
MEMO

TO: NDE STAFF

FROM: NDE OFFICE SERVICES

SUBJECT: AS INTRA-CITY INTEROFFICE & OUTGOING MAIL SERVICE AVOIDS DUPLICATION.

DATE: 8/7/2015

DID YOU KNOW?

The AS Materiel Division Central Mail Center and Receiving Dock here in the Lincoln-NSOB (LNSOB) provides Interoffice and outgoing mail service to all State agencies in a timely manner.

They have 3 route drivers that pick-up/deliver to many of the State agencies and the City/County Building located in Lincoln every day and some agencies e.g. (the State Capitol) several times throughout the day. They also have staff that pick-up/deliver interoffice and pick-up outgoing State business mail for processing from all Departments in the LNSOB 6 times a day in the Mail-Copy core centers on 3, 4, 5, and 6th floors at approximately 8:00, 10:00, 11:30, 1:00, 3:00 and the last pick-up is at 3:30.

The following is the AS Materiel daily route schedule and for your convenience we have marked the agencies in **red** that we have noticed the Department mainly deals with.

AS Materiel Dock- DOWNTOWN RUN	
MORNING	
9:30	Leave NSOB
9:35	1526 Building (Retirement, Accountancy, Investment Council, Banking, AS Human Resources, Risk Management, 309 Task Force, Build Division, Central Services, AS Legal, Materiel, Employee Relations, Benefits, Personnel)
9:55	Environmental Trust- 700 South 16th
10:00	Capitol- 1445 "K"
10:15	521 Building/Executive Building @ 521 South 14th (Supreme Court Offices, Foster Care Review board, Barber's Examiners, Energy Office)
10:20	501 Building @ 501 South 14th (Printing Services, OCIO)
10:30	Workers Comp Court- 1010 Lincoln Mall
10:45	Return to NSOB
AFTERNOON	
1:10	Leave NSOB
1:15	HHS Child Support @ 220 South 17 th
1:35	Atrium @ 1200 "N" (Environmental Quality, Public Service Commission, Real Estate Commission, Library Commission, Board of Abstractors)
1:40	Insurance @ Terminal Building 10 th & "O"
1:50	Treasurer Child Support @ 233 South 10 th
2:05	Back to NSOB and unload
2:15	Leave NSOB
2:20	Attorney General and Workers Comp @ 1221 "N"
2:40	Workers Comp @ 1010 Lincoln Mall

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2:50	Electrical Board @ 800 South 13 th
2:55	College Board @ 1527 "H"
3:05	1526 Building (Retirement, Accountancy, Investment Council, Banking, AS Human Resources, Risk Management, 309 Task Force, Build Division, Central Services, AS Legal, Materiel, Employee Relations, Benefits, Personnel)
3:20	Back to NSOB and unload

AS Materiel Dock- NORTH RUN	
MORNING	
8:40	Leave NSOB
8:45	Atrium @ 1200 "N" (Environmental Quality, Public Service Commission, Real Estate Commission, Library Commission, Board of Abstractors)
9:15	Historical Society @ 1500 "R"
9:20	UNL @ 1100 N 17th
9:30	Department Of Revenue/Lottery @ 1800 "O"
9:45	Visually and Hearing Impaired @ 4600 Valley Road
10:00	Supreme Court For Discipline @ 3808 Normal Blvd.
10:30	City County Building @ 575 South 10th
10:45	Apothecary Building @ 140 north 8th (Postsecondary Education, Advocacy, Unclaimed property)
11:00	Back to NSOB and unload
AFTERNOON	
12:15	Leave NSOB
12:40	Sun Valley HHS Call Center @ 304 Victory Lane
1:00	State Patrol Carrier Enforcement @ 3920 West Kearney
1:05	State Patrol Troop HQ @ 4130 NW 37 th
1:20	Aeronautics @ 3431 Aviation Road
1:30	State Patrol CID/SOR @ 3800 NW 12th
1:45	Vocational Rehabilitation/Assistive Technology @ 3901 North 27th
1:55	Game & Parks @ 2200 North 33 rd
2:05	Corrections Staff Training Academy @ 2320 North 57 th
2:10	Racing Commission @ 5900 Walker Avenue
2:20	Educational Lands & Funds/ State Surveyor @ 555 North Cotner
2:40	Gold's Galleria @ 1050 "N" (Labor and HHS)
3:00	Back to NSOB and unload

