

Minutes for the April 18, 2001
Printing/Mail Managers Exchange Forum
Tel-Conference

20 individuals participated in the Printing/Mail Managers Exchange Forum, both printing/mail managers and contractors.

Comments/Additions to last Months Minutes:

Dallas Woodruff (Headquarters) asked if there were any corrections/additions to last months minutes.

Two corrections were made.

Central Training Academy and Idaho Nat. Engineering and Environmental Lab. were added to the attendance list. The minutes will be posted on the DOE Home page.

Printing and Mail Conference

Karen Payne Jones (Oakland Operations Office) asked which hotel is Headquarters making reservations for the conference. Dallas Woodruff (Headquarters) said Headquarters was making reservations at the MGM Grand hotel. Mary Anderson asked the group to make reservations early because August is a busy month for most hotels. For that time period the Rio Hotel does not offer per diem rates.

Mary Anderson informed the group that the conference agenda is progressing and we look forward to sending a draft copy to the field ASAP. Tony Toliver (Western Area Power Administration) asked if its ok to extend invitations to other agencies and the private sector. Mary replied yes and she encouraged everyone to extend invitations to other agencies and to the private sector. Mary also said that headquarters would be extending an invitation to other federal agencies. Blanca St Clair (Nevada Operations Offices) said she would be assisting in coordinating the logistical portions for the conference. Mary said headquarters is planning to present a segment on the most Frequently asked Questions and she asked the group to submit questions to headquarters in regards to mail issues. Mary also said that information from the feedback sheets received at the last conference would be included in the most Frequently asked Questions.

Hart Guenther (Central Training Academy) said he would like to have someone talked about security issues on the use of memory based digital copiers. Mary said the agenda would include a representative from Wackenhut Services Incorporated to do a presentation on digital copier security. Linda Adams (Savannah River Site) inquired about making copies of the Guide to Federal Publishing available as a handout at the conference.

National Nuclear Security Administration (NNSA) Logo

Roger Holt (Oak Ridge Operations Office) asked would NNSA logo design be furnished to the sites. Mary Anderson (Headquarters) said headquarters has the logo on an electronic file, and it will be furnished to sites and to the business card contractor ASAP. Mary also said that the logo for business cards must print in one color. Mary said that headquarters is working to provide a

sheet with various styles of business cards to choose from when ordering business cards. The sample sheet will be provided to the field. Karen Payne Jones (Oakland Operations Office) said she has seen different versions of the NNSA logo. Edna White (Nevada Operations Office) asked about the cost for using the logo on business cards. Dallas Woodruff (Headquarters) said it would not be an additional cost when using the logo on business.

Mail Issues

Tony Toliver (Western Area Power Administration) inquired on the progress of the Mail Management Profile Reporting requirement. Al Majors (Headquarters) replied saying the reporting process is progressing very well. Shelly Schneider (West Valley Demo. Project) asked when would the new express contract take effect. Al Majors said GSA has scheduled a meeting to take place on June 4, to finalize the contract. Al also said the express contract should take effect in August. Al said the new contract is a multi vendor contract and he is waiting for additional information from GSA.

Sites in Attendance

Bechtel Nevada	Central Training Academy	BWXT Pantex
Savannah River (2)	Schenectady Naval Reactors (2)	Southwestern Power
West Valley Demo.	Oak Ridge Operations	Headquarters (3)
Oakland Operations (2)	Ohio Field Office	Nevada Operations (3)
Western Area Power Administration		