

Minutes for the July 18, 2001  
Printing/Mail Managers Exchange Forum  
Tel-Conference

20 individuals participated in the Printing/Mail Managers Exchange Forum, both Printing/Mail Managers and Contractors.

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

Dallas Woodruff (Headquarters) one correction to the June minutes was made (Savannah River) was added to the list of participants for the Tele-conference. Dallas also asked if there were additional corrections/additions to last Months minutes. No additional corrections were made. The minutes will be posted on the Home Page.

### **Printing and Mail Conference**

Dallas Woodruff (Headquarters) informed the group that he had a surprise for them and the surprise was a visit by Joe Drago. After Joe and the group said a few words the meeting began. Dallas open the meeting and informed the group that Mary Anderson (Headquarters) would not be participating in the Tele-conference due to another commitment. Dallas informed the group that approximately 108 attendees had registered for the conference and that the cut off date for registering was extended to July 13. Dallas said approximately 76 people attended the conference last year. Dallas informed the group that James Davidson from the GPO St. Louis RPPO Office would be replacing Steve Boortz from GPO Columbus RPPO Office and Jeff MacAfee at Main GPO would be replacing Scott Stovall at Main GPO. Dallas asked if anyone had questions about the upcoming Printing and Mail Conference. Cathy Marciante (Oak Ridge) asked if Jim Davidson would be speaking about the Simplified Purchased Agreement (SPA) since Steve Boortz is not attending. Dallas said he was waiting on a response from GPO in reference to the topic Mr. Davidson would speak about. *(Dallas was informed at a later date that Mr. Davidson would speak on the SPA).*

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

Dallas (Headquarters) informed the group that the words *National Nuclear Security Administration* is authorized to print below the words *U.S. Department of Energy* on envelopes, business cards, letterhead and note pads. Dallas also said the Logo has *not* been authorized for use on letterhead. Karen Payne (Oakland Operations) Office asked if the NNSA plan to make available large plastic logos similar to the ones placed on the side of a podium. Dallas said he did not have any information on the NNSA providing large plastic logos for use by headquarters and field sites. *(Dallas was informed at a later date that NNSA has no plans to provide the large plastic logo for use).* Lisa Buffkins (Oakland Operation) asked for clarification on the use of the NNSA logo. Dallas said the logo could be used on business card and note pads. Dallas also said the NNSA is undecided on how they want the logo to print on letterhead and once a decision is made authorization would be granted to use the logo on letterhead. Karen Payne Jones (Oakland Operations) said a customer informed her about an E-mail that indicating the logo was

authorized for use on letterhead and asked Dallas if he was aware of the e-mail. Dallas said he was not aware of the e-mail. Dallas asked if any additional questions about the NNSA logo. There were no additional questions.

### **Update on the New GSA Mail Reporting Requirements**

Al Majors (Headquarters) said Tony Nellums (Headquarters) would be participating later in the Tele-conference. Al informed the group that he and Tony Nellums attended a meeting at General Services Administration (GSA) in regards to updates on the proposed mail reporting changes schedule to take place in FY-2002. Al said Jack Kelly from the Office of Management and Budget (OMB) participated in the meeting. Al said one major change discussed at the meeting was the creation of a performance base contract for agencies and sites that employ contractors to process the mail. The contract would include salaries of the employees in addition to the postage and number of piece, first class and etc. The reporting process has not been finalized however, the contract is to take effect in FY-2002. In addition to a performance base contract, Al said a proposal was made to have agencies report on the number of different weights per item mailed for the various classes of mail.

Al said that proposal was voted down because many agency representatives asked what would be the value added for maintaining a count on the number of various weights per item for each class of mail. Al said that Joan Bender from General Services Administration (GSA) would talk about the various changes to the mail-reporting requirement during her presentation at the Printing and Mail Conference. Lisa Buffkins (Oakland Operations Office) asked would there be an opportunity to provide comments on the proposed changes. Al said comments would be allowed through July 31. Paul Dmyterko asked Al Majors would the performance base contract for operating mail facilities pertain only to contractors. Al said no; it applies to both Federal and contractor mail facilities. Jim Bullian (Pittsburgh Naval Reactors) asked if the proposal would apply to Management and operating contractors (M & O) providing mail services for the government. Al said the proposal would include M & O contractors, and any contractor that receives federal dollars to process federal mail.

Tony Nellums (Headquarters) arrived at the meeting and informed the group that FY-2003 is the start date for the performance base contract. Tony also said GSA will need reports on the cost for operating mail centers for FY-2001, but said GSA is not making the FY-2001 reporting period mandatory because the template for the contracts have not been designed. In addition Tony said the new administration is pushing for performance base contracts and therefore expect all contracts issued after FY-2003 to be performance base contracts. Tony provided the name David Muzio (202) 395-6805 from the Office of Management and Budget as a point of contact to answer questions on about performance base contract. Lisa Buffkins (Oakland Operations Office) asked Tony when would the sites receive the letter from the Field Management Council on postage reimbursement. Tony said he hope to have an answer soon because he is waiting for the person whom he contacted to return from vacation and travel. Dallas asked if anyone has any questions on any topic and there were no questions.

### **Sites in Attendance**

Western-GL-Grand Junction  
Oak Ridge Operations Office  
West Valley Demo. Project  
Idaho Nat. Engineering Laboratory  
Brookhaven Nat. Laboratory (2))

Fernald Area Office  
Headquarters (3)  
Pittsburgh Naval Reactors (2)  
Southwestern Power Administration  
Savannah River Operations Office

Oakland Operations Office (2)  
Schenectady Naval Reactors (2)  
National Renewable Energy (2)