

**MAIL MANAGEMENT BULLETIN**  
**FY 2013**  
**October 12 – November 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:

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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, currently this information is in the development stage. You will be contacted to inform you when you can begin contacting 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 & SECURITY**

#### **9/11 and Anthrax Anniversary**

Last month, Americans commemorated the 11th anniversary of the 9/11 and the anthrax attacks. We looked at both events to see what we could learn and found surprising similarities, and one stark conclusion.

In both 9/11 and the anthrax attacks, a system that we once assumed was familiar and safe was turned against us. With 9/11 it was airplanes -- the 9/11 attacks took advantage of flaws in US counterterrorism procedures, where passengers have been told to obey hijackers and wait for authorities to resolve the situation. The anthrax attacks exploited our trust in opening white envelopes.

Disrupting terrorists is another major departure. In the case of 9/11, the screening response is to closely control those boarding aircraft, and deal with the terrorists before they board. In contrast, the approach to the anthrax attacks is to concentrate on mail detection upon delivery, only after it has entered the mail flow. As a result, both mail facilities and co-located, unrelated, mail can be contaminated, if not fully secured. In Amerithrax, 35 postal facilities and commercial mailrooms were contaminated and the presence of anthrax detected in seven of 26 buildings tested on Capitol Hill. Of the five anthrax-related deaths, two were USPS personnel who worked at the Brentwood mail facility in DC, and at least two others died of anthrax without having received an anthrax-dosed letter.

Perhaps, the most important lesson we can draw from these events is that, while we've made great strides in improving our security, our last, best, line of defense remains our own vigilance. Once they understood that their only hope lay in taking action, the passengers of Flight 93 fought back to deny their hijackers a complete victory. Since then, passengers have successfully defended their lives from the Shoe bomber late 2001 and the Underwear Bomber in 2009.

Three thousand people died teaching us this lesson. There is no better way to honor their memory than to heed it. Your vigilance is directly tied to your survival!

### **MAILING AND SHIPPING**

#### **USPS Announces New Prices and Services For 2013**

Beginning early next year, the price for First-Class Mail single-piece letters will increase by a penny to 46 cents.

**Highlights of the new single-piece First-Class Mail pricing, effective Jan. 27, 2013 include:**

- Letters (1oz.) — 1-cent increase to 46 cents
- Letters additional ounces — unchanged at 20 cents
- Letters to all international destinations (1oz.) — \$1.10
- Postcards — 1-cent increase to 33 cents

The Postal Regulatory Commission (PRC) will review the prices before they become effective Jan. 27, 2013.

#### Shipping Services:

Several new Shipping Services products will be available in January. Free tracking will be offered to all competitive packages, including retail Priority Mail and Parcel Post (recently renamed Standard Post). Also new, customers shipping Critical Mail letters and flats will now have the option of receiving a signature upon delivery as part of the service offering. A large variety of flat-rate boxes and envelopes for Express Mail and Priority Mail, including the padded and legal-sized flat rate envelopes will continue to be offered by the Postal Service.

#### **New domestic retail pricing for Priority Mail Flat Rate products include:**

- Small box — \$5.80
- Medium box — \$12.35
- Large box — \$16.85
- Large APO/FPO box — \$14.85
- Regular envelope — \$5.60
- Legal envelope — \$5.75
- Padded envelope — \$5.95

#### **“Do you have the Correct Address on That Letter?”**

**Proper addressing for external domestic mail (USPS mail)** - To ensure delivery of mail sent through the USPS, envelopes and self-mailers should be addressed properly. This will ensure that the mail arrives at the proper address in the least amount of time. The USPS may return mail that is improperly addressed, which wastes postage costs. In addition, the receiving NOAA mail center incurs additional man hours researching the recipients' location.

**The complete address of the addressee should include: name or title; routing code; room; suite or apartment number; post office box; street address; and city, state, and zip code (zip + four, if known).** For domestic mail the bottom line of the address will include only the city, state, and zip code (zip + four, if known).

If more room is required, the zip code may be placed below city and state. No other information, except for a barcode, should be placed below the address block containing the city, state, and zip code. Any printing below the address block may interfere with the optical reading equipment used by the USPS. The USPS recommends that addresses be typed in all capital letters using no

punctuation (The only exception would be a dash between the first five digits of the zip code and the last four digits if using a zip+4 code).

A space should be placed between the city and state. Two spaces should be placed between the state and zip code. All states should be designated by the two-letter abbreviation used by the USPS. This helps the optical readers process the mail quickly without delays that small letters and punctuation may cause. **Typical addressee would appear as follows:**

**NOAA  
MS EILEEN SMITH  
SOU57111, RM 8653, SSMC4  
1305 EAST WEST HIGHWAY  
SILVER SPRING MD 20910-3281**

**Proper return addressing for external mail (USPS mail)** - The correct return addresses on envelopes, self-mailers and letters are important since many people respond using those same addresses. The return addresses should follow the same format as the one used in the outgoing address described above. The NOAA return address should be complete indicating: agency; name or title; routing code; room number; building code; street address; city; state; and zip code.

If an envelope is used with a partial return address in the upper left corner, add the rest of the information to make a complete return address in the event the mail piece is returned. **A typical return address would appear as follows:**

**NOAA  
DOUG GRAVES  
SOU57111, ROOM 153, SSMC3  
1315 EAST WEST HIGHWAY  
SILVER SPRING MD 20910-3282**

**Addressing international mail** - The address of the final destination points should be typed or clearly printed. An address may be written in a foreign language, provided the names of the city, province, and country are indicated in English. **The bottom line must only show the country name**, written in full with no abbreviations, in all capital letters, and with no punctuation. When foreign postal codes, whether numerical or alphabetized, are used, they must always be on the line immediately above the destination country. **The following is an example of a properly addressed foreign destination:**

**MS SANDRA BEECHES  
412 THATCHER DR  
LONDON WIP6HQ  
ENGLAND**

## **Business Reply Mailers**

### **Don't use that Permit!**

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**

### **Replacement Postage Meter**

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.

### **Postage Meter Supplies**

Please remember that your postage meter supplies are funded by your respective offices.

### **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](mailto:rita.e.argueta@noaa.gov)

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