

MAIL MANAGEMENT BULLETIN

FY 2016

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Welcome to 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

“First Price Increase in Three Years for Commercial Priority Mail”

The United States Postal Service filed notice with the Postal Regulatory Commission (PRC) of proposed price changes for its Shipping Services products to take effect in January, following the conclusion of the holiday season. The filing does not include any price increase for First-Class Mail or any other Postal Service Mailing product such as the Forever stamp.

The Postal Service continues to provide excellent value and reliability for the shipping industry along with convenient choices for consumers. The average Shipping Services price change is 9.5 percent which results in an average shipping price of less than \$5.50 per shipment across all shipping products.

The new prices, if approved, represent the first price increase in more than three years for commercial Priority Mail. The average price increase for Priority Mail is 9.8 percent; when calculated over the three-year period since the last increase, the overall Priority Mail price change averages less than 3.3 percent per year.

The PRC will review the prices before they are scheduled to become effective on Jan. 17, 2016. The complete Postal Service price filing with the new prices for all Shipping Services products can be found on the PRC website at <http://www.prc.gov/docs/93/93564/Notice%20CP2016-9.pdf>.

The Postal Service continues to enable America’s e-commerce growth and enhance its portfolio of mailing and shipping solutions to best meet the evolving needs of the business and residential customer.

Mail Safety & Security

Safety and Security

“It Doesn’t Have to Make Sense”

Threats to organizations are occurring but many are not publicized. It also seems that some of them just don’t have to make sense.

Just recently in Glendale, Arizona a teen was arrested after allegedly sending threats through the mail to the town’s Sheriff. “...I’ll make sure I know where you sit at so I can shoot you and blow your head off...” read one message.

When asked why he sent the messages, the teen replied that he was reportedly angry with the Sheriff’s department treatment of inmates after watching a recent news report.

We all must be vigilant at applying safety measures when handling mail. We never know when someone has made an adverse decision regarding NOAA. We must remember, “it doesn’t have to make sense.” It does make sense to protect yourself and your co-workers.

If you have any questions regarding mail 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/

Mail Management

Information

“Reorganizations”

Line Offices and Staff Offices are/have experienced reorgs. When this occurs each organization is provided a new mail routing code. A mail routing code makes it easier for the mail center to sort and deliver the mail. Mail routing codes for employees can be found in the NOAA Staff Directory.

During reorgs an employee’s mail, in many instances, will have the new routing code applied. In mail centers where thousands of pieces of mail are delivered each day, this can be quite challenging, especially if the mail center has not been notified of the new routing code or the reorg. This may delay the processing and delivery of the mail.

Communication is essential during reorgs. Usually no one thinks about the mail though. If not, then it becomes the responsibility of the mail center to correct the deficiency. Here are some best practices to inform mailers that ensure prompt delivery of the mail.

- Begin using the new routing code on mail;
- Notify all vendors of the new mail routing code and use it as a part of the delivery address; AND,
- Have the Line/Staff office Point of Contact provide the mail center a copy of the NOAA Circular for verification and to identify any additional routing code changes.
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If your mail center needs assistance in this area feel free to reach out to your mail management team.

“Lost or Damaged Mail”

Have you ever mailed a package several months earlier and received a small fragment of the packaging with no contents back? The postal service provided a letter saying that they regret to inform you that this was found in a post office and the contents seemed to have disappeared and this is all that was left behind.

A document accompanied the items that stated that you could file a claim regarding the contents. So you filed it out and mailed it back to the address provided. You have received no notification since you mailed it. It seems that that claim form has now disappeared like the original package that was mailed several months earlier.

Well I almost came to the conclusion that there are small green men who lurk around the post office during afterhours and confiscate packages. They take the items back to their planet.....no just joking!

If you have this issue or one similar you should attempt the following:

- Complete the forms provided
- Make copies of the form and documents
- DO NOT MAIL
- Take the form and documents to the nearest Post Office
- Give documents to the retail employee working the counter (post master if available)
- Get the name of the employee
- Follow up

The above was suggested by Management Support Specialist Nicole Capps of the Monterey California National Ocean Service office. Our hats go off to her and we say thank you Nicole!

The Joke of the Month

“Guards Reading Prisoners Mail”

A prisoner in jail receives a letter from his wife: “Dear Husband, I have decided to plant some lettuce in the back garden. When is the best time to plant them?” The prisoner, knowing that the prison guards read all mail, replied in a letter: “Dear Wife, whatever you do, do not touch the back garden. That is where I hid all the money.”

A week or so later, he received another letter from his wife: “Dear Husband, You wouldn’t believe what happened, some men came with shovels to the house, and dug up the entire back garden.” The prisoner wrote another letter back: “Dear Wife, now is the best time to plant the lettuce.”

“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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