

Mail Delivery for SSMC2

Mail Delivery for SSMC2 has been consolidated for the 11th Floor Mail Room.

- Please remember to check your AGO division's mailbox for mail.
- For GMD staff unable to check the mailbox, GMD will have twice daily delivers from the 11th Floor to the receptionist station.
- Courier bags on the 11th Floor are now available at RM 11301 at Entrance B. Please leave the parcel for transport at this station. Parcel delivery is available every afternoon at 2PM.

Lastly, attached are some common FAQs regarding mail services for Silver Spring. If you have an specific concerns please contact the Mail Room in SSMC3 for your service needs.

NOAA MAIL FAQ'S

1. Where is the Mail Center for SSMC located?

Location	Office Information
SSMC3 Room 3106	PHONE: (301)713-2411 FAX: (301)-713-2303
Points of Contact	
Jennifer Mills Assistant Mail Center (301)713-2411 x148	Floyd Creecy National NOAA Mail Manager (301)713-2411 x165

2. When and how often is the mail delivered to SSMC buildings?

The Mail Clerks depart the Mail Center to pick-up/delivery mail at 10:00 am and 2:00 pm daily at all SSMC buildings.

3. Is it safe to send sensitive information via Inter-Office correspondence?

Inter-Office mail should be placed in a Standard Form (SF) 65, Government Messenger Envelope also referred to as a "Holey Joe" envelope. Do not place "accountable" or "sensitive" mail in an Inter-Office envelope as these envelopes do not require signatures or tracking. NOAA has a special system for the delivery of classified documents between HCHB and SSMC. This system employs the use of color coded pouches and personnel who possess a "Secret" clearance. The shuttle departs from SSMC at 8:00 am, 10:30 am, and 1:30 pm. If additional information is needed regarding the classified and priority pouch mail please contact a member of the Mail Center Management team.

4. How do I re-route mail for employees that have moved?

NOAA mail that must be forwarded to a recipient who is no longer at SSMC must be placed in a new envelope, and properly addressed to be mailed. NOAA mail which must be forwarded to a recipient that is located at SSMC can be placed in an Inter-Office Envelope for delivery.

5. How do I send a Certified Letter or Package?

Certified Mail requires the sender to complete a PS Form 3800 and attach it to the letter or package being mailed and place it in the outgoing mail receptacle. If the sender requires a signature at delivery a PS Form 3811 must also be completed and attached to the item being mailed. These forms can be picked up from the mail center located at SSMC3 for your convenience or can be ordered online at usps.gov.

6. Can I send a package Priority?

Yes. The Mail Center provides all the package and shipping services of the USPS.