



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

REPLY TO
ATTENTION OF

MPSA-OMM

16 April 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2002 DoD Official Mail Workshop

1. We will host the 2002 DoD Official Mail Workshop at the Holiday Inn Rosslyn at Key Bridge, 1900 North Fort Myer Drive, Arlington, Virginia 22209 from 12 through 15 August 2002. 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 Southern Maryland Processing and Distribution Center (it processes letters, flats, and parcels) will be held during the evening hours of 14 August. 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 29 July 2002 or sooner if the Workshop is full. Registrations will be accepted in the order the \$76.00 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 July 29, 2002. 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 July 29, 2002 by calling the Holiday Inn Rosslyn at Key Bridge at (703) 522-7480 or 1-800-368-3408. Be sure to state you are with Group Code **DoD**. Room rates are \$109.00 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 187111.

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5. Transportation. Upon arrival at Ronald Reagan Washington National Airport, take a taxi (normally \$10.00) to the Holiday Inn Rosslyn at Key Bridge. METRO RAIL is also available for \$1.50. Take a BLUE Line train going in the direction of Addison Road. Get off at the Rosslyn Station. At the top of the escalators, go diagonally to the left and up a few steps to N. Fairfax Street. Turn right and you will see the Holiday Inn at Key Bridge. The Washington Flyer ground transportation (shuttle-bus) from Dulles International Airport to National Airport costs about \$16.00 and departs on the hour. Rental cars are not needed. Hotel parking is complimentary.

6. Miscellaneous information:

a. Workshop check-in will be held from 1930 - 2130, Sunday, 11 August and from 0730 - 0810, Monday, 12 August.

b. Workshop hours are 0800 to approximately 1600, except the day of the tour. DoD Component meetings (if applicable) will be held Thursday afternoon, 15 August. Please contact your DoD Component Official Mail Manager for details.

c. Clothing: Attendees should bring a sweater or jacket to wear during the Workshop. Military uniforms are optional. The tour of the Southern Maryland Processing and Distribution Center will include walking on catwalks so bring the appropriate clothes and shoes (closed toe, low heel, no cloth or canvas).

d. Materials: Each attendee should bring writing materials.

7. We look forward to seeing you at the workshop. If you have questions, please call (703) 325-0674, DSN 221-0674, (703) 325-8327, or send an email to dodomm@hqda.army.mil.

/s/ Leonard A. Bartels
LEONARD A. BARTELS
DoD Official Mail Manager

Enclosure

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