

Minutes from the January 25, 2006
Printing and Mail Managers Exchange Forum Teleconference

Thirty-five 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 everyone for participating in the teleconference.

Mail Agenda Items....

Headquarters Mail representatives were not available for the teleconference.

Printing Agenda Items...

Update on the Printing and Publishing Activities Report “Three-Year Plan”

Dallas Woodruff, Headquarters thanked the group for providing their sites information for the Printing and Publishing Activities Report and that the material is currently in the review process. The report is due to the Joint Committee on Printing no later than February 10, 2006.

No questions were asked on this topic.

Contractor Operated Printing / Duplicating Facility GPO IPAC Invoices

Dallas Woodruff, Headquarters informed the group that effective October 1, 2006, the Government Printing Office (GPO) discontinued sending copies of the GPO IPAC Invoices for printing and related services directly to integrated contractor operated facilities. The invoices are now sent to the DOE Headquarters Accounting Office for processing. The invoices will then be sent to the sites. The Accounting Office anticipates that they would begin sending the invoices to sites within the next four weeks.

Linda Adams, Savannah River Operations Office asked why GPO discontinued sending the invoices directly to the sites. Mr. Woodruff said he was informed that during FY 2005, GPO contacted DOE requesting assistance on collecting funds for unpaid invoices. Mr. Woodruff stated that he is not aware of the justification to have GPO discontinue sending the invoices directly to the sites.

A number of printing managers participating on the teleconference stated that they have not received an invoice this fiscal year. Tony Toliver, Western Area Power Administration said his site process its GPO work utilizing GPO's Deposit Account System and that it is working very well. Mr. Woodruff said he would continue working with the Accounting Office on identifying sites that have not received invoices this fiscal year and provide updates to the sites as they occur.

Process for Closing a Duplicating or Printing Facility

Dallas Woodruff, Headquarters informed the group that prior to closing a facility the site must write a letter to Headquarters requesting authorization to close the facility. Headquarters will review the request. If Headquarters agree with the request, a letter from Headquarters will be sent to the Joint Committee on Printing requesting authorization to close the facility. After receiving a reply from JCP, Headquarters would then send a memo back to the site. If headquarters does not agree with the closing, a memorandum would be written back to the site stating Headquarters concerns.

Jerry Alfaro informed Mr. Woodruff that Lawrence Livermore Laboratory is planning to submit a request to close a duplicating facility.

Sonny Whitfield, BWXT Y12 Oak Ridge asked, “do the same procedures for closing a printing and duplicating facility apply when moving the facility to a new location?” Mr. Woodruff replied yes, the same procedures apply before a site can move a facility to a new location.

Additional Topic(s) not Listed on the Agenda

Attendance

Strategic Petroleum Reserves Office
Oak Ridge National Laboratory (3)
Lawrence Berkeley National Laboratory (2)
Lawrence Livermore National Laboratory (3)
Western Area Power Administration
National Renewable Energy Laboratory (2)
National Security Complex Y-12 (2)
Savannah River Operations Office
Pittsburgh Naval Reactors Office
Headquarters
Bechtel Nevada (2)
Berkeley Site Office
Grand Junction

Bettis Atomic Power Laboratory
Grand Junction
Nevada Site Office
National Energy Technology Laboratory
Brookhaven National Laboratory
Knoll Atomic Power Laboratory
Schenectady Naval Reactors Office
Deltha-Critique
Los Alamos National Laboratory
Headquarters
BWXT Pantex Site
Oak Ridge Operations Office (2)
Chicago Operations Office