

MAIL MANAGEMENT BULLETIN
FY 2014
November 13 – December 13

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Welcome to the USPS mailing and shipping bulletin! The home of new and exciting postal information!

Happy Holidays to all! You'd better be good for goodness sakes or you won't get your mail!

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. The mail bulletin provides 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. It would be appreciated if you would pass this information along and notify us of anyone you know who is responsible for mail and is not receiving this bulletin.

POSTAGE METERS

Postage Meter Information

“Lost and Found”

If you have elected to maintain a postage meter, please update the Mail Management team with your postage meter machine information such as: make, model, and serial number if you have not already done so.

You can email this information to Rita Argueta at rita.e.argueta@noaa.gov or Floyd Creecy at floyd.creecy@noaa.gov. We appreciate your prompt attention to this and taking the time to keep us informed.

Do you have any questions regarding downloading funds? Any questions pertaining to funds for your meter should be directed to your line office contact.

NOAA Mail Services Guide

“What you need to know about NOAA mail but was afraid to ask”

The [NOAA Mail Services Guide](#) (for NOAA headquarters) is now available on the [NOAA Mail Management](#) website. This guide is used for the NOAA headquarters mail management office in Silver Spring, Maryland. You are welcomed to use this guide as a springboard in developing a guide for your respective location if you feel one is needed.

The guide has pertinent information such as mail delivery/pick-up schedules, personal mail policy, classes of mail, and much more mailing information.

USPS NEWS & UPDATES

Safety and Security

“Myths about Mail Security”

Myth #3 – White powder is all we need to worry about.

Currently your facility could be exposed to a threat of a chemical, biological, radiological, or explosive nature. Additionally threats can include death threats, feces, broken glass, and syringes. It’s important that your location be prepared for any threat. Prevention of all threats is essential to your survival and you have more to be concerned about than a white powdery substance. A toxin such as Anthrax can be transported in any form or color.

[Publication 166, Guide to Mail Center Security](#), is a great source for understanding, accessing, and preventing threats. A PDF publication version of the USPS Guide to Mail Center Security is also available, <http://about.usps.com/publications/pub166.pdf>.

MAILING AND SHIPPING

Mailing

“DO NOT USE PENALTY MAIL STAMPS OR ENVELOPES!”

The NOAA Official Mail Account that supports penalty mail has been closed. Please DO NOT ATTEMPT TO USE A PENALTY MAIL STAMP OR A PENALTY MAIL ENVELOPE. Please destroy all penalty stamps or envelope stock piles as they are obsolete.

Please be reminded to contact the NOAA Mail Management team if you are considering any type of permit mail usage or have questions.

Shipping

“Priority Mail Update”

Customers can now pick day-specific delivery based on mail piece origin and destination Zip Codes. Shipping labels, retail receipts and the Track and Confirm site at <http://ww.usps.com> lets customers know whether packages will reach their destinations in one, two or three days allowing you to choose the delivery cost specifically for your needs.

Mail Management

Information

“For your Reference”

All past and future mail bulletins as well as mail management guidance is posted on the Mail Management website at:

http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/

“Your Mail Management Team”

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