

**MAIL MANAGEMENT BULLETIN**  
**FY 2013**  
**April 13 – May 13**

1315 East West Highway (SSMC3/Suite 3866)  
Silver Spring, MD 20910  
Office: (301) 713-2411  
Fax: (301) 713-2303

Spring has sprung, 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 regarding NOAA mailing procedures and safety.**

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

**POSTAGE METERS**

**Acquisition of New Meters**

Your office should have received all necessary information to acquire a lease for the postage meter. If you need further guidance please contact you line office contact listed below.

The original date of March 18, 2013 has been adjusted. This change will not affect the current purchase order and you should continue with mail operations as usual.

If you have additional questions please contact your Line Office Representative listed below or the contacts for NOAA's Mail Management team.

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

## ARE YOU USING THIS FORM?

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:

\_\_\_\_\_  
[Pitney Bowes Rep name, signature, and date]

## **USPS NEWS & UPDATES**

### **No Planning, is Planning to Fail**

Only four months into the year we've seen many stories to do with white powder threats, as well mail bombs are still a real threat. Four have been reported this year thus far. Stay vigilant, if it does happen it could mean the loss of limb and or life. Your alertness and ability to prevent a catastrophe from occurring is invaluable.

Mail threats are on the rise. Mail security training and awareness planning should be put in place. Awareness can create alertness and contribute to safety and security.

Do you have a mail safety plan? How often do you review it? If a mail threat were to occur how will you respond? If you receive a suspicious package what should you do? How do you identify a suspicious package?

Your safety plan should be reviewed every quarter (3) Three months. Due to the increase in threats and the heightened security level in our country, we should prepare more often.

Attached also you will find the latest USPS Mail Security guide publication. Your mail management team welcomes your questions and is available to assist you. If you, someone on your team, or someone you may know needs mail security training or additional information on mail security please share this publication and call or email your mail management.

### **Statement from the U.S. Postal Service**

Congress has prohibited implementation of a new national delivery schedule by the U.S. Postal Service for mail and packages, which would consist of package delivery Monday through Saturday and mail delivery Monday through Friday, and would have taken effect the week of August 5, 2013.

## **MAILING AND SHIPPING**

### **OMAS is Obsolete**

NOAA's OMAS permit account is officially closed. Please do not attempt to use old envelopes that have OMAS permit numbers on them, they are obsolete. Any large jobs that have to be mailed out by a printer that have an OMAS permit (BRM or Permit Imprint) will not be mailed. Save yourself some time and frustration, make sure you don't use an OMAS permit.

## **Wow \$1.10 anywhere International!**

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.

## **Your Mail Management Team**

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)