

Draft Minutes from the March 18, 2009  
Printing and Mail Managers Exchange Forum Teleconference

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

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

### **Mail Topics**

**Shipping Update Federal Strategic Sourcing Initiative (FSSI):** Tim Jackson, Headquarters Office of Procurement thanked the group for providing data in regards to the FSSI and for utilizing this shipping method. Mr. Jackson feels the department will continue benefitting from the FSSI contract which allow for electronic online billing and reporting capabilities which help maintain vendor efficiencies.

**DOE FedEx World-Wide Account Management:** Gail Gilbert, FedEx National Account Manager informed the group that FedEx has many online programs available to assist customers in saving shipping funds. Customers can request; view and download summarize detail shipping reports for a single location or multiple FedEx accounts. The report provides a consolidated view of your express, ground and invoice shipments. Users can setup the report to run weekly or on a monthly time period.

Ms. Gilbert talked about FedEx's new electronic tracking database called *FedEx Insight* which is a tool that monitors shipping activities such as express, ground, freight, international including inbound outbound and third party **shipments**. Insight utilizes customer account numbers and or company address to track items that are in transit and will display on your monitor the number of packages to arrive during each workday. If you have questions, Gail can be reached on 703-599-1580 or [ggilbert@FexEx.com](mailto:ggilbert@FexEx.com).

Tony Toliver, Western Area Power Administration asked Mr. Gilbert how the insurance on package is going to work under the new contract. Gail said most government packages are self insured and would not require additional insurance. Ms. Gilbert said she would discuss insurance matters with her management for further clarification.

**Annual Mail Management Report Update:** Al Majors, Headquarters thanked sites that submitted their report. Mr. Majors said Headquarters have received 65% of reports from sites via mail, fax and or e-mail. The deadline for submission was March 17<sup>th</sup>.

**Classified and Non Classified Mail Security Plans:** Al Majors, Headquarters said each site must have a Mail Security Plan to combat terror threats in the mail stream and he is aware some sites have classified plans. Sites are not required to include Classified Mail Security Plans with the Annual Mail Management Report.

Tony Toliver, Western Area Power Administration asked Mr. Majors whether or not there is a Department-wide Mail Security Plan. Mr. Majors said each site must have its own security plan tailored to the requirements that meets **each** sites needs. Mr. Majors also said a team consisting of

field site mail managers is being put together to work with Headquarters and the Headquarters Office of Safe Guards and Security to write a Department-wide Mail Security Policy and Department-wide Mail Security Plan. The Mail Security Policy will provide information and guidance to follow for a Department-wide mail security plan. The information and language in the policy / plan can be used to write a security plan that fits individual sites. Mr. Majors asked for volunteers to work with the team writing the Department-wide Mail Security Policy and Mail Security Plan. Deborah Boggs, Office of Legacy Management asked Mr. Majors how much detail information would be in the Department-wide Mail Policy because some site process very small quantities of mail and may require a very little or moderate details mail security plans. Mr. Majors said every site must have a security plan regardless of the number of pieces processed and number of employees.

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

**Sites Copies of the Three-Year Printing and Publishing Activities Three-Year Plan:** Dallas Woodruff, Headquarters informed the group that the Plan was submitted to the Congressional Joint Committee on Printing in February 19, 2009. The condense version of the Plan should be sent out next week to the federal printing managers to be forwarded to sites they provide oversight.

**Outstanding Government Printing Office (GPO) Invoices:** Dallas Woodruff informed the group that Headquarters received a number of outstanding IPAC Government Printing Office (GPO) invoices and that those invoices were forwarded to the appropriate site federal printing manager for review. Sites were asked to review the invoices to determine whether or not payments have been made. GPO is requiring the Department to provide proof of payment such as cancelled checks, bank statements etc for invoices which payments were made. Mr. Woodruff asked the group to respond back to Headquarters ASAP if an invoice is received for review.

**Commercial Printing Report:** Dallas Woodruff informed the group the Commercial Printing Report was mailed to sites on March 10th and he has received some reports from sites. The report must include printing and duplicating jobs that were purchased from vendors not under contract with the GPO. The report is due back to Headquarters no later than May 1, 2009.

### **Other Topic for Discussion**

#### **Attendees**

Headquarters (3)	FedEx World-Wide Account Management
Chicago Office	Knoll Power Atomic Laboratory
Nevada Site Office	Bechtel Bettis
Strategic Petroleum Reserves	Oak Ridge Operations Office
BWXT Y12 Plant	Savannah River Site
Richland Operations Office	Sandia National Laboratory
Bonneville Power Administration	National Security Technologies C1, Las Vegas
Brookhaven National Laboratory	National Energy Technology Laboratory, PA
Western Area Power Administration (2)	Office of Legacy Management,
Environmental Management Consolidation Business Center (2)	