

Minutes from the June 15, 2005

Printing and Mail Managers Exchange Forum Teleconference

Thirty-one 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 teleconference.

Mail Agenda items

Field Site Mail Center Operations

Tony Nellums, Headquarters informed the group that Headquarters is planning to submit a request to sites to determine which sites are operated by either federal or contractor staff. The purpose of the request is to ensure that Headquarters maintains an update list of both federal and contractor operated sites.

Headquarters Mail Management Site Visits

Tony Nellums informed the group that Headquarters Mail Managers are planning to visit some sites before the end of the fiscal year. Jim Bullian, Bettis Atomic Power Laboratory asked Mr. Nellums for the purpose of the upcoming site visits. Mr. Nellums replied that the site visits are to ensure that sites are in compliance with the regulations that were put in place by Headquarters, U.S. Postal Service (USPS), General Service Administration (GSA) and the General Accounting Office (GAO). Additionally, Headquarters wants to share information on mail center operations, cost savings, best practices etc and address any questions/concerns that sites may have.

Al Major, Headquarters stated that in the past Headquarters Mail Managers participated in the Business Management Oversight Process (BMOP) which required site visits.

Tony Toliver, Western Area Power Administration asked if mail security would be a part of the discussion. Mr. Nellums replied that mail security will be part of the discussions. Mr. Nellums also stated the federal government is putting more emphases on tracking the funds spent government-wide in the area of transportation, mail, printing etc.

Fiscal Year 2005 Mail Management Profile Report

Al Majors, Headquarters informed the group that the General Services Administration (GSA) announced that the Department of Energy provided one of the most completed comprehensive Mail Management Reports to the General Services Administration as compared to other agencies that submitted a report to GSA. GSA stated that the report was thorough and well organized. GSA also sent a letter to Headquarters expressing gratitude in the manner in which the Department submitted its report. Mr. Majors thanked the group for providing data that enable the report to be submitted by

the due date. Mr. Majors said that sites could expect to receive the Data Call for the next Mail Management Profile Report earlier this year than in the past.

Tony Toliver, Western Area Power Administration wanted to know if a copy of the report had been sent to the sites. Mr. Majors said a copy of the report would be sent to the sites within the next few weeks.

Phase IV Meter Migration/Mail Equipment Upgrade

Tony Nellums, Headquarters inform the group that the Phase IV Digital Meters are to be in place by December 31, 2006. Mr. Nellums asked the group if anyone had concerns or problems locating vendors that can provide the new meters. Dawn Platt, EM Consolidated Business Center stated that her mail facility installed a new mail meter. Ms. Platt asked for the specifications on the new meter and where can sites obtain additional information on the specifications for the new digital meters. Mr. Nellums said the new meters are digital encryption for security and have lots of new features. Linda Adams, Savannah River Site informed the group that information on the new meters such as model number, vendor names, date your current meter needs to be replaced etc could be obtained from the USPS website. The website address for obtaining information on the new digital meters is www.USPS.COM Click on the link to the business section.

Printing Agenda Items...

Update on the Reorganization and Closing of some Government Printing Office (GPO) Regional Offices

Dallas Woodruff, Headquarters informed the group that the GPO announced its plans to close the New Orleans, St. Louis and Los Angeles RPPO Offices. This information was obtained from the GPO circular letter 586 dated June 9, 2005 of. The dates for closure are as follows: New Orleans on September 16, 2005, St Louis on September and the Los Angeles on September 2, 2005. Services currently being provided at the New Orleans Office will be transferred to the Atlanta, GA and Dallas, TX Offices, services at the Los Angeles Office will be transferred to the San Francisco Office and services at the St. Louis Office will be transferred to the Chicago Office.

Mr. Woodruff encouraged those individuals that are currently not receiving the GPO circulars via e-mail to contact GPO at the e-mail address (circulars@gpo.gov) to be added to the e-mail list.

Mr. Woodruff said that Headquarters is planning to send a letter to the sites in regards to the GPO RPPO closings.

Updated List of the DOE Parent Sites

Dallas Woodruff, Headquarters informed the group that Headquarters Printing and Mail Managers are planning to create a form intended for use by the Parent Sites to enter information on what sites falls under their responsibility.

Updated List of Sites Printing Managers

Dallas Woodruff, Headquarters informed the group that Headquarter is planning to submit a request for the names of the Printing and Mail Managers. This requirement is needed to maintain an accurate list of all Printing and Mail Managers for mail outs etc.

Additional Topic(s) not Listed on the Agenda

USPS Rate Increase

Tony Nellums, Headquarters informed the group that the U.S. Postal Service is planning 5% rate increase, which would take effect during September or October of this year. The USPS is also planning an additional rate increase is to take effect within the next two years.

Attendance

Fernald Area Office

Idaho Operations Office

Flour Fernald

Yucca Mountain Project Office

Southwestern Power Administration Power

Nevada Site Office

Schenectady Naval Reactors (2)

National Security Complex Y-12 (2)

Grand Junction Office (2)

Oak Ridge Operations Office

Pantex Site Office

Headquarters (2)

Knolls Atomic Power Laboratory

Carlsbad Field Office

Savannah River Site

Los Alamos National Laboratory

Flour Hanford

Oak Ridge National Laboratory

Kansas City Site Office

Brookhaven National Laboratory (2)

Bechtel Bettis (2)

Headquarters (3)

EM Consolidated Business Center Cincinnati, Ohio