

MAIL MANAGEMENT BULLETIN

FY 2016

January 16 – February 16

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

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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

“Here’s the Scoop on the USPS Rate Change”

As a reminder, the January 2016 Price Change for Competitive Products goes into effect Sunday, January 17, 2016. The price change includes only the Priority Mail products such as Priority Mail flat rate envelopes, small, medium, large boxes and standard mail flats.

This price increase will not include First-Class Mail or any other Postal Service Mailing product such as the Forever stamp.

The rates for the increase will be downloaded to your PC or Postage Meter when you download funds. Therefore, if you have one of the above postage metering instruments, on or before January 17, 2016 you will need to attempt a \$0.00 or any other amount download. This must be done to ensure that any mailing your office does with Priority Mail will have the correct postage on them.

If you need assistance in this area feel free to reach out to your mail management team.

Mail Safety & Security

Safety and Security

“Training is the Mainstay of Mail Security”

Each year, thousands of mail borne threats designed to damage or disrupt business, and create public panic are delivered worldwide. Real, or hoax, this effective terror tactic cost industry millions in lost revenue and productivity annually. With restricted budgets, and management teams reluctant to dedicate resources to technical screening programs, mail managers are forced to seek alternative methods to protect critical infrastructure and personnel. Without question, the most efficient and cost effective method for mitigating risk associated with such threats is a well-trained and risk aware team supported by validated processes and well developed response plans.

As domestic and international terrorism increases, so does the public expectation that organizations are taking the appropriate steps necessary to safeguard personnel and infrastructure from such threats. Unfortunately, this is often mitigated by the fact that, while the public’s expectation of security is high, their expectation that their mail will not be delayed, and will remain private is even higher. Making matters worse, corporate and organizational expectations demand that mail room managers and personnel safeguard their organization with restrictive budgets, little or no equipment, inadequate training, and minimal support. Given that a single 49 cent envelope filled with powdered sugar has the potential to shut down operations for days, traumatize personnel, and cause economic havoc, mail managers across the nation are seeking cost effective, innovative solutions to safeguard their organizations.

Without question, a knowledgeable, well trained staff, supported by strong post training expertise is the most cost effective method for safeguarding critical infrastructure and personnel. For this reason the mail management team provides you with valuable information regarding mail security, so that you will use it daily and make it relevant. We also suggest that you share this information with others, who may not have this privilege.

Are you familiar with this **Myth – Mail threats are not as serious as they were 10 years ago.** Threats occur on a daily basis. There are not as many headlines as during the anthrax scare a decade ago, but many corporations and government installations do not want the publicity of talking about hate mail. Being in the headlines is also a goal of terrorists, so being less public also serves the greater good.

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

“Look out for Surcharges”

Did you know that NOAA employees can use FedEx, UPS or USPS for shipping packages? The department has negotiated rates for your shipping pleasure through FedEx and UPS. But beware, the price you see when preparing your shipment is not always the final price that NOAA pays. There are surcharges that FedEx and UPS will assess if you are not paying attention. For instance there are surcharges for “ship to” address, residential delivery, addresses without a required suite or room number, and large packages can be assessed a fee for as much as \$47 for Express and \$36 Ground, on top of the price for the shipment. This can be very costly, especially when you ship millions of packages a year, so be on the lookout for surcharges when shipping with FedEx or UPS.

Here are some additional costs saving tips:

- If your package has to be delivered overnight/next day, do not select “1st Overnight”. Rather select “Next Day”. There is an average savings of \$25-\$30 by selecting Next Day.
- Ground Shipping is the best possible way to save money on shipping if your package does not have to be delivered the next day. Your package will arrive within two days max within a 150 mile radius of your “ship from” location.
- Always compare shipping prices with UPS/FedEx/USPS or other avenues to obtain the best shipping value for the government.

Did you know that the USPS shipping rates are not negotiated but are given to us based upon shipping levels? The USPS does not charge surcharges after the package is shipped. The price charged is always the price NOAA pays. And remember “if it fits, it ships.”

