

Minutes from the January 30, 2008  
Printing and Mail Managers Exchange Forum Teleconference

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

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

No comments/additions to the last teleconference meeting.

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

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

#### **Mail Management Report Format**

AL Majors, Headquarters informed the group the General Services Administration did change the mail management report format for this reporting period (Fiscal Year 2007). No questions were asked on this topic. The report is due to Headquarters no later than February 27, 2008.

#### **Headquarter's Request for Names and Addresses of Federal Mail Managers Site Managers and Contractor Mail managers**

Al Majors, Headquarters thanked the group for providing the names and addresses of the federal and contract mail managers. Mr. Majors also said that his upper management is happy to receive the names of the department –wide mail managers. Sites should receive the he mail management report data call letter during the week of February 3<sup>rd</sup>.

Tony Toliver, Western Area Power Administration asked Mr. Majors whether or not the Department is still receiving discounts for using the new FedEx shipping contract. Mr. Toliver said that the discount is not appearing on the shipping invoices/reports. Mr. Majors said he would research this matter to see if Headquarters is receiving the discounts and that he would inform the sites of his findings.

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

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

Dallas Woodruff, Headquarters informed the group that the report is in its final stage and the book that will be submitted to congress should be complete by January 31<sup>th</sup>. The report will then go to management for review/edits. The report is due to the Joint Committee on Printing by February 15<sup>th</sup>. 2008.

Sites can expect to receive the condense version of the report by March 7<sup>th</sup>. Some members of the group asked whether or not the report can be placed on the internet. Mr. Woodruff said that he would look into that request.

### **Commercial Printing Report**

Dallas Woodruff, Headquarters informed the group that as in prior years a number of sites are procuring printing outside of the Government printing Office (GPO). Mr. Woodruff reminded the group that all printing for the federal government must be procured through the GPO, unless GPO grants a waiver. No question was asked on this topic.

### **Printing and Publishing Automated Field Input (PPAFI)**

Dallas Woodruff, Headquarters informed the group that some parts of the PPAFI spreadsheet have glitches that will be corrected before the next three-year plan data call. Mr. Woodruff thanked the group for providing their data in a timely manner and he appreciated the feedback received on the new system.

Tony Toliver, Western Area Power Administration asked do the report still go to the Joint Committee on Printing. Mr. Woodruff replied that the report is provided to the committee annually.

### **Proposed 2009 Department of Energy Printing and Mail Conference**

Dallas Woodruff, Headquarters informed the group that management gave positive feedback on have a DOE printing and mail conference during calendar year 2009. Mr. Woodruff also said he would send an e-mail to the sites asking for representatives to work with Headquarters to coordinate conference.

Cathy Marciante, Oak Ridge Operations Office reminded the group that the last two times the team had worked on the conference it was determined that the overall cost at Albuquerque, NM location was lower than most other locations. Cathy also recommended the Denver, Co location for the conference. Tony Toliver, Western Area Power Administration (WAPA) mentioned the WAPA Denver office now has a conference room which could be used for the conference. Tony will verify the seating capacity.

### **Sites to Share Information about their Printing and Mail Facility during upcoming Teleconferences**

Dallas Woodruff, Headquarters informed the group that based on the feedback from the October meeting that he plans to send an e-mail asking for a different site to participate by sharing information on their printing or duplicating and mail facility for each teleconference. Mr. Woodruff hopes to continue this process for each teleconference. Cathy Marciante, Oak Ridge Operations Office volunteered to talk about the printing and mail facility at her location during the May 2008 teleconference.

### **Change in the Printing and Mail Teleconference Schedule**

This is a reminder that the teleconferences are now held bi-monthly. The next scheduled meeting is March 19, 2008.

#### **Attendees**

Waste Treatment Plant (2)

Chicago Office (2)

Oak Ridge Operations Office

Western Area Power Administration

National Renewable Energy Laboratory (2)

Pittsburgh Naval Reactors Office

Headquarters (2)