



U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

Subject Number:
ADS-6

Transmittal Number:
876

Date: MAY 11 2000

Subject:

Printing, Publications, and Reprographics Management

Approval:

Kathleen L. Hany

Title: Director

1. Purpose. This directive identifies policies and responsibilities within the Office of Surface Mining (OSM) governing printing and publishing activities. It further establishes policy and procedures for acquisition and use of copy and reproduction equipment.
2. Summary of Changes.
 - A. Chapter 9, Part 314 of the Department of Interior Manual, covering printing, publications, and reprographics management, was updated May 6, 1997. The changes effected the policies and procedures for the procurement of reprographic equipment, re-delegating authority to the Bureau to purchase reprographic equipment without consulting the Office of Information Resources Management. Re-delegation will streamline the procurement process by allowing approval of copier purchases at the Bureau level. New responsibilities were re-delegated to ensure the Department maintains program accountability. Also, the title of 314 DM 9 was changed to "Reprographics Management" to bring it in line with current terminology.
 - B. To conform with these new responsibilities, ADS-6, "Copier Use and Acquisition," dated November 6, 1986, has been revised and renamed. These revisions reflect the changes in authority to procure reprographic equipment, along with correcting position titles to reflect the current organizational structure. Form DI-1866 will continue to be utilized by all Offices and the Reprographic Program Manager. The justification for the procurement of new reprographic equipment remains the same, as do the responsibilities and guidelines for normal procurement. The Reprographic Program Manager (currently housed with the Chief, Administrative Operations Unit) is the approval authority for purchase of reprographic equipment for the Office of Surface Mining.
 - C. In addition, the OSM Publications Management Officer (PMO) is now designated in ADS-6 as required by the Department. The PMO's duties (the interpretation and implementation of Departmental policies and requirements) are outlined in this directive. The PMO is specifically identified as OSM's representative on the Department's Publishing Council, and given the responsibility for maintaining centralized oversight for OSM's printing and publications activities.
 - D. This Directive also clarifies the reporting requirements for Regional and Field Offices. The Monthly/Annual Production Cost for Copying Services Report is no longer required. Required documentation, detailed in paragraph 3 B. 4, is kept at the local operator level. An Annual Publications Plan is now required, detailed in paragraph 3 A. 3.

2. Definition. Printing and Publishing activities cover those items which, due to size or complexity, must be printed outside of OSM, by either the Department or the Government Printing Office, and are intended for distribution to specific interest groups or to the general public. Exceptions include environmental impact statements, as well as materials intended for internal OSM use, such as personnel information, telephone directories, etc. Copy and reproduction equipment include copier machines using electrostatic, thermal, lithographic, or other copying processes.

3. Policy/Procedures.

A. Policy.

1. Department of the Interior policy requires adherence to the "Government Printing and Binding Regulations" published by the Joint Committee on Printing, Congress of the United States.

2. Department of the Interior policy requires each Bureau to create an Annual Publications Plan (APP).

3. All program offices are required to submit an Annual Publications Plan (APP) to the Publication Management Officer (PMO). The APP is an all-inclusive plan that will project all planned publications into the next year. Specifically, the APP will include official OSM publications, other reports distributed outside the Federal Government, and all general interest publications distributed outside the Federal Government.

4. An active and continuing printing and publication program is established and maintained for effective printing, duplicating, and distribution of documents required to support OSM's missions, conform to customer requests, and to comply with applicable policies, regulations, and laws.

5. OSM's printing, reprographics, and duplicating will be managed to ensure professional quality design and production standards, cost effectiveness, and time efficiency to fulfill OSM's missions.

6. Use and acquisition of copier equipment is governed by Departmental regulations to ensure greatest cost efficiency and economy. Requirements for all copying equipment are approved at the Bureau level.

B. Responsibilities.

1. The Publications Management Officer (PMO) is OSM's designated, bureau level representative to the Department's Publishing Council (314 DM 1D). Organizationally, the PMO position will be housed with the Chief, Administrative

Operations Unit. The PMO is responsible for interpreting and implementing Departmental policies and requirements and for maintaining centralized oversight of OSM's printing and publications activities. The PMO will consolidate the APPs from each field and Headquarters office, and forward a consolidated report to the Chief, Administrative Operations Unit, by August 15 of each fiscal year. The PMO monitors implementation of the consolidated APP.

