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February 19, 2025

TO: Participating Agencies
FROM: James Gast, Mail Services Division Administrator
SUBJECT: **Notice of Service Disruption for Reno/Sparks Interoffice**

Due to recent inclement weather, interoffice mail delivery has experienced delays. Interoffice transit from the Carson/Reno and Las Vegas locations were canceled on Tuesday, February 17, and Wednesday, February 18, and service for Thursday, February 19 remains pending based on current conditions. Mail destined for the Post Office has not been impacted.

Mail Services has canceled the Reno route for today due to uncertain road conditions through Washoe Valley. These decisions have been made to prioritize the safety of our staff.

For any emergency shipments needed, Mail Services can email a label if the weight and dimensions are provided along with the address and budget account number. If customers in the Reno area have a need for this, please email mailservices@admin.nv.gov with the request. The customer will need to coordinate a drop-off or pick up with the mail carrier (FedEx/USPS).

We anticipate resuming all services tomorrow, Friday, February 20, weather permitting.

Thank you for your understanding and patience as we prioritize safety during these conditions!

Please reach out to the Mail Services Division supervisor at m.martinez@admin.nv.gov if you have any additional questions. We can also be reached at the telephone numbers above.

cc: James Gast, Administrator, Mail Services Division
Tony Sainz, Program Officer 2, Mail Services Division