

Minutes for the June 20, 2001  
Printing/Mail Managers Exchange Forum  
Tel-Conference

26 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. No corrections were posted. The minutes will be posted on the Home Page.

**Printing and Mail Conference**

Dallas Woodruff (Headquarters) informed the group that headquarters had mailed a memo with copies of the conference agenda to the Operations Offices to cascade to the sites. Dallas also said he e-mail the conference agenda to the sites. Dallas said approximately 80 people have registered for the conference, and he anticipate additional people to register in the coming weeks. Tony Toliver (Western Area Power Administration) asked what is the last day to register. Dallas said June 29 is the last day to register. Mary Anderson (Headquarters) asked what is the room capacity. Dallas said the conference room would seat approximately 126 people. Edna White (Nevada Operations Office) said if we reach room capacity, tables would be placed closer to the rear of the room then in past years, and additional chairs would be places in other areas to accommodate the overflow.

Al Majors (Headquarters) asked Edna White would table space be available for mail vendors who want to place hand out material. Edna said tables would be set up in the back for food and some table could be place on one side to accommodate vendor's handouts. Karen Payne-Jones (Oakland Operations Office) asked Dallas if he received the information needed to complete the attendees list book. Dallas replied no, and asked members of the group that plans to attend to conference to e-mail their registration information as requested on the attendee information sheet that was e-mailed to the sites. Dallas asked the group for their opinion of the conference agenda and did it meet their requirements. Roger Holt (Oak Ridge Operations Office) asked if the new GSA Commercial Carrier Contract on schedule to be in effect August 1. Roger also said he did not see the new contract on the agenda, and asked if it would be discussed during the conference. Al Majors (Headquarters) said the effective date of the contract is August 16. Al also said that Joan Bender would be attending the conference to talk about mail issues. Al said he has contacted someone at GSA in regards to attending the conference to talk about the new contract regulation. Linda Adams (Savannah River) said she agree with have some coverage on the new contract during the conference. Al again informed the group of headquarters plans to have a GSA representative on hand to talk about the contract.

**New Express Delivery Services**

Tony Nellums (Headquarters) informed the group that the FED EX contract for the domestic express shipping services expire August 16. Tony also said participates on the new GSA

Commercial Carrier Contract include Airborne Express, Cavalier, Logistics Management, Emery World Wide and Fed EX. Tony provided the GSA Website address (<http://www.fss.gsa.gov/service/express/move-guide.cfm>) to the group for those that wish to make inquiries about the new express contract. Tony also said the Website provide representative names for the different vendors that are in locations to each site. Tony said representatives for the companies are willing to visit sites to discuss shipping concerns. Tony Toliver (Western Area Power Administration) asked is it mandatory that sites use the contract. Tony Nellums replied no and said if a site locate a vendor that can provide the same services that the contract offer, it is ok to use that vendor in place of the vendors on the contract.

Karen Payne-Jones (Oakland Operations Office) said that in past years if vendors are used in place of the vendors on a particular contract, a new procurement request must go back on the street. Tony Nellums replied that a new procurement request would not be required under the agreement of this contract. Karen Payne-Jones asked Mary Anderson (Headquarters) in regards to the conference have any thought been given to having printing on the first day and mail the next day because some attendees leave early on the last day. Mary replied we had planned to have the mail session on the first day, but due to scheduling of the speakers for the printing session, and two full days scheduled for printing we decided to have the mail session on the last day. Tony Nellums informed the group about the upcoming WorldWide Express GSA Mailing/Shipping Contract to be in effect in September. Tony said this contract would be similar to the upcoming express contract, but with a few different items.

### **USPS OMAS Bills for FY-96, 97, 98 & 99**

Tony Nellums (Headquarters) said he sent the OMAS bills to the sites. Tony also said when we transfer from the OMAS to Commercial some sites had permit mail that were being returned in government mail envelopes. The Post Office reviewed the charges of the department, and determined the amount of money owed by the department. Tony explained to the group on how to read and understand the OMAS bill. Tony said the bills included a number mailing cost from prior years. Patty Kelly (National Energy Tech. Lab Pittsburgh) talked about the difficult time she had in correcting a billing problem with the Pitney Bowes commercial meters. Lisa Buffkins (Oakland Operations Office) asked if Headquarters would send a memo to the sites in regards to the bills so those sites can proceed in processing the bills. Tony said that a letter from headquarters through the Field Management Council would be sent to the sites.

### **Sites in Attendance**

Western-GL-Grand Junction	Fernald Area Office	Idaho Nat. Engineering (3)
National Renewable Energy	Nevada Operations Office (2)	Oakland Operations Office (3)
Oak Ridge Operations Office (2)	Headquarters (4)	Ohio Field Office (2)
Schenectady Naval Reactors (2)	West Valley Demo. Project	
Western Area Power Administration	Savannah River Operations Office	
National Energy Tech Lab Pittsburgh (2)		