

Minutes from the May 21, 2008
Printing and Mail Managers Exchange Forum Teleconference

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

Comments/Additions to last Months Minutes

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

Mail Agenda Items....

Mail Management Report –Results & Updates

Al Majors, Headquarters informed the group that Headquarters is currently working on the format portion of the report. Mr. Majors shared financial expenditures which was approximately \$8,000,000 and the number pieces mailed was approximately 17,000,000 for the period. The information is based on the data the sites sent to Headquarters for the Mail Management Report.

Mr. Majors informed the group that based on the information / data from the field sites for the Mail Report, the Department currently has 5 Executive Mail Center Managers (EMCM), 3 Mail Piece Quality Specialist (MQCS) (USPS), approximately 15 individuals that have received certificates from MailCom Certificate Programs, 1 Certified Logistical Practitioner, 2 Statistical Quality Control Design Certifications, 2 USPS Bulk Mail Certified Certifications, as well as several other mail management certifications. Mr. Major asked the group to list any and all certificates received from attending MailCom, Postal Forums, and any other Mail Management Certification Programs.

Postal Rate Change

Tony Nellums, Headquarters informed the group that new rate changes went in effect on May 12, 2008. Mr. Nullums said the postal rate commission can now conduct an annual rate review and new rates can go in effect each May.

Barbara Myers, Knoll Atomic Power Laboratory informed the group that Custom Design (shipping contractor) is no longer in business.

National Postal Forum

Al Majors informed the group that Headquarters sent one employee to the forum. Carl Sherman Strategic Petroleum said his site sent one employee to the form. Mr. Majors asked members of the group that attend MailCom and the National Postal Forum events to share information about the training they attended.

Printing Agenda Items...

Commercial Printing Report - Update

Dallas Woodruff, Headquarters informed the group that as in prior years a number of sites are procuring printing outside of the Government printing Office (GPO). Mr. Woodruff reminded the group that all printing for the federal government must be procured through the GPO, unless GPO grants a waiver. One of the sites procured poster outside of GPO. Mr. Woodruff is assisting the site to start using the Headquarters poster term contract that was put in place through the GPO. Mr. Woodruff also informed the group that the Headquarters poster contract is available for sites to utilize on similar to the Headquarter's business card term contract.

Linda Adams, Savannah River Operations Office asked should the printing of posters be included on the Commercial Printing Report to the Joint Committee on Printing. Mr. Woodruff stated that all printing and duplicating jobs printed outside the GPO (not including in-house production) must be included on the report.

Proposed 2009 Department of Energy Printing and Mail Conference

Dallas Woodruff, Headquarters informed the group that an agenda was put together and would be provided to management on May 22, 2009 for review and discussion. Three locations (Las Vegas, NV, Denver, CO and Albuquerque, NM were chosen as proposed sites to hold the conference. Additional information will be forth coming.

Barbara Myers, Knolls Atomic Power Laboratory asked what would be the number of days for the conference. Mr. Woodruff said in the past the conference was scheduled for three days.

Upcoming Government Printing Office Open Requisitions for FY 09

Dallas Woodruff, Headquarters informed the group that Headquarters in process of conducting its annual survey for open requisitions through the GPO. Open requisitions are GPO Standard Form One (SF1) requisitions to obtain publications that are printed throughout an entire fiscal year. The survey results would be due to Headquarters by June 18, 2008 and the final results are due to the GPO no later than July 11, 2008.

No questions were asked on this topic.

Site Presentation: Carl Sherman of the Deltha Critique, Strategic Petroleum Reserves Mail Facility

Carl Sherman, Strategic Petroleum Reserves (SPR) gave a presentation on mail operations at the SPR and Deltha Critique mail facility. Mr. Sherman said the quantity of mail handled at the facility is relatively small compared to other larger DOE mail facilities. Mr. Sherman went on to

say that in FY 2007, the Department's Office of Health, Safety and Security conducted an audit of the manner in which mail was being processed and the results stated that all procedures were being followed.

Mr. Sherman talked about the Mail Facility Policy and Procedures Handbook. The handbook has a section on Control Mail Processing, which outlines how incoming and outgoing control mail should be handled. Mr. Sherman stated that the handbook is a very useful tool for both management and employee because it is updated as needed and it is readily available for quick reference. When control mail is received at the classified mailing address, the staff records it, examine the package to see if it has been tampered with. Any evidence of tampering is reported to DOE security and others involved in delivery of the mail to the facility. All control mail is maintained in a secure environment of the mail facility until it is delivered to the addressee. The addressee will be notified informing them that the facility has received a control mail item. The package will not be delivered until it has been cleared for delivery. Mr. Sherman feels that as long as procedures are being following properly, mistakes should be kelp at a minimum.

Attendees

Headquarters (2)	National Renewable Energy Laboratory
Chicago Office (2)	Strategic Petroleum Reserves
Savannah River Site	Western Area Power Administration
Knoll Atomic Power Laboratory	Bettis Atomic Power laboratory
National Security Technology C1, Las Vegas (2)	
National Energy Technology Laboratory, Pittsburgh, PA	