2. The Reprographic Program Manager (RPM) is the bureau level individual responsible for assuring that equipment is ordered, kept serviceable, and for conducting management control reviews as required by the Office of Management and Budget, the Office of Financial Management, and the Federal Manager's Financial Integrity Act (314 DM 9.2 D) Organizationally, the position will be housed with the Chief, Administrative Operations Unit. The RPM is also responsible for maintaining an accurate and up-to-date inventory of reprographic equipment. (314 DM 9.2 C) The RPM is the approval authority for purchases of reprographic equipment. (314 DM 9.2 B)

3. Regional Directors and Field Office Directors must appoint a CMO to oversee their copier program.

4. The Copy Management Officers (CMO) maintain copier documentation in their organizations. The CMO is responsible for completing the APP and submitting it to the PMO as requested. Each location is required to maintain documentation on copier use, to include number and type of copier, whether the copier is owned or leased, annual production level, maintenance costs, and lease costs. This documentation is kept at the office level, and must be available on request. Further, this documentation will serve as the basis of requests for new and replacement copiers. The PMO in Washington will handle these responsibilities for Headquarters.

C. Procedures.

1. Printing and Publications. Requests for printing and publishing activities are coordinated through the OSM PMO. All printing required by field offices must be obtained through the nearest regional Government Printing Office (GPO) or forwarded to OSM Headquarters for submission to Washington GPO. When requesting printing or publication activities through a regional GPO, the OSM PMO must be notified as to the cost of the request.

2. Copier Acquisition. Form DI-1866 is used to document the request for new or replacement equipment. Form DI-1866 must be fully completed and the justification must include the need, if any, for special features (see Attachment 1). The anticipated monthly volume (including needed special capabilities, such as collating) should be carefully estimated or documented as this is the principal

determinant of the type and size of machine to be obtained. The requesting office makes the determination to purchase or lease copiers. Following signature by the RPM, acquisition by the requesting office is handled through normal procurement procedures. For owned machines, it is recommended that a maintenance contract be maintained with the local representative. Maintenance for leased machines should be covered under the terms of the lease and the local representative should furnish service as required.

(3) Copier Use. CMOs should contact the RPM when they are not getting responsive service from local manufacturers' representatives. CMOs will also post a copy of prohibited copy material in the copier room (see Attachment 2).

(4) Copier Supplies. Recycled paper, toner, cleaning solutions, etcetera for copying machines should be obtained from available local sources using normal procurement procedures. Where possible use environmentally preferred products.

4. Reporting Requirements. Each program office will submit an APP to the PMO annually.
5. References. Departmental Manual 314 DM 1 and 314 DM 9
6. Effect on Other Documents. Supercedes Directive ADS-6 dated November 6, 1986.
7. Effective Date. Upon Issuance.
8. Contact. Chief, Administrative Operations Unit, (202) 208-2515.

**DEPARTMENT OF THE INTERIOR
REQUEST FOR REPROGRAPHIC EQUIPMENT**

2. Date of Request	3. Date required for Installation	
4. From (Include Zip Code)	5. Thru (Include Zip Code)	6. To:

<p>7. Type of Request (check appropriate box)</p> <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> New Installment</td> <td><input type="checkbox"/> Replacement</td> </tr> <tr> <td><input type="checkbox"/> Purchase</td> <td><input type="checkbox"/> Other (Specify)</td> </tr> <tr> <td><input type="checkbox"/> Rental Plan _____</td> <td></td> </tr> </table>	<input type="checkbox"/> New Installment	<input type="checkbox"/> Replacement	<input type="checkbox"/> Purchase	<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Rental Plan _____		<p>8. Copier Duplicator (check appropriate Box)</p> <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> Duplicator, Mimeograph, Offset</td> <td><input type="checkbox"/> Total Copy Systems</td> </tr> <tr> <td><input type="checkbox"/> Transparency Maker</td> <td><input type="checkbox"/> Copier</td> </tr> <tr> <td><input type="checkbox"/> Master Maker</td> <td><input type="checkbox"/> Other (Specify)</td> </tr> <tr> <td><input type="checkbox"/> Collator</td> <td></td> </tr> </table>	<input type="checkbox"/> Duplicator, Mimeograph, Offset	<input type="checkbox"/> Total Copy Systems	<input type="checkbox"/> Transparency Maker	<input type="checkbox"/> Copier	<input type="checkbox"/> Master Maker	<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Collator	
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<input type="checkbox"/> Transparency Maker	<input type="checkbox"/> Copier														
<input type="checkbox"/> Master Maker	<input type="checkbox"/> Other (Specify)														
<input type="checkbox"/> Collator															
<p>9. Exact Location (include room number)</p>	<p>10. Special Capabilities (check appropriate box)</p> <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> Size for Size Large Document Copier</td> <td><input type="checkbox"/> Bond Paper</td> </tr> <tr> <td><input type="checkbox"/> Computer Form Feeder</td> <td><input type="checkbox"/> Reduction</td> </tr> <tr> <td><input type="checkbox"/> Document Feeder</td> <td><input type="checkbox"/> Collating</td> </tr> <tr> <td><input type="checkbox"/> Automatic Feeder</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other (Specify)</td> <td></td> </tr> </table>	<input type="checkbox"/> Size for Size Large Document Copier	<input type="checkbox"/> Bond Paper	<input type="checkbox"/> Computer Form Feeder	<input type="checkbox"/> Reduction	<input type="checkbox"/> Document Feeder	<input type="checkbox"/> Collating	<input type="checkbox"/> Automatic Feeder		<input type="checkbox"/> Other (Specify)					
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<input type="checkbox"/> Automatic Feeder															
<input type="checkbox"/> Other (Specify)															

