

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

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

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

Corrections were made

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

#### **Recent Anthrax Scare**

Al Majors, Headquarters informed the group that the latest anthrax scare in the Washington, DC area was at a building used by the Department of Defense for mail operations. The substance tested negative for anthrax. Currently Headquarters is not sending out nor receiving any mail deliveries via the US Postal Service. A DOECAST via e-mail on the Temporary Suspension of Headquarters Postal Service Mail Delivery was sent out in the afternoon. A second DOECAST was sent on March 17, 2005 stating "*Headquarters Postal Services Mail delivery resumes on Thursday, March 17, 2005*".

Questions were asked on whether the Postal Service is picking up and or delivering mail to other government agencies. Mr. Majors said that both incoming and out going mail has been temporary stopped at all government agencies in the Washington, DC area. Some members of the group indicated that they have not received the DOECAST. Al Majors said he would forward the DOECAST to the field sites. Mr. Woodruff read the entire DOECAST to the group since many of them did not receive the DOECAST.

#### **Update on the Mail Management Report**

Al Majors informed the group that Headquarters has received approximately 50% of the reports that are due. The reports are due to Headquarters no later than March 25, 2005.

No questions were asked.

#### **Mail Com 2005**

Al Majors, Headquarters informed the group that the 2005 Mail COM is scheduled for May 3-6 at the Atlantic City Convention Center. The web site address to learn more information about the conference is [www.mailcom.org/](http://www.mailcom.org/)

No questions were asked.

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

## **Joint Committee on Printing Commercial Printing Report JCP Form No. 2**

Dallas Woodruff informed the group that the letter requesting the completion of the Semi-Annual Commercial Printing Report JCP Form No. 2 was mailed to field sites on March 14, 2005. The information that is requested is for work that was produced outside of the Government Printing Office. The reporting period covers October 1, 2004 – March 31, 2005. The information is due to Headquarters no later than May 2, 2005. Negative commercial printing reports must also be submitted.

Henry Johnson, Los Alamos National Laboratory indicated that he has not received the call letter for the Commercial Printing Report and he asked what level of individuals was the letter addressed. Mr. Woodruff said the call letters were addressed to the federal site managers and the federal printing managers.

## **Simplified Purchase Agreement (SPA) new Dollar Limit**

Dallas Woodruff, Headquarters informed the group that on March 14, 2005 Headquarters received a letter from the Government Printing Office (GPO) that states that on March 15, 2005 the spending limits will increase from the current \$2,500 to \$10,000. Headquarters is planning to send a letter to the field sites enclosing a copy of the GPO letter which explains the requirements that must be met before you can take advantage of the increased spending limits. The sites that are utilizing the SPA are glad that GPO is finally increasing the spending limits.

## **Other items discussed.**

The website addressed for information pertaining to the General Services Administration's Mail Symposium that was held in February 2005 at the Washington, D.C. Convention Center can be viewed at web site [www.federal mailsymposium.org](http://www.federal mailsymposium.org). Click on the yellow link that said final presentations.

## **Attendance**

Western Area Power Administration	Flour Hanford
Savannah River Site	Oak Ridge National Laboratory
Fernald Area Office	National Security Complex Y-12 (2)
Ohio Field Office	Oak Ridge Operations Office
Schenectady Naval Reactors (2)	Los Alamos National Laboratory (2)
Nevada Site Office/ Bechtel (2)	Albuquerque Service Center
Knoll Atomic Power	National Renewable Energy Laboratory
Grand Junction Office (2)	Strategic Petroleum Reserve (2)
Pittsburgh Naval Reactors Office (2)	Headquarters (2)