

# Department of the Interior Departmental Manual

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**Effective Date:** 12/1/04

**Series:** Administrative Services

**Part 314:** Printing and Publications

**Chapter 1:** Purpose, Policy, and Procedures

**Originating Office:** Office of Acquisition and Property Management

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## 314 DM 1

1.1 **Purpose.** This chapter identifies policies, responsibilities, and major components of the printing, publishing, and duplicating activities within the U.S. Department of the Interior (DOI).

1.2 **Scope.** The policy in this chapter applies to all bureaus and offices and includes printing, publishing, and duplicating, regardless of the medium.

### 1.3 **Authorities and Related Documents.**

#### A. Authorities.

- (1) U.S. Code, Title 44, Sections 103, 501, 1105, 1705, and 1707, November 22, 1987.
- (2) U.S. Code, Title 17, Copyrights, 1976 Copyright Act as amended.
- (3) U.S. Code, Title 5, Section 552, Freedom of Information Act of 1988, as amended.
- (4) U.S. Government Printing and Binding Regulations of the Joint Committee on Printing (JCP), Congress of the United States, April 1977. Reprinted April 1990, with addenda No. 26.
- (5) 7 Comptroller General 1927, pages 221-222, "Purchases, Reprints of Magazine Articles."
- (6) 32 Comptroller General, 1953, pages 487-488, "Appropriations-Availability--Publication of Articles Written by Government Agencies."
- (7) Office of Management and Budget (OMB) Circular No. A-122, Cost Principles for Nonprofit Organizations, June 1, 1998.

(8) OMB Circular No. A-130, Management of Federal Information Resources, as revised, (defines Government publications).

(9) Public Law 102-245, Section 108 of the American Technology Preeminence Act of 1991.

(10) Annual appropriations legislation.

**B. Related Documents.**

(1) Individual bureau publications approval plan.

(2) DM Sections regarding: Audiovisual Media and Publications (471); Copyright (454); Grant Publications (505); Information Management (375); Libraries/Information Centers (481); Management Control (340); Maps (757); Metrics (758); NonGovernment Publications (476); Nonofficial Expression (478); Public Expression (470); Reports Management (381); Records/Mail Management (382); Seals and Emblems (310); and cost recovery policy in the Office of Financial Management's DOI Accounting Handbook.

**1.4 Policy.**

A. All bureaus and offices must establish and maintain an active and continuing printing and publications management program to ensure effective printing, duplicating, and distribution of documents.

B. The Departmental printing, reprographics, and duplicating services must be managed to ensure professional quality design and production standards, cost effectiveness, and time efficiency to fulfill agency missions.

**1.5 Responsibilities.**

A. Deputy Assistant Secretary - Business Management and Wildland Fire. The Deputy Assistant Secretary - Business Management and Wildland Fire has oversight responsibility for all Departmental printing and publishing programs, as delegated by the Assistant Secretary - Policy, Management and Budget.

B. Assistant to the Secretary and Director of Communications. The Assistant to the Secretary and Director, Office of Communications is responsible for oversight, and guidance as appropriate, for message content, and the intended use of DOI publications.

C. Program Assistant Secretaries. Program Assistant Secretaries are responsible for approving their respective bureau publication process.

D. Heads of Bureaus and Offices. Heads of bureaus and offices are responsible for determining and approving all printing and publishing activities within their respective organizations as established in 471 DM 4. This includes the following:

- (1) Developing a printing and approval process and ensuring adherence to the provisions of 314 DM.
- (2) Establishing effective internal controls over the printing and publications function at their respective headquarters and field activities.
- (3) Designating a representative to the Department's Publishing Council.
- (4) Designating a Publications Management Officer to maintain oversight for its publications program activities.
- (5) Ensuring review and approval by OCO of all materials that include any message from the Secretary.
- (6) Ensuring OMB approval of information gathering mechanisms and other informational products when required.
- (7) Conducting periodic evaluation of all bureau printing and publishing activities.
- (8) Ensuring preparation of reports required by OMB, the JCP, and other appropriate authorities.

E. Director, Office of Acquisition and Property Management. The Director, Office of Acquisition and Property Management is responsible for coordinating Departmental printing program activities, policies, and initiatives as executed or proposed by the Department of the Interior Publishing Council (DOIPC).

F. Department of the Interior Publishing Council (DOIPC). The DOIPC oversees the Department's printing and publishing program. It is also responsible for developing standards, guidelines, processes, and initiatives that support and fulfill an effective Departmental printing and publishing program in coordination with PAM. Other responsibilities include: initiating research and management studies involving practices to measure program performance and effectiveness; exploring new technologies, and making recommendations as appropriate; serving as the Department's liaison to the JCP, the Public Printer, OMB, and the Interagency Council on Printing and Publications Services, in all printing policy matters; coordinating necessary activities with the Government Printing Office (GPO) and the JCP concerning Departmental printing matters; mediating disputes pertaining to printing policy issues or printing problems with GPO and the JCP as appropriate; managing and overseeing printing-related reporting; and administering Departmental printing policy and ensuring that such policy is consistent with Federal printing policy and standards.

## 1.6 **Structure and Functions of the DOIPC.**

A. Membership. The DOIPC is comprised of each bureau's printing officer as designated by the appropriate bureau authority and a representative from PAM. The members

elect a Chair and Vice Chair annually. Matters may be addressed to the DOIPC through its members who are listed via the Council web site at <http://news.fws.gov/doipublishing/>.

B. Structure and Functions. In accordance with the JCP Government Printing and Binding Regulations, the Council serves as the Department's Central Printing and Publications Management Organization (CPPMO). The functions of the DOIPC are posted on the Council's web site and include:

(1) Coordinating program development, production, procurement or distribution of materials through the utilization of conventional printing and binding methods or through the utilization of multiple copy microform methods.

(2) Determining policy guidance for the management and control of digital duplicating equipment and automatic copy-processing and color copier-duplicating machines, the printing and duplicating aspects of multifunctional black/color devices and high-speed laser printers used for mainframe printing as identified in the Equipment tables of the JCP Government Printing and Binding Regulations. Requirements for this equipment are to be submitted to, and approved by the appropriate bureau Council member as provided in 314 DM 9.

(3) Serving as the Department's liaison to the JCP, the Public Printer, OMB, and the Interagency Council on Printing and Publications Services, in all printing policy matters. Coordinates necessary activities with the Government Printing Office (GPO) and the JCP concerning Departmental printing matters; mediates disputes pertaining to printing policy issues or printing problems with GPO and the JCP as appropriate; and attends to necessary appropriate reporting and administrative requirements

(4) Conducting a coordinated program controlling the development, production, procurement or distribution of materials through the utilization of conventional printing and binding methods or through the utilization of multiple copy microform methods.

**1.7 Printing and Publishing Approval Procedures.** Heads of bureaus and offices must develop a publication approval process delegating authority to the lowest appropriate level. All bureau publication approval processes will be approved by the bureau's Assistant Secretary. The approval process must assure the following:

- A. A need for the product is clearly identified;
- B. The product does not duplicate others already in existence;
- C. The target audience is identified and the product is produced for that audience;
- D. The product is cost effective and its expense is justifiable to the Congress, the Department and the public;
- E. The publications should be printed on recycled and/or recyclable paper stock whenever possible. The recycled paper symbol should be clearly visible;

F. The information contained is accurate--data and statistics current;

G. The product is prepared in a manner that does not suggest lobbying or impacting legislation or budgetary decisions;

H. The product does not endorse commercial products or entities, or contains advertisement for the same.

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