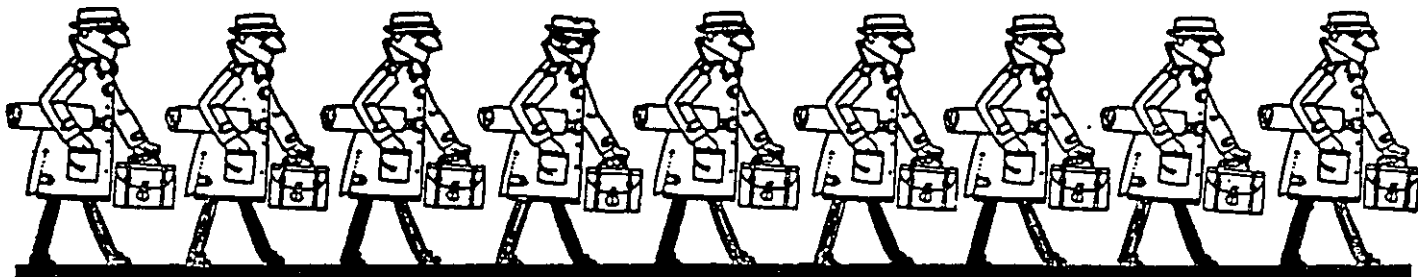
11a. Requested Vendor and Model

11 b. Justification (Include supporting documentation on separate sheet if necessary)

<p>12. Monthly Estimated Volume</p>	<p>14 a. Signature (Requesting Office)</p>			
<p>13. List all Equipment with monthly volumes located within the Same building (Include room numbers)</p>	<table style="width:100%; border: none;"> <tr> <td style="width:70%;">Telephone No. (Include area code)</td> <td style="width:30%;">Date</td> </tr> </table>	Telephone No. (Include area code)	Date	
	Telephone No. (Include area code)	Date		
	<p>14 b. Signature (Headquarters Authorized Approving Authority)</p>			
	<table style="width:100%; border: none;"> <tr> <td style="width:70%;">Telephone No. (Include area code)</td> <td style="width:30%;">Date</td> </tr> </table>	Telephone No. (Include area code)	Date	
Telephone No. (Include area code)	Date			
<p>FOR DEPARTMENTAL USED ONLY</p>				
<p>15. Action Taken (leave blank)</p>				
<p>16. Equipment Recommended</p>				
<p>17. Method</p> <p style="text-align: center;">Purchase <input type="checkbox"/> Rented <input type="checkbox"/></p>		<p>Rental Plan</p>		
<p>18. Signature (Reprographic Management)</p>		<p>Date</p>		

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It's illegal to make copies of these documents.



Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed upon those guilty of making such copies.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	United States Bonds	Federal Reserve Bank Notes	Fractional Notes
National Bank Currency	Treasury Notes	Silver Certificates	Gold Certificates
Coupons from Bonds	Federal Reserve Notes	Certificates of Deposit	Paper Money

Bonds and obligations of certain agencies of the Government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to copy a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is for lawful purposes.)

Postage Stamps Canceled or Un-canceled. (For philatelic purposes, Postage Stamps may be photographed provided the reproduction is in black and white and is less than 3/4 or more than 1 1/2 times the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts for Money drawn by or upon authorized officers of the United States.

Stamps, and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.

3. Obligations or Securities of any Foreign Government, Bank, or corporation.

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6. Passports. (Foreign passports may be photographed.)

7. Immigration Papers.

8. Draft Registration Cards.

9. Selective Service Induction Papers which bear any of the following information:

Registrant's earnings or income	Registrant's previous military service	Exception: U.S. Army and Navy discharge certificates may be photographed.
Registrant's dependency status	Registrant's physical or mental condition	
Registrant's Court Record		

10. Badges, Identification Cards, Passes or Insignia carried by Military, Naval personnel, or by members of the various Federal Departments and Bureaus, such as FBI, Treasury, etc. (unless photograph is ordered by head of such department or bureau.)

Copying the following is also forbidden in certain States: Automobile Licences, Driver's Licences, and Automobile Certificates of Title.