

Minutes from the October 20, 2004

Printing and Mail Managers Exchange Forum Teleconference

Twenty-five individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

Comments/Additions to last Months Minutes

Corrections were made to the September 2004 Teleconference Minutes

Dallas Woodruff, Headquarters opened the meeting by thanking everyone for participating in the teleconference. Dallas also encouraged the group to assist Headquarters in the way of submitting meeting topics for discussion.

Mail Agenda items

GSA Upcoming Federal Mail Management Symposium (February 2005) and the GSA Mail Management Best Practice Awards

Al Majors, Headquarters began by thanking everyone for participating on the teleconference. Mr. Majors then introduced Ms. Denise Love, Mail Management Policy Division, General Services Administration, Washington, DC. Ms. Love was invited by Mr. Major to address questions in regards to the Mail Management Profile Reports requirements as well as the Federal Mail Symposium sponsored by GSA that is coming up in February 2005 and the Best Practice Awards.

Ms. Love talked to the group about the first Federal Mail Symposium that is planned for February 8 - 10 in Washington, DC. The symposium is geared for federal mail professionals that have responsibilities in the Mail Center, Mail Management, and Mail Operation arena. The symposium will also include the ceremony for the 2005 Federal Mail Best Practice Award winners. Two awards are presented at the Federal Mail Best Practice ceremony. Nomination for the Federal Mail Best Practice Award will be accepted by GSA until November 16, 2005. The winner (s) of the Federal Mail Best Practice Award will receive both a monetary award and a plaque. Information on the Federal Mail Symposium and the Federal Mail Best Practice Award can be obtained by visiting the GSA website address at www.gsa.gov/mail_policy or you may contact Ms. Love on (202) 219-1349.

Gail Spletts, Richland Operations Office asked whether or not contractors could be nominated for the Federal Mail Best Practice Award. Ms. Love said that the awards are only presented to federal personnel due to federal regulations.

Al Majors, Headquarters thanked Ms Love for participating on the teleconference.

General Services Administration (GSA) Update for the Mail Management Profile Report FY 2004

Al Majors, Headquarters informed the group that he received e-mails from a number of mail representatives asking questions concerning the Mail Management Profile Report FY 2004. Many of the questions pertained to the format in which GSA would want agencies to follow when completing the report.

Mr. Majors hope to obtain answers to those question when attend the GSA quarterly meeting on October 21st which will included federal mail managers. A questioned was asked in regards to the reason the format may change. Meg Milligan, Carlsbad Field Office asked what parts of the report that GSA is looking to change. Mr. Majors said that GSA is trying to simplify the report to make it easier for agencies to submit data.

Printing Agenda Items...

Upcoming FY04 Three-Year Plan to Congress

Dallas Woodruff, Headquarters informed the group that the Call Letter is being written and will be mailed to sites within a few days. The PPAFI database files are expected to be e-mailed to sites within the next two weeks. Mr. Woodruff expects to mail the some of the PPAFI data files utilizing floppy disk to those sites that e-mail security removes the date zip files. The deadline for sites to submit data to Headquarters is December 8, 2004. Sites were encouraged to contact Mr. Woodruff on (202) 586-4326 or e-mail: dallas.woodruff@hq.doe.gov and or the **PPAFI Hotline on (301) 903-0985** when problems occur.

Proposed changes that may take place at the Government Printing Office (GPO)

Dallas Woodruff, Headquarters talked about the word file he sent to sites containing the Minutes of the Interagency Council Meeting that was held at the GPO on August 18, 2004. The minutes consist of nine pages. During the August meeting the Mr. Bruce James, Public Printer of the United States along with some of his staff talked about the vision and the direction he intends to move GPO. GPO has undergone some major changes since Mr. James became Public Printed. The listeners at the meeting was told that GPO has been losing money for years and that it is time to make changes in order for GPO to exist. Some of the changes include reorganizing the Superintendent of Documents, increasing the dollar amount that may be spent procuring work on the Simplified Purchase Agreement, Federal Depository Library. Discussions were also held in regards to agencies deal directly with vendor when procuring small dollar jobs.

Mr. Woodruff asked sites to contact him if they have any concerns about what the impact would be from the proposed changes in the manner work is procured and or work produced in-house.

Three-Year Plan PPAFI Data collection application

Dallas Woodruff, Headquarters informed the group that during the September 2004 teleconference a discussion was held in regards to having sites team together to develop a new database for collecting

information for the Three-Year Plan to Congress. Lee Cunningham, Sandia National Laboratories stated that he is willing to work with a team to develop a new database for collecting. Mr. Cunningham said that a common program such as Microsoft Word and Microsoft Excel can possible work for collecting data. The group expressed an interest in designing a database utilizing representative from various sites to work on a team. Some questions were asked on whether or not JCP is actual reading and or using any of the data that is being submitted by agencies. Mr. Woodruff asked those that would like to participate on a team to contact him.

Attendance

Schenectady Naval Reactors (2)
Savannah River Site
Sandia National Laboratory
Carlsbad Field Office
Knoll Atomic Power
National Renewable Energy Laboratory
General Services Administration
Berkeley Site Office
Richland Operations Office
Livermore Site Office
Bechtel Nevada
Bettis Atomic Power Laboratory

Los Alamos National Laboratory
West Valley Nuclear Services
Southwestern Power Administration
Oak Ridge Operations Office
Office of Legacy Management, West Virginia
Western Area Power Administration
Oak Ridge National Laboratory
Sandia Site Office
National Security Complex Y-12 (2)
Rocky Flats Office
NNSA Service Center, Albuquerque