

Minutes from the September 19, 2007  
Printing and Mail Managers Exchange Forum Teleconference

Twenty eight 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....***

#### **Mail COM- Las Vegas Nevada**

Tony Nellums, Headquarters informed the group that Al Major is currently attending the Postal Customer Council (PCC) meeting that was scheduled for the same time as the teleconference. Mr. Nellums also informed the group that the MailCom 07 Conference and Exhibition is scheduled for October 8-10, 2007 in Las Vegas, Nevada.

No questions were asked on this topic.

#### **Mail Management Report- General Services Administration (GSA) Update for New Reporting Format**

Tony Nellums, Headquarters informed the group that the Mail Management Report reporting format would not change for the upcoming reporting period. The General Services Administration (GSA) has decided to postpone a decision until next year in regards to changes to the current format. The reporting due date will change once the new reporting format is implemented; however, everyone will be notified of the due date for the FY-07 Mail Report. The GSA has hired a firm to create a Web base system for future Mail Management Reports. No date was announced for when the Web base system would be implemented.

No questions were asked on this topic.

#### **Code of Federal Regulations (CFR)**

Tony Nellums, Headquarters informed the group that Headquarters is planning to send the CFR survey list to sites within the next two weeks. The data is would be due back to Headquarters no later than October 26, 2007.

No questions were asked on this topic.

#### **General Services Administration (GSA) Mail Symposium – Update Information (Federal Mail)**

Tony Nellums, Headquarters informed the group that the next FY 2008 Mail Symposium would take place in Washington, DC. No date was provided for the event. Mr. Nellums recommended to the

group that they begin working their award nominations. The cost to attend the event has not yet been determined by GSA.

No questions were asked on this topic.

### ***Printing Agenda Items...***

#### **Upcoming Printing and Publishing Activities Report Three-Year Plan**

Dallas Woodruff, Headquarters informed the group that the Call letter for the Annual Printing and Publishing Activities Report Three-Year Plan is in DRAFT format and has moved forward to management for review. Mr. Woodruff said the Three-Year Plan data is due back to Headquarters no later than November 16, 2007, to allow sufficient time to submit the report to the Joint Committee on Printing by the second week in February.

No questions were asked on this topic.

#### **New System for Collecting the Data for The Three –Year Plan**

Dallas Woodruff, Headquarters informed the group that Microsoft Excel Spreadsheets will be by sites to input data for the upcoming Three-Year Plan. The excel spreadsheet has replaced the Printing and Publishing Automatic Field Input, DOS Application previously used. Users should find the spreadsheets user friendlier and require less man hours to input your data. The instructions for using the spreadsheets would be provided electronically with the spreadsheets. Sites are required to submit similar data as in prior years such as the narratives, in-house printing and duplicating cost, GPO procurement cost and in-house and GPO productions information etc. Henry Johnson, Los Alamos National Laboratory asked what method is Headquarters planning to use to send the excel files to sites. Mr. Woodruff said that e-mail is the preferred method, but realize that some sites would require receipt via CD due to incoming e-mail security.

#### **Reminder Headquarters Business Cards Term Contract**

Dallas Woodruff, Headquarters reminded the group that Headquarters has a GPO Business Card Term Contract that is available for sites to utilize. Sites must submit a GPO Standard Form One (SF1) Requisition with a FY 2008 requisition number to the GPO to utilize the contract during FY 2008. Mark Shaw National Security Technology C1, Las Vegas asked if Headquarters would accept the SF1 in a PDF format. Mr. Woodruff said he welcome the requisition in electronic format as long as it contain a signature.

#### **Reminder FY 2008 Government Printing Office (GPO) Term Contract Open requisitions**

Dallas Woodruff, Headquarters reminded the group that sites utilizing GPO term contracts are required to submit a GPO Standard Form One Requisition for each term contract to GPO before October 1, 2007 to continue utilizing the contracts during FY 2008. The GPO would then provide a new jacket number. The new requisition(s) and jacket number(s) would replace the current ones being used. This is an annual GPO requirement.

No questions were asked on this topic.

### **GPO Circular Letters**

Dallas Woodruff, Headquarters advised the group to subscribe to the GPO Circular Letters because agencies often print various documents and they are listed in circular letters. These documents can be purchased at the rider rate. Additionally, GPO sends some of their notices to agencies via circular letter.

No questions were asked on this topic.

### **Attendees**

Western Area Power Administration  
Yucca Mountain Project Office  
Los Alamos National laboratory (2)  
Brookhaven National Laboratory  
Sandia National Laboratories  
National Energy Technology Laboratory, WV  
Oak Ridge Operations Office  
Bettis Atomic Power Laboratory  
Savannah River Site  
Pittsburgh Naval Reactors Office  
Knoll Atomic Power Laboratory (2)

Chicago Office  
Nevada Site Office (2)  
Oak Ridge National Laboratory  
Office of Legacy management (2)  
Southwestern Power Administration  
National Security Complex Y-12 (3)  
National Renewal Energy Laboratory  
National Security Technology C1, Las Vegas  
Knoll Atomic Power Laboratory  
Headquarters (2)