

**MAIL MANAGEMENT BULLETIN**  
**FY 2013**  
**February 13 – March 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.

**LEASING OF POSTAGE METERS!**

NOAA is currently awaiting approval of the lease rates for postage meters. After the rates are released the Mail Management team will distribute contact information to finalize the lease. The contacts provided will assist you with completing your lease agreement, and will answer all your questions regarding the process.

The original date of March 18, 2013 will be adjusted. These changes will not affect the current purchase order and you should continue with mail operations as usual. The new date and contacts will be distributed expeditiously when acquired.

If you have additional questions please contact the Mail Management team or your Line Office contact listed below.

NWS	Tamara Lewis (301) 713-0420 x111 or Sheila Foster (301) 713-0420 x172
NMFS	Tonya Coleman (301) 427-8745
NOS	Jennifer Neuschatz-Gregg (301) 713-3050 x128
NESDIS	Debbie Rivera (301) 713-1646
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 the current meter machine in your office may have to be replaced. In the event the postage meter is replaced you should retain documentation pertaining to the equipment and transaction. In the event the postage meter is picked up from your location essential information should be retained in your records regarding who took possession of the equipment, signature, and date of the transaction. Please utilize the OF-7 NOAA Property Pass (see below) and modify it to include the essential information discussed above. The OF-7 form can be accessed 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	<b>PROPERTY PASS</b>	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:

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[Pitney Bowes Rep name, signature, and date]

# **USPS NEWS & UPDATES**

## **SAFETY & SECURITY**

### **“That’s Suspicious”**

The Mail Center is a first line of defense for your agency therefore, examining every piece of mail before you do anything with it is mandatory. Below is a standard list of characteristics that will assist you with identifying a suspicious letter.

#### **Characteristics of suspicious packages or letters**

- Excessive postage, no postage, or non-canceled postage.
- No return address or obvious fictitious return address.
- Packages that are unexpected or from someone unfamiliar to you.
- Improper spelling of addressee names, titles, or locations.
- Unexpected envelopes from foreign countries.
- Suspicious or threatening messages written on packages.
- Postmark showing different location than return address.
- Distorted handwriting or cut and paste lettering.
- Unprofessionally wrapped packages or excessive use of tape, strings, etc.
- Packages marked as "Fragile - Handle with Care", "Rush - Do Not Delay", "Personal" or "Confidential".
- Rigid, uneven, irregular, or lopsided packages.
- Packages that are discolored, oily, or have an unusual odor.
- Packages that have any powdery substance on the outside.
- Packages with soft spots, bulges, or excessive weight.
- Protruding wires or aluminum foil.
- Visual distractions.

Mail Center employees should be trained to recognize and report suspicious packages. Characteristics of a suspicious package or letter vary, depending upon the types of mail that your operation routinely processes. What is suspicious in one Mail Center is not necessarily suspicious in another. However, anything from the following list that is unusual, in terms of your normal mail, or multiple items from this list, should draw your attention. If you, or someone within your office, require training, please contact us that we may forward training materials to you.

Copies of a “suspicious mail” poster(s) should be displayed in every Mail Center. Attached are posters from the FBI, and USPS. Make sure your office has the posters visible. Phone numbers of whom to call should be affixed on the poster(s) for easy access during an emergency.

## **MAILING AND SHIPPING**

### **International Mail**

Sending international First-Class Mail has become more convenient and economical, thanks to the Postal Service's new international rate. The new rates allow customers to send First-Class Mail International weighing up to 1 ounce anywhere in the world for \$1.10. Additionally, this includes letters weighing up to 2 ounces to Canada for the same price.

### **Are You on Top of Your Game?**

All postage meter machine users need to contact the NOAA Mail Manager or National NOAA Mail Manager to update the 1st and 2<sup>nd</sup> contact information for your location if changes have occurred in the last year. If a contact(s) retires, realigns, or leaves the agency please inform us of those changes.

## **POSTAGE METERS**

### **Replaced the Postage Meter Lately?**

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)