

MAIL MANAGEMENT BULLETIN

FY 2016

August 16 – September 16

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

Your contacts for NOAA's Mail Management functions:

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It is important that you read the information provided in the bi-monthly mail bulletins. The mail bulletins provide 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 “FY17 Stamp Reporting Change”

The NOAA Mail Management team has established a new Enterprise government account for purchasing postage and reporting usage. It provides users with postage discounted pricing and saves time.

In the past, users reported stamp usage via excel spreadsheets, made trips to the post office and received no discounts. This new system will provide automated real-time reporting; discounted postage purchases can be made from the convenience of one’s computer. In addition, there is no fee for this service.

Postage meter users that send a small amount of mail (1-15 letters a week) can also benefit from this new system—mainly elimination of a monthly lease contract. It is recommended that you seek acquisition counsel on cancellation should you decide to take advantage of the new Enterprise government account.

Our ultimate goal is to have all NOAA locations that utilize postage stamps on this new system at the beginning of FY17. Contact the Mail Management team if your office would be interested in participating in this new program and to answer any questions you may have.

Mail Safety & Security

Safety and Security “Myths about Mail Security”

There are three (3) myths about mail security that we would like to share with you. In the upcoming issues we will reveal one of those myths. “Stay tuned for the mystery of the myth.”

Myth #2 – Suspicious mail threats are not as serious as they were 10 years ago.

Did you know that threats in mail centers occur daily in the United States? There are less frequent headlines today than during the anthrax scare a decade ago regarding the incidents. Many corporations and government installations attempt to avoid the publicity of talking about hate mail and the details involved. The scope, frequency, and type of threats have increased over the years and include but are not limited to Chemical, Biological, Radiological, Nuclear and Explosives. Don’t be a statistic of a myth. We should always expect the best, plan for the worst and prepare to be surprised.

[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>.

If you have any questions regarding mail security and safety please contact the mail management team. 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/

Small Package Shipping

Shipping

“Ground Shipping” Option

3rd in a series of 4 Small Package Shipping Options

Why is ground shipping important? First, and foremost, it is much more cost effective than air shipping. **Second, it must be used for shipping that is less than 150 miles from your location.** Your package will arrive the same day as Next Day Air shipping. If your package does not need to be received immediately and the distance is far more than 150 miles, Ground Shipping works just as well.

One important point to remember: You must use your own packaging for ground shipping—there are no Ground Shipping envelopes/bags/boxes provided by the UPS (or the FedEx)!

As always, your organization’s mission dictates the type of shipping service it will require. In addition, you should always compare costs between the UPS, FedEx, and the USPS.

Let’s begin by accessing the Ground Shipping option:

The screenshot shows the 'Create A Shipment' form with two sections highlighted by red boxes and red arrows. The first section, 'What are you shipping?', has a 'Packaging Type' dropdown menu with 'Other Packaging' selected. The second section, 'How would you like to ship?', has a 'Service' dropdown menu with 'UPS Ground Service' selected. A table of shipping services and their fees is also visible.

Service	Fee?
UPS Next Day Air® Early	Free
UPS Next Day Air	Free
UPS Next Day Air Saver	Yes
UPS 2nd Day Air A.M.	Free
UPS 2nd Day Air	Yes
UPS 3 Day Select	Yes
UPS Ground Service	Yes
Freight (typically over 150 lbs)	Yes

Below are two samples for packages that will be shipped on Tuesday, August 16, 2016.

- Sample 1 will be Ground Shipping, Next Day Air, and, 2nd Day Air from the NOAA Silver Spring, MD, office to the Norfolk, VA, NOAA office; and,
- Sample 2 will be Ground Shipping, Next Day Air, and, 2nd Day Air from the NOAA Silver Spring, MD, office to the Seattle, WA, NOAA office.

SAMPLE 1:

Ship From: NOAA Silver Spring, MD, office

Ship To: NOAA Norfolk, VA, office

Ground Shipping.

1 Address Information Edit			
Ship To: Edit NOAA - Norfolk 439 W York St NORFOLK VA 235101114	Ship From: Edit NOAA/CAO Rita Argueta 1315 EAST WEST HWY SOU57 RM 3872 SILVER SPRING MD 20910 Telephone: 3017132220 x181 email: rita.e.argueta@noaa.gov	Return Address: Edit NOAA/CAO/LOD Rita Argueta 1315 EAST WEST HWY SOU57001 8624 SILVER SPRING MD 20910 Telephone: 3017132220 x181 email: rita.e.argueta@noaa.gov	
2 Package Information Edit			
Weight	Dimensions / Packaging	Declared Value	Reference Numbers ☐
1. 1.0 lbs (1.0 lbs billable)	Other Packaging		
3 UPS Shipping Service and Shipping Options Edit			
Service:	UPS Ground Service		
Guaranteed By:	End of Day Wednesday, Aug 17, 2016		
4 Payment Information Edit			
Bill Shipping Charges to:			
Charges:		7.30 USD	
A discount has been applied to the Daily rates for this shipment			
Negotiated Charges:		2.41 USD	
Total Charges:		2.41 USD	

Next Day Air.

