

Minutes
Department of the Interior Publishing Council
May 25, 2006
10:00 a.m. – Noon EST

Membership

Bert Simon, Chair	USGS	
Mark Newcastle, Vice-Chair	FWS	
Gina Bowman-Johnson	MMS	
Lee Campbell	BLM	Not Present
Jim Chase	NBC	
Pat Corrigan	OS/PAM	Not Present
Curtis Foust	BIA	Not Present
Debra Melton (for Jerry Buckbinder)	NPS	Not Present
Margaret Quick	OSM	
Barry Waryanka	BOR	
Vicki Romero, Recorder	BOR	

Bert asked if anyone had any changes to the minutes for April 27, 2006 that he sent out on Monday May 22, April 20, 2006. No one had any changes.

Bert reported that Lee is on travel and Pat is involved with budget issues and could not attend.

Bert updated the Council regarding the DOI business conference whereby we were taken off the agenda because of low signup for the session.

SPA:

Bert said that the \$10,000 dollar threshold is still an issue.

Mark provided insight regarding how FWS was handling the issue. Mark said Pete Mancini on his staff is a warranted “ordering officer.” Bert asked for the language/justification on how Mark was able to get Pete warranted. Mark will share the method and request used to get Pete warranted. Mark also stated that there was going to be a four-year degree requirement for procurement professionals.

Bert indicated that members should check with their procurement chiefs to see how they would entertain the \$10,000 warrant for printing officers. He will also be discussing the matter with Pat.

Copier Initiative

Bert announced that Raffaella “Lella” Smith would be the contracting officer for the copier procurement. He coordinated with both Lella and Pia Scott to attend our next Council meeting, June 22, 2006, but both of them would not be able to attend. Consequently, the Council agreed to postpone our meeting to the following week Wednesday, June 28, and dedicate that meeting to the copier initiative. Barry suggested that IT personnel be included in the discussions.

Bert also said that Pia wants the Council to draw up a charter. She has done this before on other procurement initiatives. She plans to send Bert a draft for review.

Barry asked if the data sheet for the data call was sufficient, and everyone agreed that it was. Bert said that there should be a DOI memo regarding the copier initiative and that it would indicate that each bureau is responsible for collecting the information.

Barry suggested that the Council discuss the draft memo with Lella and Pia. Bert indicated that Pia would initially compose, and likely the memo would be signed by Debra Sonderman. It would be sent to the bureau administrative heads. It would be up to the bureaus to disseminate further to their offices.

Barry also urged consideration of tools similar to those he and Lee found on the Web that would assist managers in making their copier selection. All concurred that we could choose or pursue an evaluation tool.

GPO Express:

Bert has begun to draft the policy. He is taking the “Service Guide” approach and hopes it will be a useful product. He will have a draft to us by Wednesday, May 31, 2006. He also said that GPO is discontinuing the MOA and thinks that this is GPO’s approach to lessen the burden for agencies to begin allowing their offices to participate.

He asked Barry if he was still having problems concerning the notification to bureaus and offices about GPO Express. Barry said three people have contacted him and he verbally provided them of the manner DOI was approaching the program.

Jim asked if GPO had received any SF-1s from Interior offices other than the bureau’s Printing Officers. Bert will check and reinforce with GPO not to accept any SF-1s. Mark has requested from the GPO that they forward all FWS, SF1 requests to him.

Barry asked if we would aim to release this policy in a DIAPR. Bert said that the “Service Guide” would have all procedures on how to use the GPO Express. Depending upon how PAM sees it, the “Service Guide” could be released under a DIAPR or a memo.

ICPPS and GPO Express:

Bert said that at the ICPPS meeting on May 18, Alice Merrick and her boss Ginger Noce briefed the Council on GPO Express and both were excellent at their presentations. Attendees had a lot of questions.

Bert asked other agencies how they were handling and the feedback was cautious. Representatives are not sure how to implement and establish internal controls. He mentioned to them that the reference number field can be used by the Printing Officers for internal information use. Mark said that this field is now a required field during the job entry process.

JCP-2:

Bert thanked everyone for their JCP reports submissions. Mark asked about the revised requirement for the JCP-2 report under the draft JCP regulations. Bert said that the work group recommended that the report be done annually, and that it is retained at the Department level.

DI-1866 and copiers:

Bert said the Council has to streamline the DI-1866 process and that this requirement needs to be incorporated into the DM chapter on Reprographics Equipment. He keeps getting people who question why they have to go through this process. Of course, the JCP requires agencies to manage the proliferation of copiers.

Jim asked who is asking for copiers and not going through the Printing Officers. Mark said that the DI-1866 is sent to his office to be analyzed. USGS and the other bureaus appear to be controlling the DI-1866 process.

Other Topics:

Mark said the Rider for the CFR's should be coming out soon. He asked if Barry would continue to manage the CFRs, and Barry indicated he would. This transfers the function from BLM while Lee was Chair to BOR now that Lee has retired.

Mark asked if Barry had heard anything regarding the DOI mailroom and supplies. Mark said he had talked to them. Barry said he will call them today regarding any issues that may still exist.

As Lee was not present, a few minutes were spent on planning for Lee's award.

The meeting adjourned at the appointed time.