

MAIL MANAGEMENT BULLETIN
FY 2012
February 12 – March 12

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Happy New Year,

Welcome to the 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

We are looking for fresh and interesting postal topics. Please feel free to submit changes and/or offer suggestions.

All postage meter machine users need to contact Rita or Floyd to update their line office, postage meter location, postage meter machine #, 1st and 2nd contact information. If you have not submitted an update, please do so ASAP! Thank you to all who have completed this action!

USPS NEWS & UPDATES

Safety and Security

“That’s Suspicious”

The Mail Center is a first line of defense for your agency therefore, examining every piece of mail before you do anything else with it is mandatory. Below is a standard list of characteristics that will assist you with identifying a suspicious letter.

Characteristics of suspicious packages or letters

- Excessive postage, no postage, or non-canceled postage
- No return address or obvious fictitious return address
- Packages that are unexpected or from someone unfamiliar to you
- Improper spelling of addressee names, titles, or locations
- Unexpected envelopes from foreign countries
- Suspicious or threatening messages written on packages
- Postmark showing different location than return address

- Distorted handwriting or cut and paste lettering
- Unprofessionally wrapped packages or excessive use of tape, strings, etc.
- Packages marked as "Fragile - Handle with Care", "Rush - Do Not Delay", "Personal" or "Confidential"
- Rigid, uneven, irregular, or lopsided packages
- Packages that are discolored, oily, or have an unusual odor
- Packages that have any powdery substance on the outside
- Packages with soft spots, bulges, or excessive weight
- Protruding wires or aluminum foil
- Visual distractions

Mail Center employees should be trained to recognize and report suspicious packages. Characteristics of a suspicious package or letter vary, depending upon the types of mail that your operation routinely processes. What is suspicious in one Mail Center is not necessarily suspicious in another. However, anything from the following list that is unusual, in terms of your normal mail, or multiple items from this list, should draw your attention.

Copies of a "suspicious letter" poster should be displayed in every Mail Center. These posters are available from the local Federal Bureau of Investigation (FBI) and the USPS offices. Make sure your office has the posters visible. Phone numbers of who to call should be filled in for easy access during an emergency.

Mailing and Shipping

New USPS Postage Rates

The USPS has changed the price of First Class mail effective January 22, 2012. This rate increase affects all classes of mail and services. Below is an overview of the changes and a link to full details. This change affects the pricing on the Pitney Bowes Postage Meter located at your facility. **If you have not already downloaded the new rates please do so immediately.**

2012 USPS Price Change Summary

Mailing Services Highlights:

- First Class Letters (1 oz.) – 1 cent increase (from 44¢ to 45¢)
- Letters additional ounces – unchanged at 20¢
- Postcards – 3 cent increase
- Letters to Canada or Mexico (1 oz.) – 5 cent increase
- Letters to other international destinations (1 oz.) – 7 cent increase
- Price changes for other Mailing Services, including Standard Mail, Package Services and Extra Services

Shipping Services Highlights:

- The overall price change for all Shipping Services is 4.6%, with Priority Mail prices increasing an average 3.1% and Express Mail prices increasing an average 3.4%
- **Express Mail:** Express Mail lower retail prices for half- and one-pound packages to local and close-in areas. Updated pricing for Flat Rate Envelope
- **Priority Mail:** Updated domestic retail pricing for Priority Mail Flat Rate products. Prices will also be adjusted for other Shipping Services products and services, including International Mail.
- **Visit the following site for full details:**
http://support.pb.com/library/PBKB/files/Rate%20Change/USPS%20Whats%20Changing%20Full_RC00320L.pdf

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, postage meter location, postage meter machine #(s), and 1st and 2nd contact information. **If you have not submitted an update, please do so ASAP!** 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?

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