

Minutes from the February 22, 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....

Mail Management Report-Update

Al Major, Headquarters thanked the group for their support in submitting the report to Headquarters. Approximately 93% of the sites have submitted their Mail Management Report information. Mr. Majors stated that he would be contacting those sites that have not submitted their report. The report is due to the General Services Administration by March 30, 2006.

New Departmental Mail Guide

Al Majors, Headquarters informed the group that the Mail Guide in final was entered into the directives management system back during October/early November 2005. The website address for reviewing the guide is www.directives.doe.dov. A center block will appear and you then click on read, click on the directives number and then on the 500 series. The guide number is DOEG573.1-1. Linda Adams, Savannah River Site and Georgette Lane, Chicago Operations Office as well as other members of the group stated that they were unable to locate it in REVCOM. Ms. Lane also stated that comment for guides are not entered into the REVCOM system. Mr. Majors asked sites to review the guide and provide feedback to him.

DOE Wide use of the United Parcel Services (UPS)

Al Majors, Headquarters informed the group the he met with Mr. Svilich of the UPS and was told that the Departments percentage of UPS shipping is up between 13% and 19% compared to the previous year. The increase in shipping items via UPS resulted in cost savings to the Department because the UPS rate is lower as compared to other shipping vendors. Mr. Svilich also stated that his company would be negotiating with DOE Headquarters Mail Management Team for additional discounts similar to the discounts receive from FedEx. Jim Bullian, Bettis Atomic Power Laboratory asked if classified material could be shipped via UPS. Mr. Majors replied that classified DOE material cannot shipped via UPS. Classified material is currently being shipped via Federal Express.

National Postal Forum

Al Majors, Headquarters informed the group that the next National Postal Forum will be at the Convention Center in Orlando, FL on April 2- 5, 2006. Information for registration can be obtained on at www.npf.org/reg23.

Printing Agenda Items...

Update on the Contractor Operated Printing / Duplicating Facility GPO IPAC Invoices

Dallas Woodruff, Headquarters informed the group again that effective October 1, 2005, 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 Accounting Office would then send invoices to the sites. Some invoice will be mail to sites beginning the week of March 1. The Accounting is currently reviewing various methods to create a new procedure for providing the invoices to sites. The Accounting Office did apologize for the delay in forwarding the invoices to the sites, and said a workable solution is forthcoming.

The Accounting Office has requested a meeting with top-level printing managers to discuss their proposal for providing the invoices to sites in a timely manner. The Accounting Office recommended the use of GPO's deposit account as the best method of payment instead of the IPAC system. The deposit account system would require sites to estimate their annual dollar-spending amount for GPO printing and place that amount into a deposit account set up by GPO. The funds will deplete as work is procured for printing.

Users of Purchase Cards for printing services through GPO are not affected by the current IPAC situation, because those charges are applied directly to your purchase card.

Refresher on Procedures for the Following

Dallas Woodruff, Headquarters reminded the group the Headquarters must be notified prior to the following taken place:

- a-closing / establishing a printing / duplicating facility
- b-obtaining printing / duplicating equipment
- c-disposal of printing / duplicating equipment

The Department must request for authorization in writing to the Joint Committee on Printing before any facility can be closed / established, and before obtaining equipment that is listed in Column 2 of the Government Printing and Binding Regulation (Equipment list in Column 1 needs Headquarters approval), and before disposing of equipment. The JCP is requiring GPO to conduct on-site reviews on request for duplicating copier equipment. Please allow 2 - 3 months timeframe for the review process to be completed by the GPO.

- d- Commercial Printing Report:

The Department is required to submit a semiannual commercial report to the JCP listing work that was procured out-side of GPO or GPO vendors. The reporting period covers October –March and April – September. A GPO waiver must be obtained prior to procuring work outside of GPO. This also means that the work must first be offered to GPO/GPO vendors to produce regardless of the anticipated dollar amount. If GPO is unable to meet your requirements, a waiver would be issued allowing the work to be produced outside of GPO.

Additional Topic(s) not Listed on the Agenda

GPO FedEx Kinko's Express Contract

Dallas Woodruff, Headquarters informed the group that the GPO and FedEx Kinko's has entered into a contract agreement that allows FedEx Kinko's to provide a variety of services ranging from quick color and b&w copying, digital printing, print-on- demand, duplicating, binding and finishing, distribution, basic design service, etc.

Attendance

Savannah River Operations Office
Oak Ridge Operations Office
Headquarters (2)
Deltha-Critique 2)
Oak Ridge National Laboratory (3)
Nevada Site Office
Western Area Power Administration
Los Alamos National Laboratory
Grand Junction (2)
Bettis Atomic Power Laboratory

Brookhaven National Laboratory
Berkeley Site Office
Carlsbad Field Office
Flour Hanford, Richland
Knoll Atomic Power Laboratory
National Renewable Energy Laboratory (2)
Office of Legacy Management, Morgantown, WV
National Security Complex Y-12 (3)
Chicago Operations Office