

**MAIL MANAGEMENT BULLETIN**  
**FY 2015**  
**March 15 – April 15**

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

Turn the heat up! Jack Frost will be nipping at your nose!

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 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 METERS**

**Postage Information**

**“WARNING Report Stamp Usage”**



Is the Mail Management Team receiving your “New Spreadsheet” to report your Stamp Usage? If you have not received the new spreadsheet please inform us that we may send it to you as soon as possible. If you have not reported usage, **we know who you are!!** Please contact us for a spreadsheet and begin reporting TODAY!

The NOAA Mail Manager must report all mailing and shipping expenditures to the Department annually. In order to report those expenditures all locations using postage stamps are required to manually provide reporting to the NOAA Mail Manager. Please report your usage monthly.

If you have any questions pertaining to manual stamp reporting please direct them to the Mail Management Team Rita Argueta at [rita.e.argueta@noaa.gov](mailto:rita.e.argueta@noaa.gov) or Floyd Creecy at [floyd.creecy@noaa.gov](mailto:floyd.creecy@noaa.gov).

## “Is Your Location IMpb Compliant?”

Intelligent Mail package barcode (IMpb) - A barcode the Postal Service requires to be on all First-Class mail Package Services, Priority Mail Express or Priority Mail, Parcel Select, Parcel select lightweight, Standard Mail, Library Mail, Media Mail, and Bound Printed Matter, or Extra Services. This barcode is the equivalent to the barcode used by FedEx and UPS to track packages seamlessly from drop off through delivery. The Postal Service wishes to provide the same and more for their customers.

By not having this barcode on your packages you risk the mail being returned and NOAA paying significant surcharges. Additionally, you should have a software solution to print the barcode. Without a software solution the mailer spends as much as 55% more than the discounted rates that NOAA receives. Please contact the Mail Management team to discuss a **FREE** software solution for your location.

If your location purchases stamps you are affected by this change as well. A software solution has been provided for you as well.

If you have additional questions and/or would like to discuss further please reach out to the Mail Management team Rita Argueta at [rita.e.argueta@noaa.gov](mailto:rita.e.argueta@noaa.gov) or Floyd Creecy at [floyd.creecy@noaa.gov](mailto:floyd.creecy@noaa.gov).

## Mail Safety & Security

### Safety and Security

#### **Wearing Gloves Reduces Risk**

Wearing gloves will reduce your risk of being exposed to a potentially hazardous contaminant. Yes, this will reduce your risk. 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, powered or airborne germs.

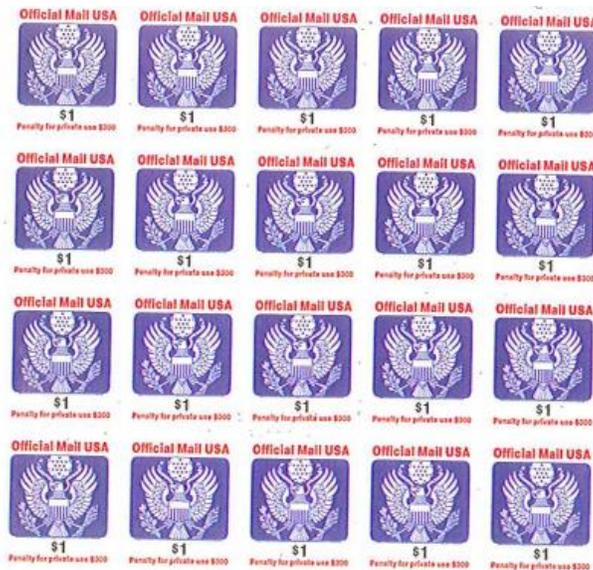
If you someone on your team or someone you may know needs mail security training or additional information on mail security please call or email your mail management team listed at the end of the bulletin.

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/](http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/)

## **MAILING AND SHIPPING**

### **“Official Mail Stamps and OMAS BRM Are Obsolete”**

Attention: all Official Mail Stamps and OMAS (Official Mail Accounting System) Business Reply Mail Cards are obsolete for NOAA. NOAA no longer holds an OMAS account. The stamp and BRM can still be used by agencies that have an OMAS account. If you ask a USPS employee if you can use the Official Mail Stamp or OMAS BRM, the answer will be yes because they will not know that your agency does not have an OMAS account. The mail management team for NOAA will answer no because we know that our agency does not have an OMAS account. NOAA currently utilizes CAPS (Centralized Account Processing System) to pay for postage with the USPS.





Please destroy all old stock piles to ensure use does not occur in the future. The OMAS stamp has no monetary value to NOAA. The agency does not pay for them until used.

If your location requires an alternative for mailing or if you have any questions pertaining to Official Mail Stamps please direct them to the Mail Management Team Rita Argueta at [rita.e.argueta@noaa.gov](mailto:rita.e.argueta@noaa.gov) or Floyd Creecy at [floyd.creecy@noaa.gov](mailto:floyd.creecy@noaa.gov). We will listen to you, assess your needs, and provide alternatives to assist you in making an intelligent and informed decision regarding your mailing and shipping needs.

## **Mail Management**

### **Information**

#### **“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/](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](mailto:rita.e.argueta@noaa.gov)

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