

MAIL MANAGEMENT BULLETIN
FY 2013
December 12 – January 13

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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! Contact your Line Office

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). Please begin contacting your respective line office for guidance on leasing of postage meter machines. This must be completed by March 18, 2013. We will not be executing an extension.

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

ESSENTIAL INFORMATION! Please utilize OF-7

During the execution of the contract for leasing of postage meter machines (to be completed by March 18, 2013) the current meter machine in your office may have to be replaced. In the event the postage meter is replaced you should retain documentation as it pertains to the equipment and transaction. In the event the postage meter is picked up from your location the essential information needed is who took possession of the equipment, a signature, and the date of the transaction. We recommend utilizing OF-7 (Optional Form 7) NOAA Property Pass (see below) and modifying it to include the essential information discussed above. It can be found at <http://www.gsa.gov/portal/forms/download/115422>.

<http://www.gsa.gov/portal/forms/download/115422>

OPTIONAL FORM 7 SEPTEMBER 1988 PRESCRIBED BY GSA FPMR (41 CFR) 101-20.110	PROPERTY PASS	1. DATE ISSUED
This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.		
2. NAME	3. BUILDING	
4. DESCRIPTION OF PROPERTY BEING REMOVED		
5. PROPERTY BELONGS TO	6. DEPARTMENT OR AGENCY	
7. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	8. TITLE	
	9. PASS GOOD UNTIL	
NSN 7540-00-634-4264		

Pitney Bowes:

[Pitney Bowes Rep name, signature, and date]

USPS NEWS & UPDATES

SAFETY & SECURITY

How to Recognize and Handle a Suspicious Package or Envelope

Identifying Suspicious Packages and Envelopes

Some characteristics of suspicious packages and envelopes include the following:

- **Inappropriate or unusual labeling**
 - Excessive postage
 - Handwritten or poorly typed addresses
 - Misspellings of common words
 - Strange return address or no return address
 - Incorrect titles or title without a name
 - Not addressed to a specific person
 - Marked with restrictions, such as “Personal,” “Confidential,” or “Do not x-ray”
 - Marked with any threatening language
 - Postmarked from a city or state that does not match the return address
- **Appearance**
 - Powdery substance felt through or appearing on the package or envelope
 - Oily stains, discolorations, or odor
 - Lopsided or uneven envelope
 - Excessive packaging material such as masking tape, string, etc.
- **Other suspicious signs**
 - Excessive weight
 - Ticking sound
 - Protruding wires or aluminum foil

If a package or envelope appears suspicious, DO NOT OPEN IT.

Handling of Suspicious Packages or Envelopes

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If at work, notify a supervisor, a security officer, or a law enforcement official. If at home, contact the local law enforcement agency.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials

MAILING AND SHIPPING

USPS Announces **New Prices For 2013**

Beginning early next year, the price for First-Class Mail single-piece letters will increase by a penny to 46 cents. **Remember: you must download the new First-Class Mail pricing to your postage meter prior to January 27, 2013!** Failure to download the new rates will result in the mail entered into the USPS mailstream being returned.

Highlights of the New Pricing

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

“Personal Mail”

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 for the conduct of official government business. This includes using a government address to receive or send personal items by private or public courier.

DOC policy codified in 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.

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

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