

MAIL MANAGEMENT BULLETIN
FY 2012
August 12 – September 12

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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

It is important that you read the information provided in this bulletin. A lot of research and effort goes into providing you with the most up-to-date, cost-saving, and correct information on NOAA mailing procedures and safety.

As always, you are encouraged to suggest fresh and interesting postal topics. Please feel free to submit changes and/or offer suggestions to make this bulletin as useful and as beneficial to you and everyone who reads it.

IMPORTANT! Pitney Bowes Postage Meter Machine Leasing Contract

NOAA is in its final option year for the leasing of postage meter machines for various locations (not every postage meter machine is covered under this purchase order). Beginning March 18, 2013, your respective line office will be responsible for the leasing of postage meter machines. As the date for this transition draws near, your line office will be provided with additional transition information. If you have any questions, feel free to contact them:

NWS	Tamara Lewis (301) 713-0420 x111 or Sheila Foster (301) 713-0420 x172
NMFS	Tonya Coleman (301) 427-8745
NOS	Sam Williams (301) 713-3050 x168
NESDIS	Debbie Rivera (301) 713-1646 or Laura Chapman (301) 713-9207 x147
OAR	LaToya Richardson (301) 734-1136
OMAO	Vernell Stultz (301) 713-7626 or Elisabeth Cousins (301) 713-7642

USPS NEWS & UPDATES

Safety and Security

Handling Mail? 5 Things You Need to Know Now

Hazardous envelopes and packages sometimes may have no outward telltale signs. That's why everyone handling mail should know how to react the right way to each type of attack.

- **Follow your instincts!** Concerned about a package? Follow your instincts and DO NOT OPEN IT. Leave the envelope on a flat surface and notify your supervisor.
- **For powders:** Place the contaminated letter or envelope on a flat surface. Do not attempt to clean up the mess or collect samples. Move away from the threat but stay in the general area. Notify your supervisor and follow protocols for your location.
- **For potential explosives:** If you are holding a potentially explosive package or letter, gently set it down, notify your supervisor, follow procedures to evacuate the area and notify your supervisor.
- **For threatening messages:** If you open a letter or package containing a threatening message but no visible liquid or powder, do not ignore it. Do not return the letter to the envelope or box. Place the contents and envelope or box together on a flat surface and notify your supervisor.
- **For chemicals:** Place the tainted letter and envelope on a flat surface. Do not attempt to clean up the mess or collect samples. Move away from the threat, carefully remove affected clothing and evacuate to the nearest decontamination area. Notify your supervisor.

Mailing and Shipping

FLAT-OUT FASTEST FOR LIGHTWEIGHT SHIPPING

The new Express Mail Padded Flat Rate Envelope is a great way to send light merchandise — overnight — to almost anywhere in the country.

Measuring 9 1/2 by 12 1/2 inches, with a little extra cushioning to protect the contents, the new padded envelope is available for commercial and online customers for \$17.75 by ordering free of charge from The Postal Store at store.usps.com/store

The envelope is the newest addition to the line of Express Mail Flat Rate products. Other products include a legal and regular-sized envelope (both \$18.95 retail, \$17.75 for commercial and online customers), and an Express Mail Flat Rate Box launched last January.

All these Express Mail Flat Rate products also are available for international shipments (see usps.com for international pricing and weights).

Business Reply Mailers

Don't use that Permit!

The NOAA Mail Management office is attempting to close NOAA's OMAS penalty mail account with the USPS. However, in our endeavor to accomplish this we continue to encounter some NOAA offices intent on using the penalty mail system instead of the commercial mail system (which is mandatory by the GSA).

We are doing our best to ensure that all penalty mail accounts are permanently closed. Any- time an office decides to use a closed penalty permit mail account, it automatically extends the close date of the OMAS account an additional 60 days. The re-opening of such penalty permit mail accounts have a cost associated with them--the fees range from \$150 to \$550 each time. If we are not able to successfully close the penalty permit mail accounts, your respective office will have to provide funding to pay the penalty mail fees and costs. The final USPS OMAS bill is expected to be received during the month of November/December 2012, which then means that you will have to use your FY 13 budget to pay FY 12 costs (because it will be considered a Prior Year (PY) cost).

Please be reminded to contact the NOAA Mail Management team if you are considering any type of permit mail usage or have questions concerning your existing supply of penalty permit mail envelopes/labels.

POSTAGE METERS

“I Didn't Know That”

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.

“I Need Some Moula Y'all” = I Need Some Money

Monthly budgets have been initiated to control the amount of funds that can be downloaded to Postage Meters. We are now experiencing an increase in requests asking for additional funds to be added to the postage meter. If you don't know what your monthly budget amount is please ask your line office contact or call your Mail Management team.

In some instances, we have found that the operators have not downloaded the monthly budget amount consistently. By downloading the budget amount each month, whether needed or not, eliminates the need to request additional funds later. Example, location A has a monthly budget of \$25, and \$40 on the meter. The operator has had no need to download funds for 3 months, so doesn't attempt to add funds. Today the operator receives a large mailing and needs an additional \$60 on the meter and has to wait until the Budget Analyst, Mail Management, and Pitney Bowes all take action. Had the operator downloaded the budget amount \$25 for 3 months there would

have been \$75 available for the postage, no additional tasks to perform, and no waiting for a response.

Please download the monthly budgeted funds to your postage meter every month whether you need the funds or not. This will allow your workflow to be unimpeded.

Postage Meter Supplies

It's been mentioned in prior bulletins, but please remember that your postage meter supplies are funded by your respective office. We continue to receive calls and e-mails concerning the payment of your postage supply invoice(s).

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