



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

REPLY TO  
ATTENTION OF

MPSA-ZB

January 9, 2008

MEMORANDUM FOR All Official Mail Managers and Military Postal Service  
Managers

SUBJECT: 2008 Department of Defense Postal Conference

The Military Postal Service Agency (MPSA) will host the 2008 Department of Defense (DoD) Postal Conference at the Doubletree Hotel at the Entrance of Universal Studios, 5780 Major Boulevard, Orlando, Florida 32819, June 2-6, 2008.

This year's conference combines the Official Mail Manager (OMM) Workshop, Joint Military Postal Activity (JMPA) Atlantic and Pacific Conferences. This allows for the sharing of ideas, information, and professional development among members of the postal community which is particularly beneficial between members of the Official Mail and Military Postal Service communities.

The conference is open to all DoD Component postal personnel including contract employees and will consist of joint sessions to discuss and present topics such as mail screening, mail center security, and how to reduce postage costs. Separate breakout sessions geared specifically toward OMM training, Service, JMPA and Theater specific topics will also be provided.

Registration forms and fee of \$155.00 are due March 21, 2008 or when all slots are filled. Payment MUST accompany a completed registration form. The form is attached or at <http://hqdainet.army.mil/mpsa/main.htm>, (the registration form is listed under the "Latest News" button). Registration confirmation letters will be provided via email upon completion of registration. Receipts will be provided at the closure of the workshop. **Absolutely NO telephonic or walk-in registrations will be accepted.**

The only methods of payments accepted will be GOVERNMENT MASTERCARD and VISA Credit Cards, a government or personal check, or money order. Please make checks or money orders payable to **MPSA Workshop Fund**. Our credit card processor requires an original signature (no faxed registrations will be accepted). MAIL to: DoD Postal Conference, Military Postal Service Agency, 2461 Eisenhower Avenue, Ste 814, Alexandria, VA 22331-0006.

Hotel room reservations must be made not later than March 21, 2008 by calling the Doubletree Hotel at the Entrance of Universal Studios at (800) 327-2110 or at <http://doubletree.hilton.com/en/dt/groups/personalized/MCOUNDT-DPC-20080528/index.jhtml>. **Group Code DPC**. Room rates are \$99.00 for single or double occupancy, plus tax. **NOTE:** A room reservation does not guarantee a place in the conference. DD Form 1610, Remarks Section for Army personnel must include the statement: Group Non-Availability Number 19412.

Transportation from Orlando International Airport to the Doubletree Hotel at the Entrance of Universal Studios is available via taxi or shuttle service. Shuttle service can be arranged calling Mears Transportation Group at (407) 423-5566 or making reservations online at <http://www.mearstransportation.com>. Cost for the shuttle service is approximately \$25.00 round trip with attached coupon. Rental cars are not required, however if you desire your own transportation hotel parking is \$7 per day.

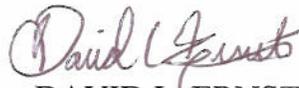
Miscellaneous information:

Conference check-in is 1000 - 1800, Sunday, June 1, 2008 and 0700 - 0810, Monday, June 2, 2008. Conference hours are 0800 to approximately 1630. Attendees may check-in as early as May 28, check-out as late as June 10 and still receive the \$99.00 rate. An extra person charge of \$10.00 per person will apply for 3 or more guests sharing the same guestroom.

Attire: Civilians should bring a sweater or jacket to wear during the conference. Military personnel **must be in appropriate duty uniform**.

Materials: Each attendee should bring writing materials.

We look forward to seeing you at the conference. If you have questions, please contact Major Troy Nelson (USMC) at (703) 325-7851, DSN 221-7851, or send e-mail: [troy.nelson4@us.army.mil](mailto:troy.nelson4@us.army.mil).



DAVID L. ERNST  
Colonel, USA  
Deputy Director



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## Defense Postal Conference



**Conference Dates: 05/31/08 - 06/07/08 Valid Coupon Dates: 05/26/08 - 06/12/08**

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