

Minutes for the September 19, 2001  
Printing/Mail Managers Exchange Forum  
Tel-Conference

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

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

No Tele-Conference was held during the month of August.

**Comments on the New Proposed General Services Administration (GSA) Mail Regulations**

Al Majors (Headquarters) informed the group that he received comments from 5 sites on the proposed mail regulations. Gina Dan (Rocky Flats) asked if headquarters Office of the Controller had an opportunity to review the proposed regulations. Gina also asked for a point of contact in the Office of the Controller for sites to contact in regards to the proposed regulation. Tony Nellums (Headquarters) said no one in the controllers office has reviewed the regulations, and he expect George Tengan (Deputy Director, Capital Accounting Center) to review the proposed regulation, because George normally assist the mail operation on mail related issues. Linda Adams (Savannah River) said the proposed rules stated that the CIO and CFO for each organization should review the new proposed regulations. Linda also said the CIO for Savannah River reviewed the proposed regulations, and she asked if the CIO and CFO at the Department level would also review the material. Al Majors said the CIO and CFO at the Department level would review the material. Al also said he plans to meet with his managers to get further clarification on a number of concerns including financial accountability, and to ask for a point of contact.

Gina Dan (Rocky Flats) introduced George Koch (Rocky Flats FCFO Office). Gina said the proposed regulation asked for too much information especially for sites that are in closing situation. Al Majors said that DOE spends over \$1,000,000 annually and that the regulations would apply to the Department. Al encouraged all sites that have concerns to send their comments to headquarters. The comments will be provided to GSA for review. Gina said the original comment deadline to GSA was July 30. Al said the original date was July 30 and was changed to October 1, because a number of agencies contacted GSA and expressed concerned about the proposed regulations, and they need additional time to respond. Al said the comments were due to headquarters by September 14, but he extended the date to September 27. Comments can be sent e-mail and U.S. Postal Mail to Al Majors. Linda Adams informed the group that the material received from GSA stated that if your facility total annual payment does not exceed \$250,000 all requirements may not apply to your facility. Al said he was unclear in that area and he had placed a call to Henry Maury at GSA. Al also said he thinks the requirement is based on the total dollar DOE spends.

George Koch (Rocky Flats) said his concern about the proposed regulation is that Rocky Flats mail spending may be below \$250,000, and they may have to implement a new system to track the spending to prove they are below limit. George also said in the past Rocky Flats has been

successful in getting waivers on financial reporting statements at a high level because Rocky Flats is a closure site. Lisa Buffkins (Oakland Operations Office) said some information in the proposal is redundant and she would make note of the redundancies in her comments (Lisa gave two examples). Lisa also asked when is GSA going final with the new regulations. Tony Nellums said he is not sure because he is waiting for information from OMB.

### **2001 Printing and Mail Conference**

Dallas Woodruff thanked those who attended the conference. Dallas said headquarters is reviewing the feedback information and the parking lot questions. The parking lot questions will be e-mailed to the attendees as they are completed. Dallas informed the group the Departments *printing manual* has been forwarded to the Director's Office for review and then to REV COM for comments.

### **The Department FY-2001 Printing and Publishing Activities Three-Year Plan Requirements**

Dallas Woodruff informed the group that the Call for the Three-Year Plan will be sent later this year then in the past and the same DOS applications for collecting the data will be used. Dallas said headquarters have not received any schedule changes in the requirements for the Three-Year Plan from the Joint Committee on Printing (JCP). Karen Payne (Oakland Operations Office) asked about the proposed new system for collecting the data, that headquarters announced last year. Dallas said plans for the new system were stopped.

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

#### **Temporary Closing BWXT Pantex**

Tony Nellums (Headquarters) informed the group that an e-mail was received stating that BWXT Pantex in Amarillo, TX had been closed temporary and was scheduled to reopen September 20. During the closing the site was not accepting mail. Linda Adams (Savannah River) was also aware of the e-mail received at headquarters. Al Majors and Tony Nellums are trying to obtain additional information on the closure situation.

#### **Security Posters**

Roger Holt (Oak Ridge Operations) said his site is receiving too many posters and he has not had success in getting the number reduced. Other sites including headquarters expressed the same concern. Al Majors (Headquarters) said Office of Safeguard and Security controls the amount of posters that printed.

#### **BMOP Requirements**

Linda Adams (Savannah River) said she received information stating the BMOP requirement used in the past is no longer required. Linda asked if headquarters is planning to provide a replacement for the BMOP. Dallas said he had not been informed on the discontinuation of the

BMPO and he will provide an answer after talking to Mary Anderson (Headquarters). Lisa Buffkins (Oakland Operations Office) asked Linda Adams if the BMOP is discontinued for the Department or just for printing and mail. Linda said Savannah River received information from its CFO Office stating the BMOP requirement is no longer in place and that the information originally came for the Field Management Council. Dallas asked Linda to furnish him information pertaining to the discontinuation of the BMOP. Linda read information provided by Savannah River's CFO Office stating that headquarters would not be sending a call for BMOP for Fiscal year 2001. (Headquarters is researching information on the BMOP)

**Sites in Attendance:**

Bechtel Nevada  
National Renewable Energy  
Oakland Operations Office (2)  
Pittsburgh Naval Reactors (2)  
Southwest Power Administration  
Schenectady Naval Reactors (3)

Bettis Atomic Lab  
National Energy Technology Lab  
Oak Ridge Operations Office  
Rocky Flats (3)  
West Valley Demo. Project  
Ohio Field Office (2)

Central Training Academy  
Nevada Operations Office  
Headquarters (3)  
Western-GL-Grand Junction  
Savannah River Office