



Charter

Office of the Secretary Department of the Interior

- A. **Authority:** The Publishing Council (Council) is established within the authority granted by the Assistant Secretary – Policy, Management and Budget, and the Assistant to the Secretary, Office of Communications, by joint memorandum of September 21, 1994. Decisions and recommendations are subject to approval of the Council’s authorizing officials.
- B. **Purpose:** The Council recommends policies and procedures, coordinates research, provides guidelines, and advises the Director, Office of Communications, the Director of Operations and/or their respective designees. The Council may originate management issues concerning the Department-wide printing and publishing program effort and also will respond to related matters presented from outside sources.
- C. **Function:** Specific Functions include;
1. Periodically review Departmental publishing policies and procedures to determine program effectiveness and develop plans.
 2. Develop and recommend, policies and procedures consistent with the National Performance Review (NPR) to streamline Department printing and publishing activities.
 3. Explore ways and means to share resources throughout Interior to make the best use of talents and facilities.
 4. Collectively explore emerging/innovative technologies and recommend Department-wide adoption.
 5. Ensure Department-wide open communication with the Joint Committee on Printing (JCP), Government Printing Office (GPO), General Services Administrations (GSA) Office of Management and Budget (OMB) and other pertinent organizations to foster Departmental input on policy issues, assure compliance with regulatory requirements, and share general information.
 6. Assist with establishment of educational. Training, and career development programs within the publishing community.
- D. **Representation:** The Council is composed of Printing and Publishing management professionals, consisting of one representative from each Interior Bureau and one representative each from the DOI Division of Printing and Publications and Office of Communications, with each official representative having one vote, which may be delegated to an alternate. Members and alternates must be fully capable and authorized to commit their bureaus to

action. The Council is encouraged to resolve issues by consensus, but also on a timely basis. A leader will be elected by members annually.

- E. **Administrative Support:** Each Bureau and the Department entities will provide administrative support to the activity of their respective council representatives.
- F. **Meetings:** Generally, the Council will meet monthly, but no less often than quarterly. The Council may schedule meetings more frequently to deal with specific issues.
- G. **Type of Organization:** Permanent, subject to a three year review.
- H. **Reporting:** The Council will report, as appropriate, to the Director cited above.

CERTIFICATION: We hereby authorize and establish the Department of the Interior Publishing Council

Signed: B.R. Cohen 9/18/94
Assistant Secretary – Policy, Management and Budget

Signed: Jay Ziegler for Kevin Sweeney 9/21/94
Assistant to the Secretary, Office of Communications