

Draft Minutes from the November 19, 2008  
Printing and Mail Managers Exchange Forum Teleconference

Twenty- two individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors. **Comments/Additions to last Month's Minutes**

Dallas Woodruff, Headquarters opened the meeting by thanking everyone for participating in the today's teleconference.

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

#### **Update: Printing and Publishing Activities Report Three-Year Plan**

Dallas Woodruff, Headquarters thanked those sites that provided data for submission into the Annual Printing and Publishing Three-Year Plan report and he also said the remaining sites have informed him on dates when he should receive their data. Mr. Woodruff said the Three-Year Plan is due to the Joint Committee on Printing during the second week in February, 2009.

No questions on this topic.

#### **Commercial Printing Report**

Dallas Woodruff, Headquarters stated that the Commercial Printing Report is a semi-annual report that agencies provide to the Joint Committee on Printing outlining the names, copies and cost of jobs that were produced by an outside printing /duplicating vendor, without providing the Government Printing Office (GPO) an opportunity to produce in-house or via a GPO authorized contractor. Regardless of the dollar value, the work must be produced through the GPO. If GPO cannot produce the work, a waiver from GPO will be provided that allows for production via out-side vendor. Mr. Woodruff said please refer to the language found in the U.S. Code Title 44, Section 501, Public Law 102-392 that outlines how work that is vended out should be procured.

No questions on this topic.

#### **Printing and Duplicating Equipment**

Dallas Woodruff, Headquarters informed group that a request must be sent to DOE Headquarters for approval prior to purchasing, leasing, relocating and disposed of printing and duplicating equipment. Barbara Myers, Knolls Atomic Power Laboratory asked whether or not the JCP response time for approval requests has decreased. Mr. Woodruff said the response time from JCP has decrease to within (1 month) after submission of letter to the committee.

## **Mail Agenda Items....**

### **U.S. Postal Service Initiatives by Derrick Barnett, U.S. Postal Service**

Please note: A copy of Derrick Barnett's slide presentation was e-mailed to field sites for reference, prior to the presentation.

Derrick Barnette, Business Mail Acceptance and Payment Technologies Group at the U.S. Postal Service recently gave a presentation for the Interagency Council on Printing and Publications Services at the Government Printing Office. Derrick begin his presentation by naming the new initiatives "***Intelligent Mail, Move Update, Flat Addressing Standards and converting from G Permits to Commercial Payments***". The Intelligent Mail Bar Code " which a new series of bar codes applied to mail pieces, mail trays , mail sacks and mail containers etc, that enable mail piece tracking , customer mail quality feedback and mail service management as mail pieces move through the process. The effected date of the Intelligent Mail Barcode is May 2009. The Intelligent Mail Barcode will replace the current Post Net Barcode. Mr. Barnett also informed the group that the following will take place:

Move update: Beginning November 23, 2008 the move update standards expands from 1<sup>st</sup> class mail automation and pre-sort price mailing to include all standard mailing, The Move Update processing changes from 185 days to 95 days prior to mailing (to obtain the automation rate one would need to show that your mail list has been updated within 95 days.

March 29, 2009: New Flat Addressing Standard requires mailers to place the delivery address in the top half of all periodicals, standards mail bound printed matter, media mail, library mail and flat size pieces mailed at automation pre-sorted or carrier route prices.

May 2009: Mail pieces will require a Barcode with delivery point zip code on flats for automated discounts.

May 2010: Use of IM Barcode on qualified business reply mail and permit reply mail.

Lynette Kane, Chicago Office asked is it optional or mandatory to use the Intelligent Bar Code. Mr. Barnette said the Intelligent Bar Code is currently optional at this time but would be mandatory in 2011.

Lynette asked is the Intelligent Barcode a piece of software that is available for purchase. Mr. Barnette replied that customer would need to use a vendor approve software to print the Intelligent Mail Barcode. For those that would like to contact Derrick for further assistance, he can be reached on 202-268-4642

### **Update on DHL Shipping**

Al Major, Headquarters informed the group effective January 30, 2009 **DHL** will no longer provide domestic air and ground express shipping services in the U.S. DHL will continue

providing international services for U.S. customers. Other U.S. shipping companies will provide the services that DHL will no longer provide.

No questions on this topic.

### **FedEx Shipping**

Gayle Gilbert, Worldwide Account Manager, FedEx Shipping Company. Gayle oversees the Department-wide account with FedEx. Ms. Gilbert asked the group what experiences they have incurred while using FedEx shipping services and what new items should be included in the next contract. No response from the group.

### **Other Topic for Discussion**

NONE

### **Attendees**

Headquarters (2)	Oak Ridge National Laboratory (2)
Oak Ridge Operations Office	BWXT Y12 Plant
U.S. Postal Service Representative	Pantex Site Office
National Security Technologies C1, Las Vegas	Nevada Site Office
Western Area Power Administration (2)	Brookhaven National Laboratory
National Renewable Energy Laboratory	Honeywell Inc FM&T
Knoll Power Atomic Laboratory	Sandia National Laboratories
Chicago Office	Waste Treatment Plant (2)
Strategic Petroleum Reserves	FedEx Shipping Representative