“Shipping PII”

PII pouches are now available for shipping PII sensitive items. The pouches have a black interior that protects your PII information from peering eyes. When using this type of pouch, please drop a shipping label in with the contents of your package (in case the exterior shipping box is destroyed during shipping or the shipping label detaches from the shipping box) and insert everything into the shipping box.

The pouches are for government employee’s use only. If the UPS/FedEx cannot assist you in ordering these PII pouches, please contact your respective line office representative:

NESDIS – debbie.rivera@noaa.gov
NMFS – deedee.hairston@noaa.gov
NOS – jennifer.neuschatz-gregg@noaa.gov
NWS - shelia.foster@noaa.gov
OAR - latoya.richardson@noaa.gov
OMAO - harrie.a.cherry@noaa.gov
PPI - rose.dyson@noaa.gov
S/Os – rita.e.argueta@noaa.gov

The Joke of the Month

“Downsizing in America/Streamlining at the North Pole”

Season's Greetings,

The recent announcement that Donner and Blitzen have elected to take the early reindeer retirement package has triggered a good deal of concern about whether they will be replaced, and about other restructuring decisions at the North Pole.

Streamlining was appropriate in view of the reality that the North Pole no longer dominates the season's gift distribution business. Home shopping channels and mail order catalogs have diminished Santa's market share and he could not sit idly by and permit further erosion of the profit picture.

The reindeer downsizing was made possible through the purchase of a late model Japanese sled for the CEO's annual trip. Improved productivity from Dasher and Dancer, who summered at the Harvard Business School, is anticipated and should take up the slack with no discernible loss of service. Reduction in reindeer will also lessen airborne environmental emissions for which the North Pole has been cited and received unfavorable press.

I am pleased to inform you and yours that Rudolph's role will not be disturbed. Tradition still counts for something at the North Pole. Management denies, in the strongest possible language, the earlier leak that Rudolph's nose got that way not from the cold, but from substance abuse. Calling Rudolph "a lush who was into the sauce and never did pull his share of the load" was an unfortunate comment, made by one of Santa's helpers and taken out of context at a time of year when he is known to be under executive stress.

As a further restructuring, today's global challenges require the North Pole to continue to look for better, more competitive steps. Effective immediately, the following economy measures are to take place in the "Twelve Days of Christmas" subsidiary:

The partridge will be retained, but the pear tree never turned out to be the cash crop forecasted. It will be replaced by a plastic hanging plant, providing considerable savings in maintenance; the two turtle doves represent a redundancy that is simply not cost effective. In addition, their romance during working hours could not be condoned. The positions are therefore eliminated; the three French hens were boycotted, after the French insistence on continuing nuclear testing; the four calling birds were replaced by an automated voice mail system, with a call waiting option. An analysis is underway to determine who the birds have been calling, how often and how long they talked; the five golden rings have been put on hold by the Board of Directors. Maintaining a portfolio based on one commodity could have negative implications for institutional investors. Diversification into other precious metals as well as a mix of T-Bills and high technology stocks appear to be in order; the six geese a-laying constitutes a luxury which can no longer be afforded. It has long been felt that the production rate of one egg per goose per day is an example of the decline in productivity. Three geese will be let go and an upgrading in the selection procedure by personnel will assure management that from now on every goose it gets will be a good one; the seven swan's a-swimming is obviously a number chosen in better times. The function is primarily decorative. Mechanical swans are on order. The current swans will be retrained to learn some new strokes and therefore enhance their outplacement; as you know, the eight maid's a-milking concept has been under heavy scrutiny by the EEOC. A male/female balance in the workforce is being sought. The more militant maids consider this a dead-end job with no upward mobility. Automation of the process may permit the maids to try a-mending, a-mentoring, or a-mulching; nine ladies dancing has always been an odd number. This function will be phased out as these individuals grow older and can no longer do the steps; Ten Lords a-leaping is overkill. The high cost of Lords plus the expense of international air travel prompted the compensation reductions and fiscal streamlining.

“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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