



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE MAIL OPERATIONS**

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**OSMO Information Notice 99-01**

November 9, 1999

The status of the Office of State Mail Operations' (OSMO) Year 2000 efforts, detailed by line of service, is depicted below. In addition, we have created a Year 2000 link accessed from our home page that will be used to post Y2K information that may be of interest to you. It is hoped that this information serves as a resource assisting you with contingency planning efforts. For specific information about OSMO's Y2K contingency plan, please contact Steve Bice at 342-7391. You may also email questions or comments to [sbice@doa.state.la.us](mailto:sbice@doa.state.la.us). OSMO's home page address is <http://www.doa.state.la.us/smo/smo.htm>

**Messenger Service**

OSMO has completed our Y2K remediation and contingency planning efforts for this line of service. While we are unaware of any factors that could impact our ability to provide routine messenger service to our customers, we expect some annoyances and have planned contingencies for these issues.

**Mail-Processing Services**

Our ability to provide full mail-processing service hinges heavily upon the resources, equipment, and services we receive from the United States Postal Service, United Parcel Service, and Pitney Bowes. While all three of these vendors are involved in Year 2000 projects, none have provided a Y2K compliance statement to say their organization has completed all phases or tasks involved. United Parcel Service and Pitney Bowes have provided Y2K compliance statements for all the equipment they furnish our operation. The equipment the United States Postal Service furnishes OSMO is not affected by Year 2000 issues. To review the status of the Year 2000 efforts of these business partners, we recommend you examine the information posted on each vendor's web site.

USPS - <http://usps.com/year2000/>

UPS - <http://ups.com/about/y2k.html>

Pitney Bowes - <http://www.pb.com/year2000/>

OSMO has completed our Y2K remediation and contingency planning efforts for this line of service

**Barcode Service**

DMS Mail Management is contracted to provide barcode service. DMS has provided a statement of Y2K compliance as well as a copy of their contingency plan. OSMO's Y2K remediation and contingency planning efforts have been completed for this line of service.

In summary, we offer these suggestions:

1. If at all possible, mail early. Review your agency's mailing schedules. Consider advancing by one month the date of mailing for any correspondence scheduled to mail during the first two weeks of January 2000. Keep in mind that the volume of mail and packages processed by all carriers increases heavily during December, particularly the last two weeks of the month.
2. For the majority of the mail processed, we can not, nor have we attempted to plan contingencies designed to replace the resources or services provided by the USPS, UPS and other alternative carriers, and Pitney Bowes. Our contingencies are only geared to get OSMO back in operation. Because there is a possibility for failures or disruptions to business, we recommend that you review our plans and then plan contingencies for your agency's critical mail, correspondence, and packages.

*Information contained on this page is "Year 2000 Readiness Disclosures" as defined by the Year 2000 Information and Readiness Disclosure Act of 1998, (Public Law 105-271, 112 Stat. 2386) enacted on October 19, 1998.*