
PRINTING, PUBLICATIONS, COPYING AND DUPLICATING
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Federal Property Management Regulations
Government Printing and Binding Regulations

PRINTING, PUBLICATIONS, COPYING AND DUPLICATING
General

1. GENERAL

1.1 Purpose. The purpose of this section is to establish policies, responsibilities, and procedures pertaining to procurement of printing, binding, and blank-book work, and copying and duplicating equipment for the Bureau of Indian Affairs.

1.2 Authority. The Joint Committee on Printing (JCP), Congress of the United States, Government Printing and Binding Regulations, herein incorporated by reference, set forth Departmental policies and procedures to follow concerning printing and publication matters (ref. Title 44 U.S.C.). Departmental policies and procedural guidelines that Bureaus and offices must follow when acquiring and utilizing copying and duplicating equipment are set forth in 314 DM 10, incorporated herein by reference (Illustration 1). Copier Information Bulletins, issued periodically by the Department, often contain Departmental policy and procedural updates. When updates appear in the bulletins they supersede Departmental and BIA manuals until revision can be made.

1.3 Policy. The Department of the Interior requires that bureaus and offices establish and implement procedures for monitoring acquisition and use of duplicating and copying equipment. All printing, binding, and blank-book work for the Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office and establishment of the Government, shall be done at the Government Printing Office, except;

A. Classes of work the Joint Committee on Printing considers to be urgent or necessary to have done elsewhere; and

B. Printing in field printing plants operated by an executive department, independent office or establishment, and the procurement of printing by an executive department, independent office or establishment from allotments for contract field printing, if approved by the Joint Committee on Printing.

1.4 Responsibilities. Technical assistance and policy development for all printing and binding, including contract field printing, as well as coordination with the Department of the Interior and the JCP

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rests with the Chief, Division of Property Management. Administrative supervision for field printing and binding rests with the Area Directors.

Offices requesting copying and duplicating equipment are responsible for conducting a thorough study to determine needs prior to submitting a request for equipment. Requests should be limited to those machines that are best suited to handle copying requirements. The Central Office Directorates are responsible for reviewing copier requests from their Divisions prior to processing them to the Branch of Property and Supply Management, and for complying with reporting requirements set forth in Paragraph 2.2 "JCP Reports", for forwarding to the Chief, Division of Property Management. Area Property/Purchasing Officers are responsible for reviewing copier and duplicating equipment requests from organizations in their jurisdictions prior to processing them to the Division of Property Management. Area Property/Purchasing Officers must comply with required reporting as set forth in 2.3 F "Copying and Duplicating". The Division of Property Management is responsible for obtaining final Departmental approval for all copier and duplicating equipment requests.

1.5 Definitions.

A. Automatic copy-processing machines (office copiers) are machines which produce copies by electrostatic, thermal, or other copy processes, and more than one copy can be made without rehandling the original.

B. Duplicators are machines which produce copies by the offset, spirit, or stencil process. Size is limited by JCP Regulations. Paper stock size must not exceed 11 x 17 inches and printing areas must not exceed 10-3/4 x 14 1/4 inches provided that no more than 5,000 production units shall be reproduced of any page and that items consisting of multiple pages will not exceed 25,000 production units in the aggregate.

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2.1 Procedures - Printing and Binding. The procedures set forth in this supplement are the Bureau's implementation of the applicable provisions of the Government Printing and Binding Regulations of the JCP for printing and publication matters, and 314 DM 10 for office copying and duplicating matters.

A. Printing and Binding, Government Sources. Printing, binding, and blank-book work for the Bureau shall be procured through the Government Printing Office, Washington, D.C., Field Service Offices of the Government Printing Office, Federal Prison Industries, Inc., plants, or authorized plants of the Department of the Interior (including field plants of this and other bureaus of the Department), unless otherwise authorized in the Government Printing and Binding Regulations, published annually by the JCP. Authorized Departmental and Field Plants and their locations are listed in the JCP Regulations. Procurement personnel should refer to the JCP Regulations to determine whether a particular job of printing, binding, or blank-book work must be secured from Government sources and for information on limitations as to type, quality, size, number of copies, and multi-color printing.

B. Printing and Binding, Commercial Sources. Printing, binding, and blank-book work for the Bureau may be procured from commercial sources only under authorized exceptions to the general rule that all printing must be procured through the GPO (including Field Service Offices) or in authorized plants of the Department of the Interior (including field plants of this Bureau and other bureaus of the Department). The authorized exceptions are as follows:

(1) The Government Printing Office, Washington, D.C., may return a requisition with a waiver to procure the work direct from other sources; or

(2) Printing may be procured from commercial sources as authorized by Title V of the current Regulations issued by the JCP.

C. Printing and Binding, Contract Field Printing. Area Offices may, upon approval of the Central Office, expend from appropriated funds necessary amounts for contract field printing as defined in the Printing and Binding Regulations issued by the JCP. The following certification, signed by the officer under whose authority the field printing is procured, shall be typed or printed on, and will accompany all vouchers involving payments for contract field printing:

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"I hereby certify as responsible officer in the field that the contract field printing and/or binding covered by this voucher was, in my opinion, urgent or necessary to have done elsewhere than at the Government Printing Office and that it was procured in accordance with all applicable provisions of the Government Printing and Binding Regulations of the Joint Committee on Printing."

