

Minutes from the October 17, 2007
Printing and Mail Managers Exchange Forum Teleconference

Sixteen 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 Report – General Services Administration Update for the New Reporting Format

AL Majors, Headquarters informed the group the GSA will maintain the same reporting format that was used for the FY2006. Linda Adams, Savannah River asked Mr. Majors for the date the report is due to the GSA. Majors replied that the report is due to the GSA March 30, 2008.

Update on the Code of Federal Regulation (CFR) Survey

Al Majors, Headquarters informed the group that the CFR Survey has been mailed and that all sites should have received their package. Mr. Majors asked the group did anyone not receive the package. A number of sites indicated that the package had not been received. Mr. Majors said that he would review the mail list and contact the sites that stated they had not received the package. Some sites recommended converting the survey into an electronic format for e-mailing.

Printing Agenda Items...

Upcoming Printing and Publishing Activities Three-Year Plan

Dallas Woodruff, Headquarters informed the group the Call for the Three-Year Plan was mailed on October 16th and the letter was addressed to the site managers and the federal printing managers. The printing managers must cascade the information to their various printing and duplicating facilities. Headquarters, recently completed tests of the new spreadsheet system that replaced the DOS Application for collecting the data. Savannah River and the Y-12 site assisted Headquarters in testing phase. Sonny Whitfield, Y-12 and Linda Adams, Savannah River Site gave positive feedback on the spreadsheet system as they talked briefly about their experience in the testing phase. Mr. Woodruff encouraged the group to provide feedback when they submit their report to Headquarters. The report is due to Headquarters by November 16, 2007.

New Public Printer of the United States

Dallas Woodruff, Headquarters informed the group that the U.S. Senate confirmed Robert C. Tapella as the new Public Printer of the United States making him head of the Government Printing Office (GPO). Mr. Tapella has worked at the GPO for five years. Mr. Woodruff also informed the group that he would e-mail the link to GPO's website which has information on GPO's upper management organizational chart.

U.S. Code Title 44 and the Government Printing and Binding Regulations

Dallas Woodruff, Headquarters informed the group that Title 44 and the Government Printing and Binding Regulation can be found on GPO's website. Mr. Woodruff informed the group that he would e-mail the link to both documents and he encouraged the group to visit the websites because the documents provide useful information in the printing arena.

Attendees

National Renewal Energy Laboratory
Grand Junction Office
Strategic Petroleum Reserves
Nevada Site Office (2)
Savannah River Site
Bettis Atomic Power Laboratory
National Security Complex Y-12

Chicago Office
Oak Ridge National Laboratory
Western Area Power Administration
National Security Technology C1, Las Vegas
Knoll Atomic Power Laboratory
Pittsburgh Naval Reactors Office
Headquarters (2)