



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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22 AUG 2003

From: Commander, Naval Supply Systems Command

Subj: 2003 DOD OFFICIAL MAIL WORKSHOP

Encl: (1) MPSA-OMM memo of 18 July 2003

1. Enclosure (1) announces the 2003 DOD Official Mail Workshop will be held 20-24 October 2003 at the Sheraton National Hotel, in Arlington, Virginia. Included is information on agenda items, registration requirements, hotel reservations, transportation, attire, required materials and other administrative information relating to the workshop. When making reservations attendees must state they are with Group DOD310. Also included is a workshop registration form that must be completed and sent to the Military Postal Service Agency by 19 September 2003.

2. The Assistant Department of the Navy Official Mail Manager (OMM), PCC Frank Dionne, will meet with Navy OMMs from 0800-0930, Friday, 24 October 2002. Chief Dionne will provide an update on Navy initiatives in the Official Mail Program. Topics to be discussed include consolidation of Navy official mail in Japan, metering of ships mail at Ingleside, Texas, Navy Postal Directory Program, and any agenda items submitted.

3. This workshop provides OMMs with an excellent opportunity to provide training for their employees. This training is particularly useful for new employees who do not have a background in mail operations. Of particular interest this year is the visit to a U.S. Postal Service mail processing facility where the new Biohazard Detection System is being used on mail canceling machines to detect anthrax. Recommend you forward a copy of this letter to OMMs at all activities under your cognizance encouraging them to nominate their mail center employees for attendance at the workshop.

4. Addressees are encouraged to submit proposed agenda items for discussion at the Navy meeting by 19 September 2003 to PCC Frank Dionne, SUP 54C, COMNAVSUPYSCOM, 5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA, 17055-0791. You may also contact him at Frank.Dionne@navy.mil, 717-605-7011 or DSN 430-7011.

Alan L. Hass

ALAN L. HASS
By direction

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MPSA-OMM



DEPARTMENT OF DEFENSE
MILITARY POSTAL SERVICE AGENCY
2461 EISENHOWER AVENUE SUITE 814
ALEXANDRIA VA 22331-0006

REPLY TO
ATTENTION OF

MPSA-OMM

18 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2003 DoD Official Mail Workshop

1. We will host the 2003 DoD Official Mail Workshop at the Sheraton National Hotel, 900 South Orme Street, Arlington, Virginia 22204 from 20 through 24 October 2003. The Workshop is designed for mail center employees and managers, official mail managers, their supervisors, and official mail center contractors' employees.

2. Agenda items include basic technical postal information such as: how to reduce postage costs, how to compute postage, classes of mail, special services, postage meter management, U.S. Postal Service automation, and Private Express Statutes. A tour of the USPS Biological Detection System (BDS) Facility will be conducted to learn about BDS prototype equipment. NOTE: On arrival, participants are expected to be familiar with the Private Express Statutes (Title 39, U.S. Code, Sections 401, 404, 601-606; Title 18, U.S. Code, Sections 1693-1699; and Title 39, Code of Federal Regulations, Sections 310 and 320). Your Legal Office should have them.

3. Workshop Registration will close on 19 September 2003 or sooner if the Workshop is full. Registrations will be accepted in the order the \$119.00 registration fees are received. **Absolutely NO telephonic or walk-in registrations are accepted.**

- This year, we will only accept the GOVERNMENT MASTERCARD and VISA Credit Cards, a government or personal check, or money order. Please make government or personal checks or money orders payable to: MPSA Workshop Fund.
- Payment MUST accompany a completed Workshop registration form. The form is attached. It also may be filled in and printed from <http://www.hqda.army.mil/mpsa>, click "New Info" button, scroll down to "DoD Official Mail Manager," and click on registration form.
- Requested information and printed registration fee must be received no later than September 19, 2003. Our credit card processor requires we have an original signature. MAIL to: DoD Official Mail Workshop, Military Postal Service Agency, 2461 Eisenhower Avenue STE 814, Alexandria, VA 22331-0006. We email registration confirmation letters that constitute receipts.

4. Hotel room reservations are to be made no later than September 19, 2003 by calling the Sheraton National Hotel at 1-800-325-3535. Be sure to state you are with Group Code **DoD310**. Room rates are \$136.00 for single or double occupancy, plus 9.75% tax. NOTE: A room reservation does not guarantee a place in the Workshop. DD Form 1610 Remarks Section for Army personnel must include the statement: Group Non-availability Number 201351.

Enclosure (1)

MPSA-OMM

SUBJECT: 2003 DoD Official Mail Workshop

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