

MAIL MANAGEMENT BULLETIN

FY 2016

March 16 – April 16

1315 East West Highway (SSMC3/Suite 3866)

Silver Spring, MD 20910

Office: (301) 713-2411

Fax: (301) 713-2303



Welcome to the spring 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:

Rita E. Argueta – NOAA Mail Manager, (301) 713-2220 x181

Floyd Creecy – National NOAA Mail Manager, (301) 713-2411 x165

Jennifer Barnwell – Assistant Mailroom Manager, (301) 713-2411 x148

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

“Postal Service Exigent Surcharge Pricing to End April 10”

Absent Congressional or court action to extend or make permanent an existing exigent surcharge for mailing products and services, including the Forever stamp, the Postal Service is required to reduce certain prices on Sunday, April 10, 2016. An order from the Postal Regulatory Commission (PRC) requires the surcharge to be reversed after the Postal Service has collected \$4.6 billion. As outlined in a notice filed with the PRC that amount is expected to be reached by April 10th and this means a price reduction on postage.

The surcharge removal means these First-Class Mail prices will be adjusted to the following:

	<u>Mandated Reduction</u>
• Letters (1 oz.)	\$0.47
• Letters additional ounces	\$0.21
• Letters to international destinations	\$1.15
• Postcards	\$0.34
<u>Metered Mail</u>	
• Letters (1 oz.)	\$0.465
• Letters (2 oz.)	\$0.675
• Letters (3 oz.)	\$0.885

Additional commercial rates can be found at pe.usps.com. The rates for the decrease will be downloaded to your PC when you log on or Postage Meter when you download funds.

“Package Intercept”

The Postal Service’s Package Intercept service is the perfect solution for shippers who find themselves suddenly needing to make a change to a shipment’s original delivery address.

The Business Customer Gateway is the control center from which business customers can make changes. Mailers can:

- Upload a Package Intercept file and enter a USPS Tracking number;
- Redirect the shipment to a new domestic address;
- Ask that the shipment be returned to the sender; or
- Request that the package be held at a Post Office for pickup

The Business Customer Gateway is located at [Click here](#). For more information about using Package Intercept, visit: [Click here](#).

If you need assistance in these areas feel free to reach out to your mail management team.

“Getting Expedited Packaging Supplies”

Locations that may be running low on Priority Mail Express and Priority Mail Shipping supplies can use USPS.com to order more. You can have those free expedited packaging supplies delivered in no more than five business days or less.

Both the Package Pickup tool [Click here](#) and the “Shipping Services” tab [Click here](#) allow customers to request up to five Priority Mail Express and Priority Mail Flat Rate Envelopes and up to five small, medium or large Priority Mail Flat Rate Boxes, which are fulfilled by the local Post Office and delivered on the same day or on the next business day – or three to five business days when fulfilled by the distribution center.

Mail Safety & Security

Safety and Security

“Training is the Mainstay of Mail Security”

Did you know that 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 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

“Overnight/Next Day Shipping ” Options

1st in a series of 4 Small Package Shipping Options

There are times when a package must arrive the next day. But, choosing Next Day Air Early shipping costs more money than Next Day Air. Here is a brief description of overnight shipping options:

UPS Next Day Air Early – Next business day early delivery is 8:00 a.m. While it is desirable to ensure your package arrives at its destination as soon as possible, please keep in mind that the majority of NOAA offices are not open that early and therefore the office is inaccessible and no

one maybe available to sign for the package. Above all else, this is an expensive mode of overnight shipping. (See Below) It is imperative that you do not use this option of shipping!!

UPS Next Day Air – The package will arrive either at 10:30 a.m. or 12:00 noon (or end of day, depending on destination). This is a better alternative to shipping if your package must arrive overnight but later in the morning versus 8:00 a.m., and it is much lower in cost than “UPS Next Day Air Early”. (See below)

UPS Next Day Air Saver – Your package will be delivered by 3:00 p.m. or 4:30 p.m. This is the better method of shipping of an overnight package. The cost is slightly lower than “UPS Next Day Air” but drastically less than “UPS Next Day Air Early”. (See below)

As always, be sure to compare costs between the UPS and FedEx. Keep in mind that the method of shipping must be cost effective and is in the best interest of the government.

EXAMPLE:

1 Address Information			
Ship To: Edit DOO/NOAA/NMFS/OAA/ WCED 7600 Sand Point Way NE F/ENS SEATTLE WA 981156349 Telephone:	Ship From: Edit NOAA/CAO Rita Argueta 1315 EAST WEST HWY SOU57 RM 3872 SILVER SPRING MD 20910 Telephone:		

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® Early	
Guaranteed By: 8:00 AM Thursday, Mar 17, 2016	

4 Payment Information Edit	
Bill Shipping Charges to: Shipper's Account	
Negotiated Charges:	31.69 USD
Total Charges:	31.69 USD

3 UPS Shipping Service and Shipping Options Edit	
Service: UPS Next Day Air	
Guaranteed By: 10:30 AM Thursday, Mar 17, 2016	

4 Payment Information Edit	
Bill Shipping Charges to: Shipper's Account	
Negotiated Charges:	4.66 USD
Total Charges:	4.66 USD

3 UPS Shipping Service and Shipping Options Edit	
Service: UPS Next Day Air Saver	
Guaranteed By: 3:00 PM Thursday, Mar 17, 2016	

4 Payment Information Edit	
Bill Shipping Charges to: Shipper's Account	
Negotiated Charges:	4.32 USD
Total Charges:	4.32 USD

The Joke of the Month

“Write for Mail Order”

An elderly fisherman wrote to a mail order house the following: “Please send me one of those gasoline engines for my boat you show on page 438, and if it’s any good, I’ll send you a check.” In a short time he received the following reply from the mail order house: “Please send check. If it’s any good, we’ll send the engine.”

“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”

Rita Argueta, NOAA Mail Manager, (301) 713-2220, ext 181, rita.e.argueta@noaa.gov

Floyd Creecy, National NOAA Mail Manager, (301) 713-2411, ext 165, floyd.creecy@noaa.gov