

Draft Minutes from the February 16, 2005 Printing and Mail Managers Exchange Forum  
Teleconference

Twenty 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 meeting was held during the month of January 2005.

Dallas Woodruff, Headquarters opened the meeting by thanking everyone for participating in the  
teleconference. Dallas also encouraged the group to assist Headquarters in the way of submitting  
topics for discussion.

***Mail Agenda items .....***

**Update on the Mail Management Report Format**

Al Majors, Headquarters informed the group that Headquarters received the new reporting format in  
mid January. The Headquarters Mail Manager is preparing the Data Call for submission to the field  
sites during the week of February 21. The Department-wide Mail Management Report is due to the  
General Services Administration (GSA) by March 30, 2005. The reporting period is fiscal year  
2004.

No questions were asked.

**Federal Mail Symposium Sponsored by the General Services Administration (GSA).**

Al Majors, Headquarters informed the group that GSA held its first Federal Mail Symposium on  
February 8-10, 2005. The sessions were informative and they were geared toward federal mail  
managers, federal mail management, and federal mail operations. Topics included mail safety and  
mail security. GSA is now considering hosting the event every two years. Sue Silva, Western Area  
Power Administration asked if the presentations are available online. Mr. Majors said he would  
contact the GSA to see if they are going to provide the presentations online and he will inform the  
group on his findings.

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

**Update on the Three-Year Plan to Congress**

Dallas Woodruff, Headquarters informed the group that Headquarters is currently reviewing the  
material for submission to the Joint Committee on Printing (JCP). The Plan will be submitted to JCP  
during the week of February 21<sup>st</sup>. Mr. Woodruff thanked the members for providing the information  
required by the JCP, and he also emphasized the importance of submitting the required information  
by the due date to enable the Plan to reach JCP by the Departments due date.

Paul Dmyterko, Schenectady Naval Reactors asked whether or not Headquarters is considering replacing the current DOS application database with a windows or web base application database in the near future for collecting the information. Mr. Woodruff said that Headquarters is aware of the need for a new application for data collection, but funds are not available to purchase a system at the present time.

### **Process for obtaining Printing/Duplicating Equipment Request**

Dallas Woodruff, Headquarters informed the group that sites are required to submit a letter to the Office of Administration requesting authorization to obtain equipment. During the review process of the FY- 2004 accomplishment section of the Three-Year Plan, Headquarters noticed that some sites obtained duplicating equipment without prior authorization. Mr. Woodruff reminded the group that sites must receive authorization from the Joint Committee on Printing and Headquarters Office of Administration prior to obtaining lease or purchased printing/duplicating equipment in accordance to the Government Printing and Binding Regulation.

### **Process for Closing Printing and Duplicating Facilities**

Dallas Woodruff, Headquarters informed the group that no printing/duplicating facility can establish or closed without prior authorization. Sites are required to submit a letter to the Office of Administration requesting authorization to establish open or close a printing/duplicating facility. Headquarters would then forward the request the Joint Committee on Printing (JCP). Once a response is received from the JCP a letter would then be sent back to the site outlining the JCP's decision.

No questions were asked.

### **Attendance**

Oak Ridge National Laboratory  
Los Alamos National Laboratory  
Brookhaven National Laboratory (2)  
National Security Complex Y-12 (2)  
Knoll Atomic Power  
Schenectady Naval Reactors (2)  
Grand Junction Office (2)

Southwestern Power Administration  
Oak Ridge National Laboratory  
Bechtel Nevada  
National Renewable Energy Laboratory  
Nevada Site office  
Bechtel Bettis  
Western Area Power Administration