

Draft Minutes from the January 17, 2007  
Printing and Mail Managers Exchange Forum Teleconference

Eighteen individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

### **Comments/Additions to last Months Minutes**

Dallas Woodruff, Headquarters opened the meeting by thanking the group for participating in the teleconference.

### ***Mail Agenda Items....***

#### **General Services Administration's (GSA) Express Services Contract**

Tim Jackson, Headquarters, Office of Procurement informed the group that the contract was awarded to FedEx. The Department has to sign a participation letter to the General Services Administration (GSA). The letter will inform GSA on how the Department plans to utilize the new BPA FedEx contract. Headquarters is to provide guidance to the field via a letter explaining how to use the contract what is not included in the contract, etc. Headquarters also need sites to provide information on the types of shipping contract currently being utilized to help determine the requirements that will need to be addressed in the BPA FedEx contract. All contracts currently in place with FedEx will be converted to the new BPA contract. Purchase card users with FedEx will not need to do anything to switch over to the new BPA contract.

Rose Bachman, Bettis Atomic Power laboratory asked Mr. Jackson how the existing accounts will be converted to the new BPA contract. Mr. Jackson said existing contracts with FedEx will automatically convert to the new contract. Once the Department joins the new BPA contract the use of other shipping vendors is not prohibited because FedEx may not be able to meet all of your express services needs; however, it would make sense to use FedEx to capture the discounts. Mr. Jackson provided his e-mail address [timothy.jackson@hq.doe.gov](mailto:timothy.jackson@hq.doe.gov) so sites can provide their shipping information directly to him. Cathy Marciante, Oak Ridge Operation Office asked Mr. Jackson and he agree to send a call notice to obtain information on current shipping vehicles sites are using via the e-mail list currently being used by the Printing and Mail Managers to allow sites to respond to him.

#### **2007 - National Postal Forum Washington, DC**

Al Majors informed the group that 2007 National Postal Forum will be held at the Washington, DC Convention Center on March 25 - 28, 2007. Additional information such as registration, hotel, costs, agenda items etc can be obtained from the National Postal Forum web site address [www.npf.org](http://www.npf.org).

#### **General Service Administration Mail Management Report**

Al Majors informed the group that Headquarters will shortly send the call for the mail management report. The report is similar to the FY-05 report however; there are a few changes as it relates to the

mail security plans. The report is due to HQ by February 27<sup>th</sup> and is due to GSA no later than March 30<sup>th</sup>.

Linda Adams, Savannah River Site asked Mr. Majors does GSA have a mail security plan format or can sites implement their own format. Mr. Majors said each site can develop their own security plan, but recommended visiting the GSA web site to view generic formats.

Cathy Marciante, Oak Ridge Operations Office stated that she would like to obtain a copy of the mail security plan from sites to be sent to her via e-mail at [MarcianteCS@oro.doe.gov](mailto:MarcianteCS@oro.doe.gov). The security plans will be used as a guide for developing her site's plan.

### ***Printing Agenda Items...***

#### **New Acting Government Printing Office (GPO Public Printer**

Dallas Woodruff, Headquarters informed the group that William Turri is the new acting Public Printer. Mr. Turri was the Deputy Public Printer. Mr. Bruce James last day as Public Printer was January 3<sup>rd</sup>.

#### **Update on the Printing and Publishing Activities Report Three – Year Plan**

Dallas Woodruff, Headquarters thanked the group for submitting data for their plan in a timely manner. The Plan is currently going through the review stage with upper management and is expected to go to congress by February 16<sup>th</sup>.

No questions were asked on this topic.

#### **Chairman of the Joint Committee on Printing**

Dallas Woodruff, Headquarters informed the group that the chairmanship will revert back to the democrats because the republicans lost the last election. The new chairperson and staff should be in place mid to late February or early March. The committee staff person advised Headquarters not to send correspondents until after the committee staff is in place.

No questions were asked on this topic.

#### **Additional Topic(s) not listed on the Agenda**

None

#### **Attendees**

Oak Ridge Operations Office  
Savannah River Operations Office  
Western Area Power Administration (2)

National Security Technologies, C1 (2)  
Strategic Petroleum Reserves Office (2)  
Savannah River Site

DOE HQ (3)  
BWXT Pantex  
Kansas City Site Office  
Oak Ridge National Laboratory (2)  
National Renewable Energy Laboratory  
Nevada Site Office

National Renewable Energy Laboratory  
Southwestern Power Administration  
BWXT National Security Complex Y-12 (2)  
Los Alamos National laboratory  
Knoll Atomic Power Laboratory  
Bettis Atomic Power Laboratory