

MAIL MANAGEMENT BULLETIN
FY 2011
December 11 – January 12

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Holiday Greetings,

Here's more exciting news and information for USPS mailing and shipping!

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

Any ideas that you would like to suggest? Don't hesitate we are looking for fresh and interesting topics.

All postage meter machine users need to contact us to update their line office, location, postage meter machine (serial and postage #), and 1st, 2nd contact information. Please do this now if you have not already! Thank you to all who completed this action!

USPS NEWS & UPDATES

Safety and Security

How to Recognize and Handle a Suspicious Package or Envelope

Identifying Suspicious Packages and Envelopes

Some characteristics of suspicious packages and envelopes include the following:

- **Inappropriate or unusual labeling**
 - Excessive postage
 - Handwritten or poorly typed addresses
 - Misspellings of common words
 - Strange return address or no return address
 - Incorrect titles or title without a name
 - Not addressed to a specific person

- Marked with restrictions, such as “Personal,” “Confidential,” or “Do not x-ray”
- Marked with any threatening language
- Postmarked from a city or state that does not match the return address
- **Appearance**
 - Powdery substance felt through or appearing on the package or envelope
 - Oily stains, discolorations, or odor
 - Lopsided or uneven envelope
 - Excessive packaging material such as masking tape, string, etc.
- **Other suspicious signs**
 - Excessive weight
 - Ticking sound
 - Protruding wires or aluminum foil

If a package or envelope appears suspicious, DO NOT OPEN IT.

Handling of Suspicious Packages or Envelopes

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If at work, notify a supervisor, a security officer, or a law enforcement official. If at home, contact the local law enforcement agency.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials

The Future of the Postal Service

Postmaster General (PMG) Pat Donahoe issued a letter and video to assure mailers that the Postal Service is not going out of business or be privatized.

The video will bring you up-to-date steps the Postal Service is taking to ensure the financial health of USPS now and in years to come. The PMG continues to urge Congress to allow the move from six-day delivery schedule to five days per week.

This is an important message regarding USPS [Ctrl and click to view the video and letter.](#)

Mailing and Shipping

Permits for Bulk and Business Reply Mail

NOAA has initiated the Centralized Accounting Payment System (CAPS) mandated by General Services Administration (GSA). Therefore all permits for mailing under Official Mail Accounting System (OMAS) have been canceled. The Post Office will no longer accept mail with OMAS permit numbers printed on them. To save your line office(s) time and to prevent mailing delays please contact your Mail Management Office to guarantee that the permit you are utilizing (printed on your letter or mail piece) is accurate.

Any mail without a postage meter stamp mailed from or to NOAA must be paid for via a permit number. Mail being sent out through USPS will have a Permit Imprint number printed on each mail piece. Mail being returned to NOAA will have a Business Reply Mail permit number printed on each mail item. The permit number is used to bill NOAA for the postage amount due. If a mailing is sent to the post office and the permit number has been canceled your mail will be held until you have a correct permit number, but this is a small window of time.

If your office conducts bulk mailings utilizing a mail house to prepare and ship the mailing please retain a copy of the Postage Statement PS Form 3600. The postage statement provides your office with the cost per piece and the total amount of the mailing. The Mail Management Team will be contacting you to collect this information to comply with GSA annual mail reporting guidelines and to resolve discrepancies with USPS records and NOAA records.

This information is very important. Please conform to this mandate to save time and frustration especially in the event your office(s) mails time sensitive items.

Personal Mail

The NOAA mail system is not to be used for receiving and/or sending personal letters, merchandise, magazines, or parcels. The NOAA mail system is to be used only for the conduct of Official Government Business.

Department of Commerce policies on this matter are specified in the DOC Mail Management Manual and can be found at <http://www.corporateservices.noaa.gov/facmd/LMB/LMB-Mail%20Management%20Handbook-Chp3.html>.

If you have any questions pertaining to the policy please direct them to your Mail Management Team.

Where are the Postage Meter Machines?

All postage meter machine users need to contact the NOAA Mail Manager or National NOAA Mail Manager to update their line office, location, postage meter machine #(s), and 1st, 2nd contact information. Please do this now if you have not already! Thank you to all who have completed this action item already, you are on top of the game!

Your Mail Management Team

Questions About NOAA Mail or Meters Who Do You Call?

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