

MAIL MANAGEMENT BULLETIN
FY 2015
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Welcome to the NOAA/USPS mailing and shipping bulletin! The home of new and exciting postal information!

The dog days of summer are upon us! ***IT'S HOT AND THIS BULLETIN IS HOT READ ON!***

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It is really important that you read the information provided in the bulletins. The mail bulletin provides the most up-to-date, cost-saving, and correct information regarding NOAA mailing procedures and safety.

You are encouraged to recommend fresh and interesting postal topics. Please feel free to submit changes 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 NEWS

Postage Information

“Happy Anniversary”

On July 26, 2015, the United States Postal Service celebrated its 240th anniversary. Commonly referred to as the General Post Office in the late eighteenth and early nineteenth century, the Postal Service has evolved into one of the largest and most efficient postal systems in the world today. Happy anniversary USPS!

“Barcoded Domestic Return Receipts”

Recently, an Intelligent Mail package barcode was added to the front and back of the new PS Form 3811, Return Receipt. The barcode is linked to the applicable extra service purchased for the item.

Customers are encouraged to begin using the new return receipt dated April 2015 as soon as possible

As part of the Postal Service’s ongoing efforts to simplify products and services, several updated and two new Extra Service forms have been implemented.

The new or revised Extra Service forms can either be printed by customers at: <http://about.usps.com/forms-publications/welcome.htm> (PS Forms 3606, 3606-D, 3665, 3806, 3811-A, and 3877) or ordered online at: <https://store.usps.com/store/> (PS Forms **153, 3800, 3811, 3813, 3813-P, and 3816**). These Extra Service forms are available for printing or ordering.

Extra Service PS Form #	Extra Service Form Name	Change Status
153	Signature Confirmation Receipt	Updated
3606	Certificate of Bulk Mailing (International)*	Updated
3606-D	Certificate of Bulk Mailing (Domestic)*	New Form
3665	Certificate of Mailing – Firm (Domestic)*	New Form
3800	Certified Mail Receipt	Updated
3804	Return Receipt for Merchandise	Updated
3811	Domestic Return Receipt	Updated
3811-A	Request for Delivery Information/Return Receipt	Updated
3813	Insured Mail Receipt \$500 and Under	Updated
3813-P	Insured Mail Receipt Over \$500	Updated
3816	Collect on Delivery	Updated
3877	Firm Mailing Book for Accountable Mail*	Updated

Mail Safety & Security

Safety and Security **“Gloves can Save Your Life”**

Wearing gloves will reduce your risk of being exposed to a potentially hazardous contaminant when handling mail. Yes, this will reduce your risk and could possibly save your life. It will not eliminate the possibility of a threat but wearing gloves can reduce your exposure if it were to occur. The use of gloves can help provide safety by protecting team members from dangerous germs including Anthrax along with a host of other contaminants.

To further decrease your chances of exposure to a risk, the use of a mask along with wearing gloves is the best way of providing cost affective safety for the possibility of contaminations from fluids, powdered or airborne germs when opening mail.

If you, someone on your team, or someone you may know, needs mail security training or additional information on mail security please call or email your mail management team listed at

the end of the bulletin.

Keep a suspicious mail poster up in your office. A suspicious mail poster can be ordered from the USPS, FBI or copies can be made from the PDF provided on the mail management website at: http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/

Mail Management

Information

“Reorganizations”

Line Offices and Staff Offices are/have experienced reorgs. When this occurs each organization is provided a new mail routing code. A mail routing code makes it easier for the mail center to sort and deliver the mail. Mail routing codes for employees can be found in the NOAA Staff Directory.

During reorgs an employee’s mail, in many instances, will have the new routing code applied. In mail centers where thousands of pieces of mail are delivered each day, this can be quite challenging, especially if the mail center has not been notified of the new routing code or the reorg. This may delay the processing and delivery of the mail.

Communication is essential during reorgs. Usually no one thinks about the mail though. If not, then it becomes the responsibility of the mail center to correct the deficiency. Here are some best practices to inform mailers that ensure prompt delivery of the mail.

- Begin using the new routing code on mail;
- Notify all vendors of the new mail routing code and use it as a part of the delivery address; AND,
- Have the Line/Staff office Point of Contact provide the mail center a copy of the NOAA Circular for verification and to identify any additional routing code changes.

If your mail center needs assistance in this area feel free to reach out to your mail management team.

“Free Supplies”

Need supplies for your postage meter? If you have a Pitney Bowes (K700, K7M0, B700) and need Postage Tape Sheets (3 boxes) Sealing Solution (1 box of 4 bottles), or Florescent Red Ink Cartridges (3) please contact the mail management team. A location that does not currently use a meter has decided they would like to donate the supplies. First come first served! These items won’t be available long so you need to contact us today.

“The Joke of the Month”

My neighbor went out to her mail box and looked in, closed the door and went back in the house. A few minutes later she went out and looked in the mail box again. She did this several times during the day. While out in the yard I said: “You must be expecting a very important letter today the way you keep looking into your mail box?” She answered, “No, I am working on my computer and it keeps telling me that I have mail.”

“For your Reference”

All past 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”

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