

Minutes from the August 17, 2005

Printing and Mail Managers Exchange Forum Teleconference

Twenty-four 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

MailCom –Update

Al Majors, Headquarters informed the group that the 2005 MailCom Convention will take place on September 25 – 27, 2005 in Las Vegas, Nevada. The MailCom Convention provides an opportunity for mail managers to participate in various training sessions to learn different areas in the mail arena. A number of the mail/printing manager said they are planning to attend the MailCom Convention.

Mr. Major informed the group that Headquarters is planning at host a Printing and Mail Meet and Greet sessions either at the Hotel where the MailCom Convention will take place or at the Nevada Site Office. The Meet and Greet sessions would provide an opportunity for both printing and mail managers to discuss various topics pertaining to the printing and mail arena. Headquarters is currently working on topics for discussion and address concerns from the field. Additional details are forthcoming. Members of the group recommended having the Meet and greet session and would consider attending.

General Services Mail Management Report 2005/ DOE Mail Management Report 2004

Al Majors, informed the group that he contacted representatives of the General Services Administration (GSA) to discuss any changes to the upcoming 2005 Mail Management Report. GSA stated that a meeting is scheduled to take place during September to determine if any changes are necessary and that those would be provided to the department's mail manager for the would be made.

Tony Toliver, Western Area Power Administration asked Mr. Majors would Headquarters provide a copy of the Mail Management Report 2004 to the sites. Mr. Majors replied that Headquarters is planning to send via e-mail a copy of the report within a week.

Printing Agenda Items...

Approval Process Time for Acquiring Printing and Duplicating Equipment

Dallas Woodruff, Headquarters informed the group that the approval time is taking much longer than in prior years. The overall approval process time is currently taking approximately ninety days or more. The additional time is because the Joint Committee on Printing (JCP) has requested that the Government Printing Office (GPO) review all requests for equipment to determine if the work to be produced on the proposed new equipment can be produced utilizing GPO's direct deal term contracts. The GPO may conduct an on-sight visit to a printing/duplication facilities to review the current equipment, production records, types of work being produced in-house, discuss the utilizing of GPO term contract and etc. GPO would then make its recommendation to JCP based on the results of the review.

The GPO has recently conducted an on-sight visit at one of the Department's sites to determine whether or not the site should be authorized to obtain the requested equipment.

Georgette Lane, Chicago Office, asked if a response had been received from JCP on the Brookhaven National Laboratory equipment request. Mr. Woodruff replied that headquarters did receive a reply.

Disposal of Excess Printing and Duplicating Equipment

Dallas Woodruff, Headquarters informed the group that on correspondents sent to headquarters for authorization to excess equipment, the JCP # 7 listing the equipment must be included with the letter. In following the Government Printing and Binding Regulations it states on paragraph ?????????? that equipment must be offered to GPO. One headquarters receive a request to excess equipment, a letter is then sent to GPO offering them the equipment. GPO would then reply to the department indicating whether or not they have a need for the equipment. **Robin Benek**, Nevada Site office asked where could sites obtain the JCP Form # 7. Mr. Woodruff replied that all JCP forms could be downloaded from GPO's web sight www.gpo.gov.

Upcoming Printing and Publishing Activities Report Three-Year Plan

Dallas Woodruff, headquarters informed the group that he would begin updating the instructional book by the end of August and expect to mail the Call for the Three-Year Plan during the first 2 weeks of September. Mr. Woodruff also said he would soon submit the 2005 updates to the PPAFI System during the first part of September. Mr. Woodruff stated that the data for the plan would be due to headquarters sooner than in prior years. Jim Bullian asked for the due date that the data is due back to headquarters. Mr. Woodruff said the due date the data is due to headquarters would be mid to late November 2005. The Plan must be received by JCP no later than the second week in February 2006.

FY 2006 GPO SF-1 Requisition for continue use of HQ's 539-S Business Card Term Contract

Dallas Woodruff, headquarters informed the group that GPO must receive a Standard Form 1 Requisition prior to October 1 for continue use of the term contract during FY 2006. The requisition must include Headquarters requisition number 6-00008, your mailing address and your billing address code. GPO will issue a new FY 2006 jacket number to your office after

receipt of your requisition. Each year prior to October 1, a GPO Standard Form 1 requisition must be sent to GPO for continues use of all direct deal term contracts.

Attendance

Chicago Office

Western Area Power Administration (2)

Oak Ridge Operations Office

Carlsbad Field Office

Strategic Petroleum Reserves Office

Idaho National Laboratory

Bettis Atomic Power laboratory (2)

Southwestern Power Administration Power

National Renewable Energy Laboratory

Grand Junction (2)

Savannah River Operations Office

Nevada Site Office

Bechtel Nevada

Headquarters (2)

Berkeley Site Office

Knoll Atomic Power Laboratory

National Security Complex Y-12 (3)

Flour Hanford