

# DEPARTMENT OF THE INTERIOR PUBLISHING COUNCIL

March 24, 2005 MEETING

## MINUTES

### Members Present

Lee Campbell	BLM
Vickie Romero	BOR
Bert Simon	USGS
Pat Corrigan	PAM
Jim Chase	NBC
Mark Newcastle	F&WS

### Members Absent

Curtis Foust	BIA
Debra Melton	NPS
Margaret Quick	OSM
Gina Johnson	MMS

### Guests

Chris Swterlitsch	GPO
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### GPO Updates

Chris provided the Council with an update on the latest happenings at GPO:

- There is nothing to report on the RPPO's closings. There are a lot of questions that have to be answered. The biggest question is what will happen to the employees from the offices that are closing? What we do know is that there will be closings.
- The nationwide copying contract is still in the works. Lee explained that while we do not need advanced information about the contractors who are under consideration, we do need to understand what the procedures for use are. There has been talk about GPO issuing credit cards to agencies for their use with the new contract. We need as much information as possible about this program so we can start to develop policy and procedures for our use. With out advanced information we will not be able to use the new process for months while we develop policy and procedures.
- SPA increase from \$2,500 to \$10,000. Chris explained that the agencies have the option of raising the limit to what ever limit they wish up to the \$10,000 max. The Council needs to be the central point of contact for the SPA so we can develop our implementation procedures.
- FAR Reprint. The original intent was to make the new FAR available on line but what

about the people who want paper copies? GPO understands that the most economical method was to provide paper copies to those users who want them through the rider program. GPO will provide us with more information as they weight the options.

- The GPO “Compact” is in limbo and given the changes GPO is considering will just be phased out.
- There is a problem with Federal Register billings. The Federal Register notices are being printed with the wrong or incomplete BAC codes. The Office of the Federal Register is accepting work from everyone including those who are not authorized to place notices. The Office of the Secretary is getting all the problem billings to resolve and Jim has asked Chris to see if there isn’t a better billing process.

### **Chapters 11, DM 314**

Bert developed a new Chapter for the Departmental Manual. Chapter 11 will deal with responsibilities and procedures for participating in the SPA program. The Council agreed it is in our best interest to allow each bureau the flexibility to work up to the \$10,000 limit. Bert will make a few changes to his draft Chapter 11 and get it out to the Council. We need to review the draft and get back to Bert as soon as possible. The quicker we begin the coordination process with the Office of the Secretary, the sooner we can get this important new policy into effect.

### **Council Web Site**

Be sure to check the Council web site and report any changes to Mark.

### **Next Meeting**

Our next meeting is scheduled for April 28, 2005. Same time same place.

### **Future Meeting Dates**

April	28	September	22
May	26	October	27
June	23	December	1
July	28	January	26, 2006
August	25		