appendix B**Sample Itemized Manifest Listing for Priority Mail Drop Shipments**

Mailer's Name & Address AAA Mailing 1000 Main St Anytown VA 12345	Post Office of Mailing Anytown VA 12345	Date of Manifest 9/19/95
Permit Number G-300 12345 (Fed Agency Cost Code #) Representative _____		Class of Mail Priority

	Piece ID Number	Weight (lbs)	Postage	Cumulative Total
	1234	21	\$ 18.70	\$18.70
	1357	22	19.40	38.10
	1358	5	6.00	44.10
	1359	8	9.00	53.10
	1579	11	11.35	64.45
	1581	13	12.80	77.25
	1582	65	44.45	121.70
	1585	35	31.20	152.90
	⇓	⇓	⇓	⇓
	⇓	⇓	⇓	⇓
Page Totals	25	480	532.50	532.50
Cumulative Totals	25	480		

Manifest Summary Page

	Zones	Number of Pieces	Weight (lbs)	Postage
	1, 2 & 3	162	2206	\$ 3200.50
	4	33	594	1542.20
	5	13	156	230.00
	6	2	18	20.00
	7	4	52	50.00
	8	5	56	50.00
Totals		219	3082	5142.70

Appendix C**Manifesting Hardware/Software Vendors**

Aristo Computers	503-626-6333
Ascom Hasler Mailing Systems	800-243-6275
cQuence	916-334-3600
Digi Postal Corp	913-492-3444
Easymailit	612-894-1738
Group 1	800-368-5806
Friden Neopost	703-750-3081
Malvern	215-296-9642
Pitney Bowes	800-672-6937
Software Co-op Inc	908-355-7700
Tandata	800-TANDATA
Tech Conveyors	908-454-1515
Tracer Research	508-366-4558

Appendix D
Postage Statements

PS FORM 3602-R

United States Postal Service
Postage Statement — Priority Mail and
Zoned Rate Standard Mail (B) — Permit Imprint

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, prepare in duplicate.

Mailer Information	Post Office of Mailing Merrifield VA 22116		Mailing Date 6-4-96	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Machineable Parcels <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels	USPS Authorized Mailing ID Code(s)	
	Permit No. G-300	Federal Agency Cost Code 12345	Statement Sequence No.			
	Permit Holder's Name and Address (Include ZIP Code) Rep. J. Doe U.S. House of Representatives Washington DC 20515	Telephone	Receipt No.			
	Container Quantities (Fill in all that apply)					
	1-PL Mail Trays _____ 2-PL Mail Trays _____ 2-PL EMS Trays _____ Total Lr. Trays _____					
	Flat Trays _____ Number of Seals 200 Number of Pallets _____ Number of Other _____					
	Weight of a Single Piece nonidentical _____ pounds			If Bound Printed Matter, Secking Based On <input type="checkbox"/> 10 pcs. <input type="checkbox"/> 20 lbs. <input type="checkbox"/> 1,000 cu. in.		
	Total Pieces 200 Total Weight 6003.00					
	Name and Address of Individual or Organization for Which Mailing is Prepared (If other than permit holder) Dun & Bradstreet No. _____			Name and Address of Mailing Agent (If other than permit holder) ABC Mailers 1 Main St Fairfax VA 22031 703-123-4567 Dun & Bradstreet No. _____		
	CTAS Cust. Ref. ID _____					

↓ ↓ ↓
PS FORM 3605-R

United States Postal Service
Postage Statement — Standard Mail (A)
(Other Than Nonprofit) — Permit Imprint

MAILER: Complete all items by typewriter, pen, or indelible pencil. If you need a receipt, prepare in duplicate.

Mailer Information	Post Office of Mailing Merrifield VA 22116		Mailing Date 6-4-96	Processing Category (DMM C050) <input type="checkbox"/> Letters (DMM C050) <input type="checkbox"/> Flats (DMM C050) <input type="checkbox"/> Automation-Competible Flats (DMM C820) <input type="checkbox"/> Machineable Parcels (DMM C050) <input type="checkbox"/> Irregular Parcels (DMM C050)	USPS Authorized Mailing ID Code(s)	
	Permit No. G-300	Federal Agency Cost Code 12345	Statement Sequence No.			
	Permit Holder's Name and Address (Include ZIP Code) Rep. J. Doe U.S. House of Representatives Washington DC 20515	Telephone	Receipt No.			
	Container Quantities (Fill in all that apply)			Prepared Under DMM (Check all that apply) <input type="checkbox"/> M610 (Letters, Flats, parcels) <input type="checkbox"/> M610 (Upgradable letters) <input type="checkbox"/> M620 (Enhanced Carrier Route) <input type="checkbox"/> M610 (Automation letters) <input type="checkbox"/> M620 (Automation Flats)		
	1-PL Mail Trays _____ 2-PL Mail Trays 3 2-PL EMS Trays _____ Total Lr. Trays _____					
	Flat Trays N/A Number of Seals _____ Number of Pallets _____ Number of Other _____					
	Weight of a Single Piece _____ pounds			If Secking, Based On <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs. <input type="checkbox"/> Both		
	Total Pieces 720 Total Weight 9.36					
	Name and Address of Individual or Organization for Which Mailing is Prepared (If other than permit holder) Dun & Bradstreet No. _____			Name and Address of Mailing Agent (If other than permit holder) ABC Mailers 1 Main St Fairfax VA 22031 703-123-4567 Dun & Bradstreet No. _____		
	CTAS Cust. Ref. ID _____					

