

Mail Center Activities

Time

5:30 AM
(Officially Open: 7:00 AM)

Open Mail Center
Distribute Newspapers and Aerospace Daily
Process Federal Express Report/NHQ 241 forms

USPS Deliveries

7:00 - 8:00 AM
11:00 - 12:00 Noon

Receive US Postal Service (USPS) Mail
X-ray Mail
Process Incoming Accountable Mail (Certified, Registered, Insured,

Express)

Sort Mail
Lookup Undeliverable Mail
Prepare Daily Status Report

Mail Route Deliveries

8:30 - 9:00 AM, 12:30 - 1:30 PM (Concourse & 1)
9:00 - 10:00 AM, 1:00 - 2:00 PM (4-9)

Deliver Mail Routes

Open Mail Meters
Process Headquarters Burn Bags
Process Incoming FedEx Pouch Mail
Sort Internal Headquarters Mail
Sort NASA Centers Mail
Sort FedEx International MailService Mail
Sort USPS Mail
Prepare FedEx International MailService Mail for Pickup
Distribute Accountable Mail

Prepare Reports

Add Money to Mail Meters
Order Supplies
Review Records for Disposition
Arrange for Service Calls

Deadline for Customer Delivery to Mail Center

2:00 PM
2:30 PM
3:00 PM
3:00 PM

Process Outgoing Certified/Registered Mail
Process Outgoing FedEx Domestic/International Mail
Process Outgoing NASA Centers Pouch Mail
Meter Outgoing USPS Mail

USPS Mail Pickup

2:30 PM, 4:00 PM

Prepare Outgoing USPS Metered Mail for Pickup
Close Mail Meters

FedEx Pickup

3:30 PM

Prepare Outgoing FedEx Mail for Pickup

5:00 PM

Close Mail Center