

Minutes from the February 4, 2009
Printing and Mail Managers Exchange Forum Teleconference

Twenty-five individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

Comments/Additions to last Month's Minutes

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

Printing Agenda Items...

Update: Printing and Publishing Activities Three-Year Plan: Dallas Woodruff, Headquarters, thanked the sites for providing data for the Three-Year Plan. Mr. Woodruff said the report is currently going through the approval process and the Department should meet the deadline for submission to the Joint Committee on Printing. Mr. Woodruff also asked for input from sites on what changes they would like to see made to the excel spreadsheets that would make data entry easier for the next report. Copies of the report will be sent to all federal POC as in prior years asking that the books be forwarded to the printing managers at the various sites.

No questions were asked on this topic.

Department-wide FY-2008 In-house Printing and Duplicating Production Value Per Job Cost: Dallas Woodruff, Headquarters informed the group that the average cost per job was \$123.20 compared to \$138.00 for FY 2007.

No questions were asked on this topic.

Department- wide FY-2008 Production Cost (dollars spent) for In-house and Government Printing Office (GPO)Work: Dallas Woodruff, Headquarters informed the group that the Department-wide In-house cost to operate Department-wide printing and duplicating facilities totaled **\$15,496,000** compared to **\$15,453,000** for FY 2007. This cost includes paper, ink, toner, space, salaries etc. Department-wide Government Printing Office procurement cost for printing and duplication services totaled **\$8,465,000** compared to **\$6,946,000** for FY 2007. Barbara Myers, Knolls Atomic Power laboratory asked if the higher GPO Department-wide cost increase was due to price increase or increase volume through GPO. Mr. Woodruff said the Department's volume of work increase from 4993 jobs during FY 2007 to 8,465 jobs during FY 2008. Mr. Woodruff said he contacted sites that showed a large increase in GPO work to verify that data submitted.

Mail Topics

Update: Annual Mail Management Report: Al Majors, Headquarters asked the group if all had received the e-mail that Dallas Woodruff, Headquarters sent to sites requesting updated information points of contacts information for Department-wide site managers and mail managers for the upcoming 2009 Mail management Report. Mr. Majors said Headquarters is expected to mail the Mail Managers Report's call letter to sites within the next two weeks. Mr. Majors also said an electronic copy of the call letter is available for sites per request. The Mail Management Report is due to the General Services Administration no later than March 30, 2009.

Sue Silva, Western Area Power Administration asked Mr. Majors to identify changes in the Mail Management Report. Mr. Majors said the mail security plan portion can now include site specific security plans. Carla Ripley, Pantex Plant asked whether or not there are any Mail Security Plan templates available. Mr. Majors said a template can be found on the General Services Administration's website and generic type security plans are available that can be tailor to sites individual security plans. Mr. Majors also asked the sites to share their templates with other sites. Martin Pacheco, Pantex Plant asked whether or not sites Mail Management Report should include their classified security plan. Mr. Majors said sites should include non-classified security plans.

Update: Mail Security Policy: Al Majors, Headquarters said three individuals from sites have volunteered to serve on the Mail Security Policy Team. Mr. said he would like to get three more individuals to work on the policy team representing the Department. Carla Ripley, Pantex Plant asked what responsibilities would volunteers be required to do in regards to writing the Department-wide Mail Security Policy. Mr. Majors said the team would needs individual to focus on ways to protect against threats in the mail stream. This includes employees, mail facilities, and DOE Buildings. The mail security policy team would work together to come up with the best possible mail security policy and security for the department.

Intelligent Mail Bar Code: Mr. Majors, Headquarters said the new bar code requirement would not go into full effect until 2010 and it may not be a full requirement for government mail utilizing in-house metering. Mr. Major has contacted the USPS for clarity on the types of mailing that would require use of Intelligent Mail Bar Code and is waiting for a reply. Further updates will be provided as they become available. Tony Toliver, Western Area Power Administration asked if there is a limit on the number of pieces of mail per month that would require use of the new bar code. Mr. Majors said he asked the USPS representative specifically whether or not the volume of pieces per month would require using the new bar code and he is waiting for a reply.

Other Topic for Discussion

Diane Long, Idaho Site Office asked the group if any site(s) have gone through a subcontracting out of their printing and or duplicating facility. This question was asked because the Laboratories under Idaho are in the process of subcontracting out their facilities. The facilities printing and duplicating environments would be out-sourced to a vendor that would provide employees and equipment. Tony Toliver, Western area Power Administration said years ago his site closed their duplicating facilities and is now using GPO term contracts for duplication requirements.

Attendees

Honeywell Inc. FM & T

BWXT Y-12 Plant

Chicago Office (2)

Pantex Site Office (2)

Oak Ridge National Laboratory (2)

Brookhaven National Laboratory

National Security Technologies C1, Las Vegas (2)

Western Area Power Administration (2)

Waste Treatment Plant

Environmental Management Consolidation Business Center

Knoll Power Atomic Laboratory

Bettis Atomic Power laboratory

National Energy Technology Laboratory, PA

Idaho Site Office

Los Alamos National Laboratory

Headquarters (2)

Bonneville Power Administration

National Renewable Energy Laboratory

Oak Ridge Operations Office