

Minutes from the November 16, 2005

Printing and Mail Managers Exchange Forum Teleconference

Thirty-two 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....

Data Call Letter for the Mail Management Report

Al, Majors, Headquarters informed the group that the Mail Management Report Letter for the Data Call for the Mail Management Report will be forwarded to the field sites before Thanksgivings. The General Services Administration (GSA) has decided not to change the format for collecting the FY 2005 report data. Additionally, when changes to the format has been adopted they will take effect the following year. The due date for submission of the report to headquarters is December 30, 2005.

Postal Rate Increase January 2006

Tony Nellums, Headquarters informed the group that the new postal rate is scheduled to take effect on January 8, 2006. The increase is 5.4% across the board. Additionally a rate increase will take effect for international mail on the same date. The charts are not available at this time. Linda Adams, Savannah Site said her postal representative provided the chart on the new rate increases.

Data Call for the Mail & Printing Managers

Tony Nellums, Headquarters thanked all those that submitted the requested information. Once the information has been consolidated the list will be provided to the sites.

Printing Agenda Items...

Update on the Printing and Publishing Activities Report "Three-Year Plan

Dallas Woodruff, Headquarters informed the sites that he has received data from some sites. The due date for submission of the data is November 25, 2005. If you are experiencing problems with the PPAFI System, please contact Mr. Woodruff immediately for assistant.

Robyn Benak Nevada Site Office stated that her site experienced a problem entering dates, but it has been corrected with the assistant of the PPAFI Hotline person. Chicago also experienced a problem entering data budget projections.

Government printing Office (GPO) Rider Requisitions

Dallas Woodruff, Headquarters informed the group that the Government Printing Office is asking Agencies to utilize the GPO Rider Requisition ordering system for ordering publication and other printing items from GPO and other agencies. The Rider Requisition Ordering System in a way that you may purchase item at a much lower cost rather than purchase them from the Superintendent of Document.

Additional Topic(s) not Listed on the Agenda

Attendance

Bechtel Nevada (2)
BWXT Pantex Site (1)
Oak Ridge Operations Office (2)
Savannah River Operations Office
Brookhaven National Laboratory
Chicago Office
Nevada Site Office
Bettis Atomic Power Laboratory
Flour Hanford
Idaho National Laboratory (2)
Grand Junction (2)
National Renewable Energy Laboratory

Headquarters (3)
Berkeley Site Office
Western Area Power Administration
Grand Junction
Oak Ridge National Laboratory
Office of Repository Development
Strategic Petroleum Reserves Office (2)
Knoll Atomic Power Laboratory
Schenectady Naval Reactors Office (2)
National Security Complex Y-12 (2)
Los Alamos National Laboratory