Mailing for Deadlines

One of our duties at the Contract Postal Unit (CPU) is to inform our customers of mailing deadlines, such as the April 15th income tax file deadline rapidly approaching. Not only you but several thousand others will be mailing their taxes at or around the same time. Depending on the weather, most first class mail can be delivered within four days. Please take into consideration the mail volume and the fact that the United States Postal Service (USPS) has fewer sorting centers throughout the U.S., both of which can delay your mail. Additionally, ensure that the proper address is legible when addressing your envelopes.

These tips can be used for all of your mailing needs. Just because you mailed it does not mean it is miraculously delivered. Remember to always put a return address on any of your mail.

Good news on the CPU front!!

We often hear the comment from customers that they did not know our CPU existed. We are located at the west end of Dykstra Hall (the side closest to Throckmorton Hall) and are open Monday through Friday from 8:30 a.m. – 3:30 p.m. (except Federal Holidays). If you are tired of going to the Manhattan Post Office and waiting in long lines just to receive bad or unfriendly service, give us a try! Although we do not offer everything that the Manhattan Post Office offers; however, the things we do not offer are available on campus. You can get passport photos and money orders at the Student Union. Money orders are available at the Commerce Bank location on the first floor. Money order fees are $5 if you do not have a Commerce Bank account or $3 if you do. Information for passport photos follows in the next paragraph:

K-State Student Union Passport Center

Your K-State Student Union ID Center accepts passport applications on behalf of the U.S. Department of State. U.S. citizens planning international travel may apply for their passports at the ID Center on the first floor of the Union. No appointment necessary! Application forms are available on the web at travel.state.gov, or in the ID Center office.

Steps to complete:

- Complete the application and bring to the ID Center
- We submit your application to the State Department
- You will receive your passport in 4-8 weeks in the mail.

WHAT TO BRING WITH YOU:

- **Unsigned** Passport Application Form
  - Proof of US Citizenship (one of the following)
- Previously issued, undamaged US passport
- Naturalization certificate
- Certificate of citizenship

- Proof of Identity (one of the following)
  - Valid driver’s license
  - Current government ID
  - Military ID

- 1 x 1.25 in. photo (can be taken at ID Center)
- Applicable fees (see below)

**PHOTOS:**
- Your passport photo can be taken at the K-State ID Center currently at the cost of $10 for two photos.

Phone 785-532-6399 or email wildcatcard@ksu.edu.

For additional travel information, visit travel.state.gov.

**CMS NTP - Central Mail Services News, Tips, and Pointers**

**News from the Administrative Officer**

There are a bunch of changes, not only here at Central Mail Services, but throughout the USPS. First, for the changes here at CMS: We had one employee, Lori Boggs, leave us for another job, but her replacement started this week. So, we would like to extend a hearty welcome to Rose Hamilton. She will be learning the routes within the next few weeks, so you may see her around. Another one of our employees, Donna Warren, is on her last week with us. She has been our clerk down in the Contract Postal Unit and will be sorely missed. Thankfully, the wheels have already begun spinning to get her replacement hired. Make sure to check our next newsletter for additional news about this position.

We successfully had our first (well, first in a number of years) Mail Preparation class last month. In fact, the turnout was so good that we had to offer another class, so I thank you, our customers, for such a great turnout! More than 40 office professionals and managers who deal with mail came out to learn (or refresh) their knowledge of the services we offer and how we can help each other meet the university’s mailing and shipping needs. We are looking at offering this Mail Prep class once a semester, so if you missed it and still want to go, look for the next class sometime in the September timeframe.

Please visit our Website if you have not recently. I recently visited it and realized it was in great disrepair. It is still not quite where I want it, but it is better and improving regularly. One thing I was impressed about the Website when I initially visited, though, was the amount of information on it. Many of the questions I receive on a daily basis are answered by the information I found on the CMS Website. It can be accessed here: http://www.k-state.edu/facilities/cms/index.html. Of course, I am more than happy to field your questions telephonically still, but I know personally, many times I would rather look up information instead of calling someone. If you’re one of those persons like that, the Website may provide some valuable insight to you.

I continue to be humbled and amazed at the level of professionalism and camaraderie of the employees here at K-State. I am starting to be able to get out a little more and have thoroughly enjoyed meeting our customers…you! I can tell that many of you are fairly educated when it comes to mailing and shipping through our services and that is exceptional! Not only does this make our job easier, but it also saves valuable time and money when people are educated on the latest policies and procedures. I can attest to the fact that even though I am in this industry full-time it is sometimes still hard to keep up with the seemingly ever changing rules, regulations, and interpretations behind those rules. I mention this because our office, with more than 150 years
of shipping and mailing experience, does our best to provide you with the best possible service. Unfortunately, mistakes do happen and have been happening. Sometimes these mistakes are caused by us, but sometimes there are things beyond our control that cause these mishaps. This is not to necessarily make excuses, but with the recent transition of services from the USPS and the closing of the Topeka Distribution Center, mail delivery has been delayed or misrepresented which has caused some angst among some in the campus community. The USPS is aware of the issues and has been working heartily to fix as many as possible, but with the closing of the Topeka Distribution Center, all of our mail now comes from Kansas City. With the influx of mail from the Topeka and numerous other distribution centers, Kansas City has been flooded with an additional amount of both incoming and outgoing mail. If you have noticed some change in your services recently, please give us some patience and time to work through our issues. Thank you!

