

Minutes from the September 20, 2006
Printing and Mail Managers Exchange Forum Teleconference

Twenty-seven 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....

Update on the Mail COM Convention in Las Vegas, NV

Tony Nellums, Headquarters reminded the group that the MailCom Convention is scheduled for October 22 - 24, 2006 in Los Vegas, NV. The website for obtaining additional information is www.MailCom.org. Mr. Nellums also stated that no decision has been made on whether or not Al Major will attend the convention. No questions were asked on this topic.

Update on the U.S. Postal Service Meter Decertification

Tony Nellums, Headquarters informed the group that Phase 3 of the meter decertification ends in January 07 and Phase 4 ends in January 08. Mr. Nellums recommended the installation of the Phase 6 meters now to eliminate the need of upgrading each year.

Mr. Nellums stated that Headquarters is almost completed the installation of the Phase 6 meters and the security certification approval process is underway. No questions were asked on this topic.

General Services Administration (GSA) Best Practice Award for 2005 - 2006

Tony Nellums, Headquarters informed the group that the nomination package must be received by GSA no later than November 30, 2006. The awards consist of \$2,500.00 each for the mail manager and mail center of the year. The website address for obtaining information on the Best Practice Award is www.gsa.gov/mailpolicy, then click on federal mail best practice award. No questions were asked on this topic.

Energy Awareness Poster

Tony Nellums, Headquarters informed the group that October is Energy Awareness Month. Headquarters decided not to print copies of the poster to distribute DOE-wide. The poster would be sent to sites via electronic file for the sites to print their copies for distribution. No questions were asked on this topic.

Printing Agenda Items...

Update on the Government Printing Office (GPO) IPAC Invoices

Dallas Woodruff, Headquarters informed the group that the Government Printing Office (GPO) is still collecting information from sites accounting offices so that GPO can resume sending the invoices directly to sites. Sites that have provided the necessary information should begin receiving invoices directly from GPO beginning October 2006. Akiko Z Ward is GPO's point of contact for sites to provide the necessary information. Please contact Akiko at azward@gpo.gov if you have any question regarding your site receiving invoices. No questions were asked on this topic.

FY- 07 GPO Open Requisition for Term Contracts

Dallas Woodruff, Headquarters informed the group that a GPO Standard Form One (SF-1) must be sent to GPO before October 1 for continue use of all term contracts. GPO will provide a new 2007 jacket number to you once they receive you SF-1. No questions were asked on this topic.

Upcoming Three-Year Plan Guidelines for Preparing the Three-Year Plan

Dallas Woodruff, Headquarters informed the group that Headquarters is preparing the Guidelines for Preparing the Three-Year Plan and expect to mail the book to sites by September 29th. Mr. Woodruff said data will be collected using the same PPAFI software. The Three-Year Plan data is due back to HQ no later than November 27th. Questions were asked on whether or not Headquarters will look into getting a new system for future use. Mr. Woodruff stated that he would actively seek a new system, but a lot depends on the cost and the security certification approval process.

Additional Topics Discussed

FedEx Contract Extension

Tony Toliver, Western Area Power asked if the FedEx contract was extended. Tony Nellums stated the all shipping contracts have been extended.

FedEx Change Price Structure

Linda Adams, Savannah River Site informed the group that her site received an e-mail from her local post office stating a changed in the FedEx pricing structure. Tony Nellums stated that the Department's current rates will not change because a contract is in place with its carriers. Therefore, rate changes that affect carriers other customers would not affect the Department.

New U.S. Postal Service Rate Increase

Al Majors, Headquarters informed the group that the U.S. Postal Service is considering a 3 – 7% rate increase to take effect around the May 2007 time period. The exact amount of increase has not been determined at this time.

Attendance

Headquarters (3)	Nevada Site Office
Oak Ridge Operations Office (2)	Chicago Office
Oak Ridge National Laboratory	National Security Technology
Savannah River Operations Office	National Renewable Energy Laboratory
National Security Complex Y-12 (3)	Los Alamos National Laboratory (2)
Savanna River Site	Pacific Northwest Laboratory
Western Area Power Administration	Grand Junction
Southwestern Power Administration	Idaho National Laboratory
Legacy Management, Morgantown, WV	Knoll Atomic Power laboratory
Strategic Petroleum Reserves Office (2)	
National Energy Technology Laboratory Morgantown, WV	