



Serving Government. Serving Virginians.

Seat of Government Mail Forum

December 12, 2006

Agenda

- Consolidation Update
- How to join SMS
- State Mail Services Communication Update
- Mail Services Guide
- Future Events
- Questions

Consolidation Update

Agencies on Board as of November

- VDACS, VRA, VSBDC, APA and DCR, Military Affairs, CGC, and GEC.

Agency Contact Information

- SMS has received contact information for 85 agencies
- Agencies can join our mailing list by going to the SMS website <http://sms.dgs.virginia.gov>

Mail Assessments Conducted

- SMS has conducted 29 mail assessments for 29 state agencies

How Agencies Benefited by Using SMS

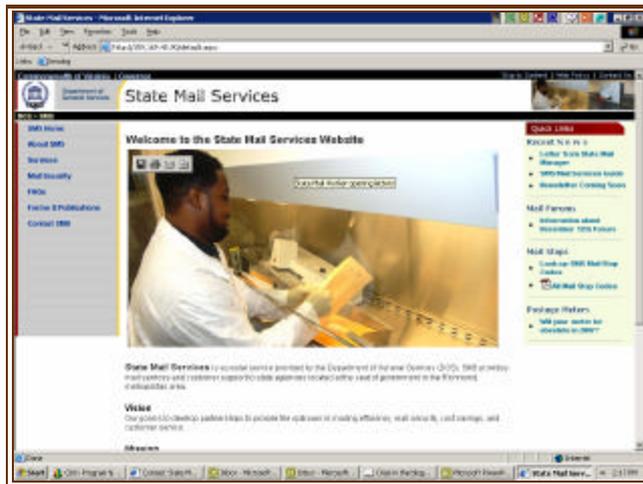
- Eliminated four courier services
- Turned in four metering machines
- Avoided purchasing new meters
- Ability to shift resources to other areas within their agencies

How to Join SMS

- Agency contacts State Mail Manager
- State Mail Manager meets with the agency to conduct assessment of the agency's mail operation (security, efficiency, cost savings, special needs and services)
- State Mail Manager and the agency will together determine which services offered by SMS would benefit the agency and the Commonwealth of Virginia
- After the assessment process is completed and services are agreed upon, the State Mail Manager and the agency representative will establish a tentative date for merging the agency's mail operation into the SMS

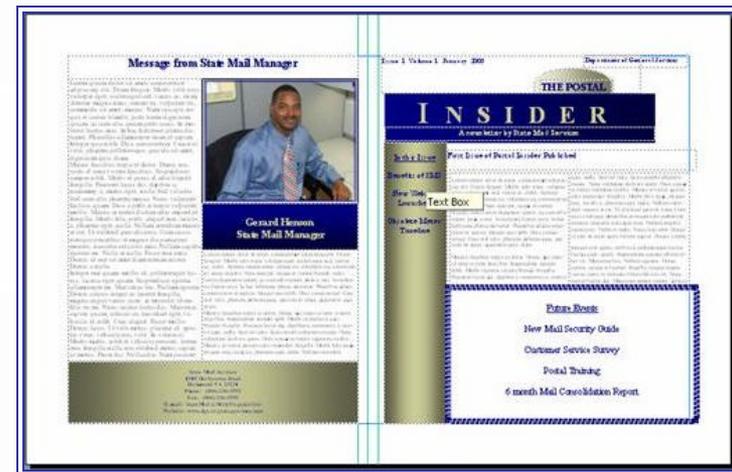
SMS Communications

New State Mail Website



<http://sms.dgs.virginia.gov>

The "Postal Insider"



Quarterly Postal
Information Paper

SMS Mail Services Guide

- Designed to be a comprehensive shipping and mailing services guide for state employees
- Includes information about SMS and how to efficiently use services
- Covers the most common questions about USPS: addressing, mail classes, special services
- Discusses how state agencies can ship packages
- The Guide can be downloaded from SMS website
- Please let us know if you have any suggestions for information that may need to be included in the guide

Mail Stops

- The term mail stop is used to identify a location serviced by one of the five SMS delivery and pick-up routes.
- SMS has assigned each stop or location a unique five digit mail stop code. This code is related to the agency number. (example: 194-02)
- Mail stop codes will remain the same even if the agency move to a new location
- The SMS website has a look-up feature that will help agencies find mail stop codes and their corresponding location

Preparing Outgoing Mail

- Please separate by the budget or cost code that the postage will be charged back to
- Bundle with a paper clip or rubber band and attach the completed Metered Mail Card
- All envelopes should be facing in the same direction
- You can leave the envelope's flap up and SMS will seal for your agency

Classes of Mail

First Class Mail

Priority Mail

Presort Standard Mail / Bulk Mail

Overnight

Package / Parcel Services

International Mail

Special Services

Certified Mail
Delivery Confirmation Mail
Signature Confirmation Mail
Return Receipts
Restricted Delivery
Insured Mail
Registered Mail
Endorsements
Business Reply Mail

Package Delivery Services

****Depending on your agency there are two methods for sending UPS package**

Agencies that Utilize SMS Metering Services

SMS can handle your UPS shipping. Please complete the SMS UPS Shipping Form and attach to each package.

Agencies Directly Utilizing UPS Services

The agency must contact the UPS Business Development Contact, Patty Fallen, at 1-888-461-5046 to establish an assigned UPS account number.

*****Express Mail**

For letters and documents that need to be sent the next day, please refer to the Overnight Mail section in chapter 2 of SMS Mail Service Guide.

Future Events

- Publish the Commonwealth Mail Security Guidelines
 - Conduct Third Postal Roundtable Meeting
 - Continue Agency Mail Assessments
 - Merge Additional Agencies into SMS
 - Publish Annual Report
- Conduct Customer Service Survey and distribute Customer Service Feedback forms