

**Minutes**  
**Department of the Interior Publishing Council**  
**July 27, 2006**  
**10:00 a.m. – Noon EST**

**Membership**

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

Bert started the meeting with an indication of various points to discuss. He also thanked Vicki for the minutes from the last meeting in June. He will be looking these over and will provide the final to the Council.

Bert expressed that July was not a good month to attend to Council business, and due to his own job requirements, tasks he had hoped to accomplish for the Council could not be done. He indicated that it was not a good month for Lella either as he was aware of some pressing issues she had to execute.

Lee relayed that the new BLM director wanted to procure his own business card in order to select his own preference. Accordingly, Lee on behalf of the Council provided a “waiver” to BLM policy on this matter. BLM is still ordering business cards from Lighthouse for the Blind but have upgraded the paper. Bert expressed an interest in seeing the variation for further consideration.

The main focus of the meeting however in accordance with the agenda was the Copier Initiative.

- Actual execution timeline. Lella’s flowchart was discussed whereby some tentative dates stipulated on some actions have past. While we had expectations to begin this initiative as quickly as possible, we have to be realistic regarding the timeline and establish realistic achievable dates. This will be an objective for our next meeting. Redefine with Pia the proposed actual target date.

- Data Call should be initiated by DOI with a memo from the Department. Barry suggested the middle of October due to end of FY issues for each of the Bureaus. Bert indicated that this needed to be done as soon as possible but the October date seems more realistic. Bert will circulate the draft memo via email.
- Bert will work out with Lella and the target dates will be adjusted to allow for a more realistic timeframe.
- It was suggested and agreed that the Data Call should come out in the middle of September and be returned by Mid-October.

Bert suggested the information needed for Lella for the RFI is the volume (Not make up of equipment) and that such information could also be obtained from the Property Offices of the various Bureaus. This led to a discussion about the spreadsheet that had been generated by Barry to obtain information:

- The number of copies/number of clicks is the information required, not the Cost, Model Number, Serial Number, date of purchase
- The spreadsheet may be requesting too much information from the regions.
- The need for a Data Call to obtain good feedback and opinions of customers regarding features was discussed.

A discussion followed regarding the required information and how critical information such as Model, Type (Black or color), location, usage (# of impressions) could be obtained.

- The critical information is different for each Bureau.
- The Data Call will be forthcoming to gather information.
- The spreadsheet will be adjusted to allow for this information.
- Barry will adjust the spreadsheet to meet Mark's requirements.

Volume Bands were discussed and revised to meet Lella's suggestion:

- Band 1 – under 30 cpm (Black ink only)
- Band 2 – 31-45
- Band 3 – 46-60
- Band 4 – 61-85
- The larger bands will have more features.
- It was also determined that the DI-1866 form is required regardless of the type of copier.

It was also discussed that IT involvement should be right now so they know what we are doing and so that the basic security issues are addressed.

It was also noted that new GPO/Express cards are being reissued with a letter system (A-Z) that indicates to Kinko's the dollar limit of the user, i.e.; A - \$100, K \$2,000.00, L - \$2,500.00, Y - \$230,000, Z – Unlimited).

E-View – FedEx Kinko's on line – can view Account Activities.

- Need to establish System Administrator such as each Bureau Printing Officer who will have access to account.
- The account will link BAC to individual orders – using ALC link. The date for this to go live is September 1.

Service Guide: Bert will follow up on status

Departmental Manual –  
 Reprographic Chapter – current draft (2002). Bert will send out latest draft to review.

- SPA –This will have to be addressed again.  
 Warrant issue/Ordering Office Authority – GPO said no.
  - The FAR requirements for warrant are changing per Mark.
  - In 2007, a degree will be required to be issued a warrant.
  - In 2010, current warranted officers should have a degree (end of Grandfathering).

Lee/Jim – Secretarial Portraits:

- Still have not been selected.
- Jim will check on this.

Next meeting: August 24th

Remaining scheduled meetings for 2006:

September 28

October 26

November (no meeting scheduled)

December 21 (the 2<sup>nd</sup> Thursday of the month)

The meeting adjourned at the appointed time.