

MAIL MANAGEMENT BULLETIN
FY 2012
June 12 – July 12

1315 East West Highway (SSMC3/Suite 3866)
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Welcome to the USPS mailing and shipping bulletin! The home of new and exciting postal information!

Your contacts for NOAA's Mail Management functions:

Rita E. Argueta – NOAA Mail Manager, (301) 713-2220 x181

Floyd Creecy – National NOAA Mail Manager, (301) 713-2411 x165

We are looking for fresh and interesting postal topics. Please feel free to submit changes and/or offer suggestions.

USPS NEWS & UPDATES

Safety and Security

“Wearing Gloves Reduces Risks”

Wearing gloves will reduce your risk of being exposed to a potentially hazardous contaminant. Yes, this will reduce your risk. It will not eliminate the possibility of a threat but wearing gloves can reduce your exposure if it were to occur. The use of gloves can help provide safety by protecting team members from dangerous germs including Anthrax along with a host of other contaminants.

To further decrease your chances of exposure to a risk, the use of a mask along with wearing gloves is the best way of providing cost affective safety for the possibility of contaminations from fluids, powered or airborne germs when opening mail.

If you, someone on your team, or someone you may know, needs mail security training or additional information on mail security please call or email your mail management team listed at the end of the bulletin.

Mailing and Shipping

“A Simpler Way to Ship”

No matter what you choose to send, it's a simpler way to ship.

The Postal Service offers free Priority Mail Shipping Supplies that can be ordered online at [usps.com](https://www.usps.com) and delivered to you free. This product provides Flat-Rate shipping costs which cut down on weighing and guess work. There are no hidden surcharges or extra costs for Saturday or residential delivery. With Flat-Rate Priority Mail you'll be able to get your shipments out the door while keeping costs down.

When you are shipping shorter distances, Priority Mail Regional Rate Boxes are the right way to ship for value. They eliminate the per-pound price bumps typically found in zone-based shipping. Regional Rates are for domestic use only and must be packaged in USPS Regional Rate Boxes. The packaging supplies are available by ordering online at [usps.com/supplies](https://www.usps.com/supplies).

“International Flat-Rate Options”

USPS offers various international flat-rate and shipping options with its expedited services. As mailing requirements and restrictions differ for each country, flat-rate shipping options also may vary. In addition, we must remind you that Puerto Rico, Guam, Alaska, American Samoa, and Pacific Islands are domestic locations for mailing and with other shipping companies these locations are considered international.

Do you know what the weight limit is on Express Mail International (EMI) Flat Rate Packaging? Did you know that EMI flat-rate shipping options are one price to Canada and a different price to all other countries?

What about Priority Mail International (PMI) Flat Rate Packaging? Did you know that the maximum weight for PMI Flat Rate Envelopes or Small Flat Rate Boxes is 4 pounds?

You can visit <https://www.usps.com/ship/priority-mail-international-flat.htm> for more information including pricing on the differences in international flat-rate shipping options.

POSTAGE METERS

“Changes, Changes, More Changes”

Periodically your Postage Meter will need repairs. In some instances the Repair Technician will recommend replacing the meter. If your Postage Meter is replaced please notify the Mail Management team and provide them with the new Serial Number for the Postage Meter.

Security Measures have been implemented to control the amount of funds that can be downloaded to Postage Meters. Each Postage Meter has been assigned a Monthly Budget for Downloads or Resets. The initial amount placed on each meter is a relatively low amount to establish control measures. This amount can be changed by notifying your Line Office contact and we will work with them to make the adjustments. Your Line office contacts are listed below:

- NWS----- Shelia Foster (301) 713-0420 x 172
 Tamara Lewis (301) 713-0420 x 111
- NMFS----- Tonya Coleman (301) 427-8745
- NESDIS----- Debbie Rivera (301) 713-1646
 Laura Chapman (301) 713-9207 x 147
- NOS ----- Sam Williams (301) 713-3050 x 168
- OAR ----- Latoya Richardson (301) 734-1136
- OMAO ----- Vernell Stultz (301) 713-7626
 Elisabeth Cousins (301) 713-7642
- CORP SRVCS-- Rita Argueta (301) 713-2220 x 181
 Floyd Creecy (301) 713-2411 x 165

Pitney Bowes Service

1-800-888-0286 or 1-800-522-0020

Call this number for any problems with your postage meter and annual Preventative Maintenance. Your meter should receive annual (PM) Preventative Maintenance to keep it running like new.

For those whose postage meter machine are covered under Purchase Order Number DG13008NC0465, be sure to provide them this number; otherwise, they will send you a bill for services rendered.

Your Mail Management Team

Questions About NOAA Mail or Meters Who Do You Call?

Rita Argueta, NOAA Mail Manager, (301) 713-2220, ext 181, rita.e.argueta@noaa.gov

Floyd Creecy, National NOAA Mail Manager, (301) 713-2411, ext 165, floyd.creecy@noaa.gov