

Minutes of the September 18, 2002  
Printing/Mail Managers Exchange Forum Teleconference

Thirty-Six Individuals participated in the Printing/Mail Managers Exchange Forum, which included Printing/Mail Managers and Contractors.

**Comments/Additions to last Month's Minutes:**

No teleconference was held during the month of August 2002

**Follow-up on the Departmental Mail Management and Mail Security Report**

Tony Nellums from Headquarters informed the group that the Departmental *Mail Management and Mail Security Report* was forwarded to the General Services Administration (GSA) by the due date of September 4, 2002. A total of 16 cabinet agencies submitted their reports on time to GSA. The Department reported approximately \$2,000,000 more in mailing costs than was previously reported for FY2002 in the *Mail Profile Report* that was submitted to GSA in March 2002. Although there is still a \$2M discrepancy between postage/ mailing costs that the Agency reported vs. what GSA obtained from mailing/shipping providers, the gap has been considerably narrowed. We want to thank our colleagues in the Field for responding so quickly and helping Headquarters meet GSA's deadline.

**Management and Operating (M&O) Contractor Issue**

Tony Nellums from Headquarters reported that Denise Diggin, Departmental Mail Manager is currently working with Mike Aighi of the Directives Office on the issue regarding reporting requirements of Management and Operating (M&O) contractors for the annual *Mail Management and Mail Security Report*.

**Interagency Forum on Conversion from OMAS to Commercial Mailers**

Tony Nellums from Headquarters informed the group that the Department converted to commercial mailers a few years ago. The U. S. Post Office is in the process of changing from the current postal meters to new encrypted ones by 2006. The change is taking place because encrypted meters are safer. The process is called the Phase Six Program. Sites may be contacted by manufactures of postal meters who want to sell their products. The group was asked not to make quick purchases of new meters until some guidance is received from GSA about recommended models.

Linda Adams from Savannah River Operations Office asked why do agencies need to purchase encrypted mail meters. Tony said the Post Office issued a new regulation in FY02 stating that mechanical meters would be phased out and replaced with new encrypted ones. Tony Toliver from Western Area Power Administration asked if vendors are required to inform sites whether their current postal meters are in compliance. Tony said vendors should inform sites about compliance, but that sites should also determine it themselves. Tony Nellums said the meter replacement process is multi-phased. The process is currently in the fourth phase, removing mechanical meters and installing digital ones. Lisa Buffkins from Oakland Operations Office said her site currently leases mailing equipment and asked if other sites are also leasing

equipment. Edna White from Nevada Operations Office, Sam Betterson from BWXT Pantex Plant, and Patricia Kelly from National Energy Technology Laboratory said their sites purchased equipment. Some individuals stated that to cut costs, their sites are considering leasing any new mail equipment.

#### **Headquarters Germantown Building Change of Address**

Tony Nellums from Headquarters said the address change is working well. Headquarters' Mail Centers have noticed that some addresses on irradiated mail are being distorted due to the irradiation process. Some mail is also being opened to determine the correct mailing address.

#### **Update on the May 3, 2002 Office of Management and Budget (OMB) Memorandum on the Procurement of Printing Through the Government Printing Office (GPO)**

Dallas Woodruff of Headquarters informed the group that a letter is currently being written and will be forwarded to sites explaining the Department's position regarding the OMB memorandum. The Office of the General Council and the Office of Procurement are assisting the Office of Administration in writing the letter. The Department is subject to the FAR and therefore, will continue to utilize the Government Printing Office. Dallas read an e-mail that was written by Frederick G. Antoun who is Council to the Printing Industries of America in regard to the OMB memorandum. The e-mail states that OMB is considering revising its stand requiring agencies to bypass GPO to obtain best value when procuring printing.

#### **The Department's 2002 Printing and Publishing Activities Three -Year Site Plan**

Dallas Woodruff from Headquarters informed the group that he working on the Call for the Printing and Publishing Activities Three-Year Plan Data. Sites should receive the instructional book by early October. The group expressed the desire to have a new system developed to replace the current DOS application. December 4, 2002 is the due date sites must provide their data to Headquarters. Sites were asked to make narratives for the Three-Year Site Plan as brief as possible.

#### **New Item(s)**

Ton Nellums from Headquarters said FedEx has increased its price by approximately 17 cents per ½ pound for shipping. Even with the rate increase, the cost is still less than the GSA Schedule.

## **Sites in Attendance**

Albuquerque Operations Office (2)  
Nonproliferation and National Security Institute  
Idaho Operations Office (3)  
BWXT Pantex  
National Renewable Energy  
Oakland Operations Office (2)  
Pittsburgh Naval Reactors  
Savannah River Office  
Strategic Petroleum Reserves (3)  
West Valley Demonstration Project (3)  
Chicago Operations Office

Brookhaven National Laboratory (2)  
Fernald Area Office (2)  
Y-12 National Security Complex  
Fernald Area Office  
Nevada Operations Office  
Ohio Field Office  
Rocky Flats (2)  
Schenectady Naval Reactors (3)  
Grand Junction Office (2)  
Western Area Power Administration  
DOE-National Energy Technology Lab