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Use of NOAA Mail Services For PERSONAL MAIL

Please be advised that as a federal employee, or contractor, personal mail cannot be accepted at a federal facility. In addition, mail that is considered personal mail is automatically returned to the sender.

NOAA's policy on personal mail is as follows:

"Personal mail is prohibited in the NOAA federal mail stream. The NOAA mail system is not to be used for receiving and/or sending personal letters, merchandise, magazines, or parcels. The NOAA mail system is to be used only to conduct official Government business....[15 CFR 0.735-14 \(a\)](#) states that "...An employee shall not directly or indirectly use, or allow the use of, Government time or property of any kind, including property leased to the Government, for other than officially approved activities..." NOAA employees engaged in activity involving use of the NOAA mail system for non-official purposes are subject to disciplinary action, including the possibility of suspension or removal from their job.

You may find this information on NOAA's Mail Management webpage, http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/2013_NOAA_Mail_Services_Guide.pdf.

For additional questions, you may contact your Mail Management Team.

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