

Minutes of the November 21, 2001
Printing/Mail Managers Exchange Forum
Tel-Conference

16 individuals participated in the Printing/Mail Managers Exchange Forum, both Printing/Mail Managers and Contractors.

Comments/Additions to last Months Minutes:

No Corrections were made to the October 17, 2001 minutes. The minutes will be posted on the home page.

The Departments FY-2001 Printing and Publishing Activities Three –Year-Plan

Dallas Woodruff (Headquarters) told the group that after sending the Three-Year- Plan data files to a number of field sites, an error was discovered. After opening the files it showed the incorrect years for the (Past, Current, Plan, and Out Years). A correction was made to the database, and a patch file was immediately sent to all sites. Dallas also asked everyone to verify that the dates read: past year FY-2001, current year FY-2002, plan year FY-2003 and out years FY- 2004 & 2005. Dallas asked if anyone had questions. There were no questions asked.

Headquarters Mail Center Update

Dallas Woodruff informed the group that a DOECAST was sent to Headquarters employees the morning of November 21, and he would forward it to the sites after the Tele-conference. Tony Nellums (Headquarters) informed the group that the Forrestal mail facility reopened November 19, but is not receiving mail from the U.S. Postal Service. Delivery of first class mail to the Forrestal facility is schedule to resume on November 23 provided the U.S. Postal Service start sanitizing mail to prevent the possible spread of Anthrax. The Germantown mail facility is schedule to reopen November 23, and would only send mail out and not receive mail from the U.S. Postal until headquarters have a vendor in place to sanitize all incoming mail. Headquarters is working to establish a contract with a company to sanitize incoming mail for the Germantown mail facility, and the non-sanitized mail delivered to the Forrestal Building. Gail Splett (Richland Operations Office) asked Tony if the sanitizing process is going to be a long-term process. Tony said the sanitizing process is intended to last a short time.

Gina Dan (Rocky Flat) mention the last DOECAST stated that all first class mail delivered throughout Headquarters would be treated and sanitized for the safety of all employees. Tony said although the U.S. Postal Service is sanitizing first class and priority mail delivered to the Forrestal mail facility, the new contract for sanitizing mail is intended for the Germantown mail facility because the Post Office that delivers mail to the Germantown mail facility would not sanitize the mail. Gail Splett asked if mail sent from Headquarters intended for sites would be inspected before delivery. Tony replied no mail intended for sites would be sanitized. Tim Land (Ohio Field Office) asked what facility in Ohio is planning to provide sanitizing services. Tony said a company name Sunbeam is building a facility in Ohio to sanitize government mail.

The meeting ended with Dallas Woodruff and Tony Nellums wishing everyone a Merry Christmas and the group wished each other a Merry Christmas.

Sites in Attendance

Nevada Operations Office (2)
Richland Operations Office
West Valley Demo. Project

Oak Ridge Operations Office (3)
Schenectady Naval Reactors (3)
Headquarters (2)

Ohio Field Office (2)
Southwestern Power
Rocky Flat