Jay M. Henning  
Administrative Officer  
Central Mail Services  
Kansas State University  
Phone: 2-7751  
e-mail: jayh@ksu.edu

**Tips and Pointers**

Central Mail Services has seemingly had an increase in International mail and packages recently. Some countries have restrictions on what they can receive and this has caused unnecessary delays or additional shipping and handling charges. In order to curtail some of these potential problems, please give CMS as much lead time as possible in processing these parcels. *An extra day or two in research to ensure your package arrives could save as much as a week or longer* with packages that get caught up in customs at the arriving country.

Additionally, on the international mailing side, we offer a consolidation service through FedEx International Mail Service (FIMS). What this entails is consolidating mail we receive from across the campus and sending it to FedEx International in Chicago. FIMS has a contract with numerous postal services from around the world to get you the best possible price for your international mail. We save the campus community an average of 55% using this service over the USPS. Because it is a consolidation service, we do have to hold the mail at CMS until we receive four pounds in order to be economical. This mail is sent out an average of twice a week, depending on how much we get. With the Premium Service we use, FedEx states that 4-7 business days is what the mail takes to reach the “postal authority of the destination country.” Normal first class delivery would follow the reception at the country’s postal authority for a total of possibly 10-14 business days for most letters. **This is the normal service we use for most international mail.** If you have a need of something getting to its destination quicker, please coordinate with CMS or leave a note on the air mail so that we can ensure you receive the service you desire.

When sending incoming mail back to us because of someone leaving your department, please do not hold onto the mail. Send the mail back to CMS Address Corrections (Barb Larson) as soon as possible, especially mail that is first class. Call 2-7751 or 2-1802 if you have questions as to whether the mail is first class.

When returning mail pieces for former employees, please do not darken the whole address out. Just one simple line through the address will suffice. The following is an example:
New Stamps

With the issuance of the Muscle Cars (Forever®) stamps, the U.S. Postal Service celebrates five iconic automobiles: the 1966 Pontiac GTO, the 1967 Shelby GT-500, the 1969 Dodge Charger Daytona, the 1970 Plymouth Hemi 'Cuda, and the 1970 Chevelle SS. Each of these cars represents the adventurous spirit of the muscle-car era. Fast, powerful, and eye-catching, muscle cars roared their way onto America's roads in the 1960s. Typically equipped with big, powerful engines, the five high-performance vehicles depicted on the stamps represent the era's adventurous spirit.

1969 Dodge Charger Daytona
Designed to dominate the racetrack, the outrageously styled 1969 Dodge Charger Daytona was powered by a standard 440-cubic-inch, 375-horsepower Magnum engine. A limited number of Daytonas came equipped with a 426-cubic-inch Hemi, a race-inspired engine. The car also featured multiple additions designed to boost aerodynamics, including a nearly two-foot tall, rear-mounted wing. Other signature touches included thick body stripes containing the word “DAYTONA.” The 1969 Dodge Charger Daytona was distinctive and rare; only 503 were produced.

1966 Pontiac GTO
Available as a hardtop, coupe, or convertible, the GTO—which was propelled by a 335-horsepower, V8 engine—could really move. “The Goat,” as the GTO was known, ushered in the American muscle-car era in the mid-1960s. In tests, it went from 0 to 60 miles per hour in 6.8 seconds. The distinctive car featured curvy Coke-bottle styling and a split grille. Initially offered simply as an option on the Tempest LeMans, the GTO became
its own model in 1966. That model year, sales of the GTO peaked.

**1967 Shelby GT-500**
Manufacturer and former racecar driver Carroll Shelby's version of the Ford Mustang was powered by a 428-cubic-inch, 355-horsepower Police Interceptor engine. The car also featured a rear spoiler and dealer-installed LeMans stripes as an option. The Shelby GT-500 was both striking and rare; only 2,048 were built. A customized or original version of the 1967 Shelby GT-500 has appeared in contemporary movies and magazines, rekindling American pop culture's fascination with the model.

**1970 Chevelle SS**
With features like optional twin racing stripes and a black grille, the Chevelle SS looked fierce. The car featured a 396-cubic-inch engine, but an optional 454-cubic-inch engine really gave the model credibility among muscle car enthusiasts. Two versions of the 454 engine were available: the 360-horsepower LS-5 and the 450-horsepower LS-6. For its power, the latter has become legendary among car buffs. Available as a coupe or a convertible, the Chevelle SS featured emblems on the grille and the rear bumper.

**1970 Plymouth Hemi 'Cuda**
The Hemi 'Cuda, the performance-oriented alter-ego of the standard 1970 Plymouth Barracuda, oozed power. The car's 426-cubic-inch Hemi engine was a 425-horsepower beast. The Hemi 'Cuda was “our angriest, slippiest-looking body shell wrapped around ol' King Kong hisself,” one Plymouth advertisement bellowed. The Hemi 'Cuda's styling was an extension of the car's bold ethos. It was available in several eye-popping color choices, such as Lemon Twist, Lime Light, and Vitamin C. Fewer than 700 Hemi 'Cudas were produced.

Artist Tom Fritz based his artwork on photographs of the cars. Fritz said he used bright-colored oil paints on hardboard to try to “capture the emotive quality of the vehicles.” Growing up in Southern California, Fritz became familiar with the power of muscle cars. The paintings, Fritz added, are “a projection of my memories of the vehicles.”

Muscle Cars is the third issuance in the *America on the Move* series. The stamps were designed by art director Carl T. Herrman. The first issuance in the series, 50s Sporty Cars (2005), was followed by 50s Fins and Chrome (2008). The Muscle Cars stamps are being issued as Forever® stamps in self-adhesive sheets of 20 (4 of each design). Forever stamps are always equal in value to the current First-Class Mail one-ounce rate.

Issue date February 22, 2013.