

DEPARTMENT OF THE INTERIOR PUBLISHING COUNCIL

August 26, 2004 MEETING

MINUTES

Members Present

Lee Campbell	BLM
Kathy Bauer	BOR
Bert Simon	USGS
Jim Chase	NBC
Margaret Quick	OSM
Mark Newcastle	F&WS
Gina Johnson	MMS
Debra Melton	NPS

Members Absent

Pat Corrigan	PAM
Ruth Smith	BIA

Guests

Vickie Romero	BOR
Richard Willis	NBC

Postage Fees

Richard Willis briefed the Council about the new policy from the Postal Service on how the government uses return address envelopes which go into effect January 1, 2005. Richard said that the current system of using envelopes with penalty mail warnings will be changing. The new system will feature among other issues, the use of only the return address on Government envelopes. Richard would like the Council to help him get the word out about the new policy, provide guidance on ordering envelopes, and to address how to deal with on hand stocks. The memorandum will be more of a reminder rather than “stop using the envelopes immediately!” The Council will review the appropriate manual chapter and determine what type of changes must be made to bring it into compliance with the new procedures.

GPO's New Options for Doing Business

On August 19, 2004, the Public Printer addressed the Interagency Council for Printing and Publications in Washington, D.C. He described a proposal which would give the federal government several choices in how they would procure printing in the future. The choices are:

Term Contracts – These are what we are using today with changes in the surcharge structure and allowing best value criteria to become a part of the decision making process.

GPO Assisted Printing – These are the full service GPO competitive procurement methods

combined into a single program.

Agency Direct – This program increases the SPA (Simplified Purchase Agreement) max to \$10,000. Orders between \$10,000 and \$100,000 would use a web-based system as outlined in the GPO/OMB Compact concept.

Convenience Printing Contract – Basically, this amounts to a nation-wide contract for small urgent work. This has loosely been referred to as a nation-wide Kinko's contract.

Bert along with other Interagency Council members submitted comments on the different options. GPO responded back and assured the agencies they would not implement the proposed changes hastily and would consider all agency comments before any further conclusions are drawn.

These possible changes need to be monitored closely because of the affect they could have on DOI publishing policy.

Status of the Charter and DM 314

Bert is preparing a cover sheet explaining the changes made to the DM by this particular revision and highlighting special features. Once this has been completed, the Office of Performance Management will issue the DM to the bureaus for review and signature. Any questions or concerns brought up during the surnaming process will be addressed to the Council for resolution.

DM 314, Chapter 10, Copying

The policy release (DIAPR) was issued on June 16, 2004. It can be accessed at the following Office of Acquisition and Property Management website:

<http://www.doi.gov/pam/dpr2004-06.html>

Based on the comments received so far, the policy's distinction between duplicating and copying are especially appreciated.

Sub-Committee Working on the JCP Printing and Binding Regulations Rewrite

There has been no activity since last month's meeting.

DM 314, Chapter 9, Reprographics Management

The current draft of this Chapter is very vague and needs to be reworked. Lee has put together some ideas and e mailed them out to the members. Please review this draft and send any comments to Lee or Bert. Our goal is to develop a streamlined process which combines the low cost of contract work and the convenience of agency owned equipment.

Council Web Site

Please take a few minutes to access the Council's web site. Mark has added quite a lot of useful information and links. Please send any comments or suggestions to Mark so we can keep this first class site as current and accurate as possible.

Other Business

Bert will be putting together some additional SPA materials that will be of help to those of us who don't currently have SPA experience.

Mark mentioned that the GPO has a roving sales representative and we should invite that person to our next meeting. He will follow up for the Council.

Lee reminded the members that the JCP # 2 Report for the period ending September 30, 2004 will be due in November.

Lee and Kathy will be coordinating the Department's CFR order for 2005. Kathy will be sending out the order form as soon as we receive it from the Archives.

Next Meeting

Our next meeting is scheduled for September 23, 2004.

Future Meeting Dates

October	28
November	Open date
December	2
January	27