

Department of the Interior Departmental Manual

Effective Date: 5/6/97

Series: Administrative Services

Part 314: Printing and Publications

Chapter 8: Required Reports

Originating Office: Office of Information Resources Management

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8.1 **Joint Committee on Printing Reports.** Each bureau will submit reports on printing operations to the Department of the Interior's printing liaison in accordance with instructions in the "Government Printing and Binding Regulations", Title IV. The following reports are required where applicable:

A. JCP Form No. 1 (Printing Plants Except Plants Primarily Concerned in Map and/or Chart Reproduction) - An annual report due to the Joint Committee on Printing (JCP) within 60 days after the end of the fiscal year. Forward three copies to the Department of the Interior's printing liaison. Report control symbol CON-68-065 has been assigned to this reporting requirement.

B. JCP Form No. 2 (Commercial Printing Report) - Due within 60 days after March and September each fiscal year. Forward two copies to the Department of the Interior's printing liaison. Negative reports are required. Report control symbol CON-68-066 has been assigned to this reporting requirement.

C. JCP Form No. 4 (Plants Primarily Concerned in Map and/or Chart Reproduction) - Due within 60 days after the end of the fiscal year. Forward three copies to the Department of the Interior's printing liaison. Negative reports are required. Report control symbol CON-68-067 has been assigned to this reporting requirement.

D. JCP Form No. 5 (Annual Plant Inventories) - Due within 60 days after the end of the fiscal year. Forward two copies to the Department of the Interior's printing liaison. Report control symbol CON-68-068 has been assigned to this reporting requirement.

E. JCP Form No. 6 (Stored Equipment) - Due within 60 days after the end of the fiscal year. Forward two copies to the Department of the Interior's printing liaison. Report control symbol CON-68-074 has been assigned to this reporting requirement.

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