↓ ↓ ↓

COMMISSION ON CONGRESSIONAL MAILING STANDARDS
140 Cannon House Office Building
Washington, D.C. 20515
Phone: Majority (202)225-9337; Minority (202)225-2061
Fax: Majority (202)226-0047; Minority (202)225-7664

FRANKING REQUEST FORM

Date: _____
Office of: _____
Address: _____

Staff Contact: _____
Phone #: _____ Fax#: _____

The attached material is being submitted for preliminary review:

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Flyer | <input type="checkbox"/> Questionnaire |
| <input type="checkbox"/> Meeting Notice | <input type="checkbox"/> Handout | <input type="checkbox"/> Calendar |
| <input type="checkbox"/> Letter | <input type="checkbox"/> Radio script | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> Other _____ | | |

Comments: _____

PLEASE INDICATE THE FOLLOWING:

MASS MAILING: Yes No
MAIL TYPE: First Class Bulk Rate Postal Patron

Request No.: _____
Majority Review: _____ Date: _____
Minority Review: _____ Date: _____
Revisions Necessary: _____

Revisions Approved: _____ / _____
Verbal Authorization: _____

COMMISSION ON CONGRESSIONAL MAILING STANDARDS
140 Cannon House Office Building
Washington, D.C. 20515
Phone: Majority (202)225-9337; Minority (202)225-2061
Fax: Majority (202)226-0047; Minority (202)225-7664

FRANKING CERTIFICATION FORM

This is to certify, to the best of my knowledge, that the attached material submitted for review does not/will not contain any logo, masthead design, slogan, or photograph which is a facsimile of any matter contained in the Member's campaign literature.

This is to certify, to the best of my knowledge, that the attached mass mailing will be mailed only to addresses within the Member's congressional district.

Member of Congress

Staff Signature

Date

ELECTION CERTIFICATION

PLEASE COMPLETE THIS PORTION ONLY IF YOU ARE SUBMITTING MATERIAL FOR COMMISSION APPROVAL DURING A FRANKING PROHIBITION PERIOD (90 days prior to any election where the Member's name appears on the ballot).

____ This is to certify that this mailing will not constitute a mass mailing under Title 39 U.S.C. 3210(a)(6)(E).

____ To the best of my knowledge, under the laws of the State of _____, the Member's name will not appear on the ballot in the next:

- _____ primary
- _____ special
- _____ runoff
- _____ general election

**U.S. HOUSE OF REPRESENTATIVES
SINGLE DROP MASS MAIL
OBLIGATION REQUISITION**

**CONTROL
NUMBER**

HONORABLE: _____
STATE AND DISTRICT: _____
STAFF CONTACT: _____
PHONE#: _____ **FAX#:** _____

PRINTING (If not done in your office):

Vendor Name: _____
Address: _____

Amount \$ _____

DESIGN (If not done in your office):

Vendor Name: _____
Address: _____

Amount \$ _____

HANDLING (If different):

Vendor Name: _____
Address: _____

Amount \$ _____

DISTRIBUTION (USPS):

Number of Pieces: _____

Anticipated Distribution Date: _____

Mail Classification: First Class Standard Postal Patron

Amount \$ _____

Total Amount \$ _____

Member Signature: _____

Date _____

Procedures Fact Sheet: Single Drop Mass Mail Obligation

1. Member office submits a sample of the mailing to the Franking Commission with a completed copy of:
 - a. Franking Request Form;
 - b. Franking Certification Form; and
 - c. **Single Drop Mass Mail Obligation Requisition Form (Obligation Form)**. *Please note: the Obligation Form must be signed by the Member*
2. The Obligation Form will state a reasonable estimate of the printing, production, and franking costs of the mailing.
3. Printing and production costs should be obtained from the vendors involved.
4. If a vendor is arranging for the bulk distribution of the mailing through the U.S. Postal Service, the franking costs should be obtained from the vendor. *Note: When your vendor makes the arrangements for the delivery of the mailing via the U.S. Postal Service, always request that the vendor provide your office a copy of any of the applicable U.S. Postal Service statement forms (Statement forms 3600, 3602, and 3605) for your records.*
5. Franking costs may also be obtained from House Postal Operations:
WEB (<http://onlinecao.house.gov/postalops>) or at Extension 5-3856.
6. Upon receipt of the Obligation Form, the Franking Commission will forward the information to Postal Operations.
7. House Postal Operations will review the form to insure that all the required information has been included; if the form is incomplete, House Postal Operations will contact the Member's office to provide assistance in completing the form; at this point, House Postal Operations, through Federal Financial System (FFS), will obligate the MRA funds required to support the printing, production, and/or franking of the mailing.
8. The Member's Monthly Financial Statement will reflect these obligations until the obligations have been paid.
9. Invoices received by the Member's office for the printing and production costs of the mailing should be forwarded to House Postal Operations to be processed for automatic payment from the Member's MRA. The invoice should be accompanied by the required supporting documentation:
 - a. a copy of the mailing;
 - b. a copy of the applicable Advisory Opinion issued by the Franking Commission; and
 - c. a copy of the applicable U.S. Postal Service Statement Forms (3600, 3602, and 3605).

Please note: Do not send a voucher.
10. The U.S. Postal Service will forward all statements for postal services provided in support of the distribution of the mailing (Statement forms 3600, 3602, and 3605) to House Postal Operations to be processed for automatic payment from the Member's MRA.
11. Once the expenses have been paid, the Member's Monthly Financial Statement will reflect the payment of the obligations.