

**Minutes from the May 20, 2009
Printing and Mail Managers Exchange Forum Teleconference**

Seventeen individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

Comments/Additions to last Month's Minutes

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

Mail Topics.....

Outstanding Shipping Invoices: Tony Nellums, Headquarters informed the group that a number of sites have past due invoices totaling approximately \$24K. United Parcel Service (UPS) and Yellow Transportation are the top two vendors that are owed the most funds. Mr. Nellums asked the sites representatives to review shipping invoices to determine whether or not payments have been made for all invoices; and to make payment ASAP if determined payments have not been made on outstanding invoices.

Printing Agenda Items.....

New Chairman of the Congressional Joint Committee on Printing: Dallas Woodruff, Headquarters informed the group that in May 2009, Senator, Charles Schumer is the new Chairman of the Congressional Joint Committee on Printing. Currently there is no information available via the internet at this time pertaining to the JCP committee members.

Outstanding Government (GPO) Invoices: Dallas Woodruff, Headquarters informed the group that the GPO sent their thanks to the printing managers and others that assisted GPO in closing out a number of outstanding invoices. GPO contact Headquarters in March 2009 asking for assistance in obtaining payment on a number of outstanding invoices. Invoices were e-mailed to Headquarters for forwarding to sites for review. Mr. Woodruff said GPO is extremely grateful for the timely response from the Department which allowed them to update their records and collect thousands of dollars owed to them. Mr. Woodruff also gave his thanks to the sites for their quick response in providing assistance in this matter. In addition, it was determined that a number of outstanding invoices had in fact been paid. GPO did say to expect additional invoices as they are identified.

2010 Department-wide Survey for FY 2010 GPO Open Requisitions: Dallas Woodruff, Headquarters informed the group that the survey letter is going through the approval process and is expected be in the mail by May 21, 2009. Mr. Woodruff explained that GPO Open Requisitions are a list of titles of publications and congressional items that would be printed during FY 2010. The list of items is provided annually via GPO Circular Letter. The survey also includes an Address Information Data Sheet to be completed by the point of contact. The information will be used for addressing the 2011 Open Requisition Survey.

Other Topic for Discussion

Mr. Nellums informed the group that the Federal Government Small Package Contract thru the General Services Administration is out and bids are being received. Mr. Nellums believes that Federal Express may win the contract.

Mr. Nellums said Headquarters is planning to send a call letter to DOE sites requesting information to update the DOE Mail Managers List and the DOE Site Managers List. No mail out date for the letter was provided.

Attendees

Headquarters (2)	National Renewable Energy Laboratory
Kansas City Plant	Oak Ridge Operations Office
Pantex Plant	Chicago Office
Idaho Operations office	Richland Operations Office
Stanford Linear Accelerator Center	Western Area Power Administration (2)
Deltha Critique	BWXT Y12 Plant
Bechtel Bettis	Bonneville Power Administration
Los Alamos National Laboratory	