2 Package Information Edit			
Weight	Dimensions / Packaging	Declared Value	Reference Numbers ☐
1. Letter (Letter billable)	UPS Letter		
3 UPS Shipping Service and Shipping Options Edit			
Service:	UPS Next Day Air		
Guaranteed By:	10:30 AM Wednesday, Aug 17, 2016		
4 Payment Information Edit			
Bill Shipping Charges to:			
Charges:		22.75 USD	
A discount has been applied to the Daily rates for this shipment			
Negotiated Charges:		4.66 USD	
Total Charges:		4.66 USD	

2nd Day Air.

2 Package Information Edit			
Weight	Dimensions / Packaging	Declared Value	Reference Numbers ☐
1. 1.0 lbs (1.0 lbs billable)	UPS Letter		
3 UPS Shipping Service and Shipping Options Edit			
Service:	UPS 2nd Day Air		
Guaranteed By:	End of Day Thursday, Aug 18, 2016		
4 Payment Information Edit			
Bill Shipping Charges to:			
Charges:		26.16 USD	
A discount has been applied to the Daily rates for this shipment			
Negotiated Charges:		4.00 USD	
Total Charges:		4.00 USD	

SAMPLE 2:

Ship From: NOAA Silver Spring, MD, office

Ship To: NOAA Seattle, WA, office

Ground Shipping.

1 Address Information			
Ship To: Edit NOAA - Seattle 7600 Sand Point Way NE, 8 SEATTLE WA 981156349	Ship From: Edit NOAA/CAO Rita Argueta 1315 EAST WEST HWY SOU57 RM 3872 SILVER SPRING MD 20910 Telephone: 3017132220 x181 email: rita.e.argueta@noa a.gov	Return Address: Edit NOAA/CAO/LOD Rita Argueta 1315 EAST WEST HWY SOU57001 8624 SILVER SPRING MD 20910 Telephone: 3017132220 x181 email: rita.e.argueta@noa a.gov	
2 Package Information			
Weight	Dimensions / Packaging	Declared Value	Reference Numbers
1. 1.0 lbs (1.0 lbs billable)	Other Packaging		
3 UPS Shipping Service and Shipping Options			
Service:	UPS Ground Service		
Guaranteed By:	End of Day Tuesday, Aug 23, 2016		
4 Payment Information			
Bill Shipping Charges to:			
Charges:	9.11 USD		
A discount has been applied to the Daily rates for this shipment			
Negotiated Charges:	3.12 USD		
Total Charges:	3.12 USD		

Next Day Air.

2 Package Information			
Weight	Dimensions / Packaging	Declared Value	Reference Numbers
1. 1.0 lbs (1.0 lbs billable)	UPS Letter		
3 UPS Shipping Service and Shipping Options			
Service:	UPS Next Day Air		
Guaranteed By:	10:30 AM Wednesday, Aug 17, 2016		
4 Payment Information			
Bill Shipping Charges to:			
Charges:	66.28 USD		
A discount has been applied to the Daily rates for this shipment			
Negotiated Charges:	4.66 USD		
Total Charges:	4.66 USD		

2nd Day Air.

2 Package Information			
Weight	Dimensions / Packaging	Declared Value	Reference Numbers
1. 1.0 lbs (1.0 lbs billable)	UPS Letter		
3 UPS Shipping Service and Shipping Options			
Service:	UPS 2nd Day Air		
Guaranteed By:	End of Day Thursday, Aug 18, 2016		
4 Payment Information			
Bill Shipping Charges to:			
Charges:	26.16 USD		
A discount has been applied to the Daily rates for this shipment			
Negotiated Charges:	4.00 USD		
Total Charges:	4.00 USD		

The Joke of the Month “Bills....Bills....Bills”

--One day the post office letter carrier was making his daily rounds. The four-year-old boy from the next house on the route ran to his family’s mailbox. He planted himself squarely in front of it. With his feet spread wide and his arms folded, he told the carrier sternly, “My mom says she just can’t take any more bills!”

--The lunch time crowds watched as a well-dressed young man strides to a mailbox on the street; with one hand clutching a bundle of bill payments to be sent to his creditors and the other holding his lunch – a box of fried chicken. Forehead wrinkled in concentration, the young man carefully posted his chicken dinner, then as the mail chute slammed shut, stared in horror at the letters still clutched in his hand.

--One day my mother sent my little brother to the post office to mail the electric bill payment. A few minutes later he came back with a suspicious smile on his face. “What happened?” my mother asked. “I just fooled the people at the post office. When no one was looking, I dropped the letter into the box without buying any stamp.”

“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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