AS Materiel Dock- SOUTH RUN	
MORNING	
8:15	Leave NSOB
8:30	Capitol
8:45	Lincoln District Parole @ Trabert Hall-South St. 2 nd flr
8:50	Nebraska State Penitentiary @ 4201 South 14 th
9:10	Cornhusker State Industries (CSI) @ 800 Pioneer's Blvd.
9:20	Community Corrections Center Lincoln (CCCL) @ 2720 West Van Dorn
9:45	Department Of Correctional Services (DCS) YY Building and Building 1 @ Folsom and West Prospector On regional Center Campus
10:00	HHS South (KVC) @ 5220 South 16 th
10:20	State Patrol Head Quarters @ 1600 Highway 2
10:30	Health and Ag Labs @ 3701 South 14th
10:35	Crime Lab @ 1233 Arapahoe
11:00	Back to NSOB and unload
AFTERNOON	
12:20	Leave NSOB
12:35	Nebraska State Penitentiary @ 4201 South 14 th
12:45	Highway Safety @ 5001 South 14th
12:50	State Surplus Property @ 5001 South 14th
1:00	DDS (Developmental Disabilities @ 7800 South 15th
1:20	Lincoln Correctional Center (LCC) @ 3216 West Van Dorn

1:30	Lincoln Regional Center- Building 9
1:35	Department Of Correctional Services (DCS) YY Building and Building 1 @ Folsom and West Prospector On regional Center Campus
1:55	Veteran's Affairs @ 3800 Village Drive
2:05	State Patrol Head Quarters @ 1600 Highway 2
2:15	Health and Ag Labs @ 3701 South 14th
2:20	Department of Roads @ 1500 Highway 2
2:45	Back to NSOB and unload

AS Materiel Dock- LAST RUN OF THE DAY- AKA: THE LOOP	
AFTERNOON	
3:25	Leave NSOB
3:45	Arrive at Capitol, pick up outgoing mail and ups. Deliver tub of interoffice mail
3:55	Back to NSOB and unload
4:00	Leave NSOB
4:05	Arrive at Department of Labor- Pick up mail and deliver tub of interoffice mail
4:10	Back to NSOB and unload
4:15	Leave NSOB
4:20	Arrive at Capitol- Pickup Only
4:35	Back to NSOB and unload

Helpful suggestions to reduce errors and ensure your interoffice mail get to its destination in a timely manner.

- Do not leave blanks. Complete all requested information on the interoffice insert card on both the "FROM:" and "TO:" sections.
- Do not abbreviate names. Use complete full first and last name or first initial and last name.
- Do not abbreviate agencies. Use complete agency titles such as Education, Attorney General.
- Use room numbers and/or suite numbers.
- Use common abbreviations only such as **RM**=ROOM, **STE**=SUITE, **BLDG**=BUILDING, **NSOB**=NEBRASKA STATE OFFICE BUILDING, **MGR**= MANAGER, **OFC**=OFFICE
- Print legibly so others can read it.
- When sending a box or package or not using a standard State Interoffice envelope the item must be labeled "**Interoffice**" or "**Interagency**"
- Always include a return address to include; Agency, Name of Sender, and complete street address.
- Rubber band mail that is going to one location. For instance; you have multiple pieces of mail going to different recipients at the State Capitol- rubber band (criss-crossed) the multiple pieces of mail and mark them with a cover sheet "State Capitol."
- Your cooperation in using AS MATERIEL if you need pick-up or delivery service to another State agency or the City/County Building will help to reduce or eliminate duplication of services and costs of the Department and other State Agencies and will be greatly appreciated.
 - For further information concerning the AS Mail Center, please visit their web site at <http://das.nebraska.gov/materiel/mail/>
- Online mail guide at http://das.nebraska.gov/materiel/mail/assets/mail-guide-042015_web.pdf