

Minutes from the February 18, 2004
Printing and Mail Managers Exchange Forum Teleconference

Twenty four 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 Corrections were made to the January 2004 Printing and Mail Managers Exchange Forum Teleconference.

General Services Administration (GSA) to release its new Mail Security Guide

Tony Nellums, Headquarters informed the group that the new mail security guide can be viewed on GSA's the web site at (www.gsa.gov). Once at the site you are to click on the policy drop down menu, click on to the mail management section, the guide is located under other topics "2004 security guide 3rd addition". The guide provides information on various mail security topics. Tony recently attended a meeting at GSA and one of the topics was in regards to express mail. It is believed that an express carrier delivered the piece of mail addressed to Senator Bill Frisk, but at the present time it is still unclear on how the mail was transported. Procedures for express mail will be reviewed in the future to determine what new mail security improvements are needed.

Roger Holt, Oak Ridge Operations Office said his office is receiving material from various agencies making recommendations on mail security. Tony said he is aware of agencies making recommendation and that the Department of Homeland Security is one of the agencies making recommendations. Headquarters will follow the recommendations provided in the new mail security guide. Cathy Marciante, Oak Ridge Operations Office feels that too many DOE program offices are making recommendations on mail security. Cathy also asked if HQ could coordinate a Department-wide security procedure policy to help eliminate much of the confusion. Tony said that HQ would be looking into some type of security policy.

Tony Toliver, Western Area Power Administration asked if the various express mail vendors use security measures for screening mail. Tony Nellums said each vendor has its own security process in place for mail screening. Most of the vendors indicate that each agency should have their own security measures in place for screening their own mail.

Annual Mail Management Report - Due Date / Updates

Tony Nellums, Headquarters informed the group that the data call for the report was sent to field sites managers and mail managers. The completed reports were due back to Headquarters by February 20, 2004. Some reports have been received, but some sites indicated that they have not received the request. Tony Nellums said he and Al Majors, Headquarters would review the mail list for verification on whether or not all Data Call letters were mailed.

Cathy Marciante, Oak Ridge Operations Office said many of her site submitted paper copies of the reports because of problems some sites were unable to open the electronic files. Cathy asked

Tony Nellums if Headquarters experienced problems using the paper copies. Tony said although an electronic file is suggested, paper copies are acceptable.

Anthony Garcia, Los Alamos National Lab raised a concern about DOE order which states that Federal Express should be used only in emergency situation, and that the U.S. Postal Services should be used for most mailing. Anthony also said that express mail rates are negotiable where as the postal service rates are not. Tony Nellums said Federal Express should be used for material that is time sensitive.

Update on the Department-wide Annual Printing and Publishing Activities Report to Congress

Dallas Woodruff, Headquarters informed the group that the report was sent to Congress on February 18th and he thanked the sites for providing the required information in a timely manner for submission to congress.

No questions were asked on this topic.

Acquisition of Printing / Duplicating Equipment

Dallas Woodruff, Headquarters informed the group that a number of sites had acquired duplicating equipment without authorization from the Joint Committee on Printing (JCP) and DOE Headquarters. Dallas emphasized again the need for sites to write to HQ for approval prior to obtaining equipment, because the JCP can have the equipment removed from a printing / duplication facility if authorization was not granted. The Government Printing and Binding Regulation have language that agencies must follow prior to acquiring equipment. Since the new Compact Agreement between the Government Printing Office and the Office of Management and Budget, the JCP has requested the services of the GPO to review all requests for equipment and make a recommendation back to JCP on whether or not approval should be granted.

Paul Dmyterko, Schenectady Naval Reactors Office asked what is the anticipated length of time for the approval process before GPO and JCP would make a decision. Dallas said it could take up to a month or more for all parties to review the request and a decision is made. Sonny Whitfield, National Security Complex Y-12 asked if the law apply to lease equipment. Dallas said the law applies to lease and purchased equipment.

Update on the Government Printing Office / Office of Management and Budget Compact Agreement one Year Pilot Program

Dallas Woodruff, Headquarters informed the group that in May 2003 the Compact Agreement was signed and the program is called the "I Pub". The Department of Labor is doing a one year pilot of the program, which is scheduled to end in September 2004, and at that time the program will be open for use government-wide. The Department of Labor has placed approximately 55 jobs on this program and has experienced problems on 2 jobs. Although, GPO would still be available for procuring work, the I Pub program is an optional method for procuring work as well. Agencies that utilize the I Pub program would be able to

bid work to vendors not exceeding \$100,000 utilizing a web base ordering system. Only those persons that are authorized by GPO to procure work will be allowed to bid work on the I Pub program. If a term contract has been established for a particular type of job then that job can not be placed on the I Pub program until the contract has expired.

No questions were asked on this topic.

Attendance

National Renewable Energy Lab

Bechtel Nevada (2)

National Security Complex Y-12 (2)

Oak Ridge Operations Office (2)

Yucca Mountain Project Office

Western Area Power Administration (2)

Knoll Atomic Lab

Headquarters (2)

Nonproliferation and National Security Institute (2)

Oak Ridge National Lab

Grand Junction Site (2)

Schenectady Naval Reactors (2)

Strategic Petroleum Reserves Office (3)

Pittsburgh Naval Reactors

Los Alamos National Lab

Chicago Operation Office