

MAIL MANAGEMENT BULLETIN

FY 2016

June 16 – July 16

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Welcome to the May flower 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 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

“Tired of Sending That Stamp Report”

“I don’t know about you but I find it difficult to remember to send my stamp report every month. Sometimes it’s been two months before I remembered.” “I know someone who only sent one in the last six months”. “I wish they would come up with something easier so I wouldn’t have to remember to send that thing. It’s just one more thing on top of the thousand things I have to do already.”

These are some of the conversations the NOAA mind reader has been hearing in the minds of those who use postage stamps from the USPS and have to send a monthly Stamp Report to the mail management team. The mind reader has suggested that we provide an easier system for you to report your usage. After listening to the NOAA mind reader we agree; you have to go the post office and get the stamps, and remember to send us the report in addition to all the other tasks you do daily.

We are making available to you today a new system to make your life less stressful and your stamp purchases more convenient. You will have less work and more time for fun. No more forgetting to send the stamp report, or having to send the report. No more going to the post office, or forgetting to go to the post office. Has that ever happened to you?

Please contact your mail management team today to learn more about this new system! You’d better hurry and make that call before all the accounts are gone! “I’m tired of sending that stamp report.”

Mail Safety & Security

Safety and Security

“Myths about Mail Security”

There are 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 #1 – The Post Office screens my mail for all threats.

The Postal Service has implemented some screening measures. Their primary focus is on processing and distributing massive quantities of mail while competing with commercial carriers such as FedEx and UPS while facing budget cuts and downsizing. The security of your mail center is your responsibility. Although education, training, and preparation are costly, prevention is always less expensive than liability. With thorough research and speaking to subject matter experts you can establish processes and procedures that will reduce the possibility of a major catastrophe. 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

“2nd Day Air Shipping” Options

2nd in a series of 4 Small Package Shipping Options

When shipping packages through the small package program, please keep in mind that your organization’s mission dictates the type of shipping service it will require. Along the same lines, the method of shipping service you choose must be cost effective and in the best interest of the government.

If your package doesn’t need to be delivered the next business day, 2nd Day Air shipping is available. In fact, this is a better option, and most times, more economical. Here is a brief description of 2nd day air shipping options:

UPS 2nd Day Air A.M. – This type of service is for delivery on the second business day by 10:30 a.m. or 12:00 noon to most commercial destinations. This is a preferred method of air shipping. However, cost must always be compared. As you can see, the cost of this shipment is comparable to the UPS Next Day Air which is \$4.66 and UPS Next Day Air Saver which is \$4.32 (shown in the March 16 – April 16 Mail Management Bulletin).

UPS 2nd Day Air – Delivery for this service is by the end of the second business day. While this is slightly less in cost compared to 2nd Day Air A.M. delivery (shown in the March 16 – April 16 Mail Management Bulletin), one has to ensure their respective office is open and an employee is available to sign for the package.

As always, be sure to compare costs between the UPS, FedEx, and the USPS.

EXAMPLE:

Review Your Shipment Details [Help](#)

Please review your shipping information for accuracy. Select Edit to modify information.

1 Address Information

Ship To: Edit DCC/NOAA/NMFS/OAA/ WCED 7600 Sand Point Way, NEFF/FNS SEATTLE WA 981156349	Ship From: Edit NOAA/CAO Rita Argueta 1315 EAST WEST HWY SOU57 RM 3872 SILVER SPRING MD 20910 Telephone:3017132220 x181	Return Address: Edit NOAA/CAO/LOD Rita Argueta 1305 EAST WEST HWY SOU57001 8624 SILVER SPRING MD 20910 Telephone:3017132220 x181
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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 2nd Day Air A.M.
Guaranteed By:	10:30 AM Thursday, May 19, 2016

4 Payment Information [Edit](#)

Bill Shipping Charges to: Shipper's Account

Negotiated Charges:	4.27 USD
Total Charges:	4.27 USD

3 UPS Shipping Service and Shipping Options [Edit](#)

Service:	UPS 2nd Day Air
Guaranteed By:	End of Day Thursday, May 19, 2016

4 Payment Information [Edit](#)

Bill Shipping Charges to: Shipper's Account

Negotiated Charges:	4.00 USD
Total Charges:	4.00 USD

The Joke of the Month “Elderly Lady Writes to God”

A Post Office worker at the main sorting office finds an unstamped, poorly hand-written envelope addressed to God. He opens it and discovers it is from an elderly lady, distressed because some thief robbed her of 100 dollars. She will be cold and hungry for the rest of the month if she doesn't receive some divine intervention.

The worker organizes a collection amongst the other postal workers, who dig deep and come up with 96 dollars. They get it to her by special courier the same morning.

A week later, the same postal worker recognizes the same handwriting on another envelope. He opens it and reads: "Dear God, Thank you for the 100 dollars. This month would have been so bleak otherwise. P.S. It was four dollars short but that was probably those thieving bandits at the Post Office."

“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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