

Minutes for the May16, 2001  
Printing/Mail Managers Exchange Forum  
Tel-Conference

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

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

Dallas Woodruff asked if there were any corrections/additions to last Months minutes. No corrections were posted. The minutes will be posted on the Home Page.

**Printing and Mail Conference**

Cathy Marciante (Oak Ridge Operations) said contractors at her site could not register for the conference until they are provided an agenda. Dallas Woodruff (Headquarters) said the agenda is being finalized and copies would be distributed to the sites before the next Tele-conference. Dallas also reminded the group to register for the conference by e-mail to him and to make hotel reservation ASAP. Paul Dmyterko (Schenectady Naval Reactors Office) asked if copies of the Guide to Federal Publishing would be available for attendees at the conference. Dallas said headquarters is planning to have copies available if the printing of the guide is completed prior to the conference.

**Ordering of GPO Rider Requisition Material**

Dallas Woodruff (headquarters) informed the group that field sites could submit Standard Form 1 requisitions, directly to main GPO for rider requisition material. Dallas said the Business Address Code (BAC) number must be included on the Standard Form 1 requisition. Dallas explained that rider requisitions are created when a Department or Agency submits a Standard Form 1 Requisition to GPO for an item to be printed. GPO will assign a jacket number and will then send a notice to other Department and Agencies notifying them of the item that will be printed, to give them time to submit a Standard Form 1 requisition. Dallas also said he would e-mail the GPO mailing address that sites are to use when submitting the Standard Form 1 requisitions when ordering rider requisition material.

**Other item(s) that were discussed**

**National Nuclear Security Administration (NNSA) Logo**

Paul Dmyterko (Schenectady Naval Reactors Office) asked if the logo had been authorized to print on envelopes and what other items can it printed on. Dallas Woodruff (Headquarters) said the Logo has been authorized for use on business cards, presentations, material distributed to stakeholders, and so forth, but not for use on letterhead and envelopes. Dallas said he would e-mail a copy of the letter from Stephen D. Matts dated April 4, 2001, on the use of the NNSA Logo. Cathy Marciante (Oak Ridge Operations) asked who is the contact person for answering

questions pertaining to the NNSA Logo. Dallas said he would have to e-mail the contact person name because he did not have the name available during the Tele-conference. Karen Payne Jones (Oakland Operations Office) said she was informed by the business card printing contractor that the DOE Logo and the NNSA Logo can print on the same card if space permit. Karen also said she received sample business cards with the NNSA Logo printed and was very pleased with the printing. Dallas Woodruff informed the group that in order to minimize printing errors, the DOE Logo or the NNSA Logo must indicated on the 2511 requisition when requesting business cards.

### Sites in Attendance

Fernald Area Office	Ohio Field Office	BWXT Pantex
Savannah River	Schenectady Naval Reactors	West Valley Demo. Project
Wastern-GJ - Grand Junction	National Renewable Energy (2)	Mason hanger- Silas Mason
Nevada Operations Office (2)	Oakland Operations Office (2)	Headquarters
Oak Ridge Operations Office	Idaho Nat. Engineering & Environmental Lab	

- (1) ***As a follow-up to the May 16<sup>th</sup> Tele-conference in regards to the GPO mailing address for submitting your Standard Form 1 requisition for ordering rider material:*** The mailing address is: U.S. Government Printing Office, 732 North Capitol Street, NW, Room C-830 Washington, DC 20401. You can also fax your requisition to GPO at (202) 512-1268. If you fax your requisition do not mail a paper, and I strongly suggest a follow-up call to Eugene Logan / Hazel Robinson on (202) 521-0296 to verify receipt.
- (2) ***Also as a follow-up to the May 16<sup>th</sup> Tele-conference in which Dallas Woodruff said he would e-mail the Authorization memo on use of the NNSA Logo:*** Attached is an electronic file copy of the authorization memo from Stephen D. Matt on use of the NNSA Logo. The contact person for information on the NNSA Logo is Gary Lyttek (Headquarters) at 202-586-8304.