D. Review of Material Prior to Reproduction. All proposed publications, except those specifically exempted or those granted a waiver by the Director, Office of Public Affairs, must be cleared in advance on a Form DI-550, "Publication Approval Request" by the Office of Public Affairs, Office of the Secretary, the Assistant Secretary - Indian Affairs, and the Division of Printing and Publications. A publication is defined as any printed informational material intended for distribution to a specific public or to the general public in such forms as books, periodicals, brochures, pamphlets, reports, and circulars published by or on behalf of the Department or any of its component organizations, irrespective of the source of financing or the source of the written material. Specific exceptions to these requirements are found in Part 471 DM 4.1 of the Departmental Manual.

E. Approval of Use of Two or More Colors of Ink. All printed material, except for maps not incorporated in a publication, containing the use of two or more colors must have the prior approval of the Chief, Division of Printing and Publications, PMO. In the case of a publication, as defined herein, the Form DI-550 is the appropriate method to be used in seeking approval for the use of two or more colors of ink. When two or more colors of ink are required for printing of administrative material, requests for approval should be submitted in memorandum form addressed to the Chief, Division of Printing and Publications, PMO.

F. Processing of DI-550. The entire form must be completed. All information and data requested must be provided. If pertinent information is deleted or missing, the request will be returned to the originator. Upon

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General

completion by the originating office, the original of the form and all copies should be forwarded to the Office of Public Affairs, Office of the Secretary, through the Office of the Assistant Secretary - Indian Affairs, for review action.

(1) The Director of Public Affairs is responsible for Office of the Secretary policy review and approval of proposed content, style, format, and distribution of those categories of publications enumerated in Part 471 DM 4 of the Departmental Manual.

(2) The Office of Public Affairs will indicate one of the following actions on the DI-550 - (a) Approved; (b) Approved with exceptions noted; or (c) Disapproved. In the case of (a) and (b) above, the request will then be forwarded to the Division of Printing and Publications for review concerning the appropriateness of technical printing and related specifications, proposed use of color, cost estimate, etc. In the case of (c) above, the request will be returned to the originating office through the Office of the Assistant Secretary - Indian Affairs, accompanied by a memorandum explaining the reason(s) for disapproval.

(3) If the costs of a publication as estimated on an approved Form DI-550 are found to be exceeding the estimate by more than 25 percent, approval for printing at the higher cost must be obtained from the Office of Public Affairs.

(4) Any exceptions noted or any disapproval by either the Office of Public Affairs or the Division of Printing and Publications is subject to additional discussion and further clarification with minimal delay in processing of the publication. Offices are encouraged to contact the Division of Printing and Publications for additional information and explanation concerning any publication's disapproval or noted exceptions. Generally, a representative of the Division will make inquiries of the originator concerning questions or potential problems, and most problems of a technical nature can be resolved on an informal basis, in an expeditious manner.

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2.2 JCP Reports.

A. JCP Form No. 1 (Printing Plants except Plants Primarily Concerned in Map and/or Chart Reproduction). Due semi-annually (Illustration 2).

B. JCP Form No. 2 (Commercial Printing Report). Due semi-annually (Illustration 3).

C. JCP Form No. 3 (Acquisition of Power-operated Collators for Use in Facilities Other Than Printing Plants). Due upon acquisition of equipment (Illustration 4).

D. JCP Form No. 4 (Plants Primarily Concerned in Map and/or Chart Reproduction). Due within 60 days of completion of work (Illustration 5).

E. JCP Form No. 5 (Annual Plant Inventories). Due 60 days after close of Fiscal Year (Illustration 6).

F. JCP Form No. 6 (Stored Equipment). Due 60 days after close of Fiscal Year (Illustration 7).

G. JCP Form No. 7 (Excess Equipment). Due upon disposition of equipment (Illustration 8).

2.3 Procedures - Duplicating and Office Copying Equipment.

A. Responsibilities. Bureau offices, regardless of location, are required to seek prior approval from the Director, Office of Printing and Publications, through the Director, Office of Administration, for the acquisition of copying and duplicating equipment by purchase, lease, rental, or surplus transfer when:

- (1) Purchase is in excess of \$1,000 per item.
- (2) Lease or rental of an item whose purchase price would be in excess of \$1,000.

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(3) Transfer of an excess item whose original purchase price was in excess of \$1,000.

These conditions for acquisition also apply to binding, collating, and other auxiliary items of printing and duplicating equipment. Requests for acquisition of the above described equipment must be submitted in memorandum form to the Director, Office of Administration, Attention: Chief, Division of Property Management, and must include statements as to the cost of the equipment, location where the proposed equipment is to be used, and the proposed use and specific need for acquisition.

B. Acquisition. Prior to submitting requests for copier and duplicating equipment, offices should analyze the existing or anticipated workload, the necessity for the amount of copying performed, and select equipment best suited to meet copying needs such as book copying, reductions, large documents, quality reproduction of photographs, large production runs, and overall estimated monthly production.

C. Cost Factors. The following factors should be used to determine copy cost criteria:

(1) The cost of features and accessories should be excluded in determining per-copy costs.

(2) The cost of supplies must be included.

(3) Copiers should be rated with cost per copy limitations for each category.

D. Approvals. The Division of Property Management obtains Departmental approval, as appropriate, for all copier and duplicating equipment acquisitions in the Bureau of Indian Affairs. The Division of Property Management will transmit approvals to the Department Office of Printing and Publications. Final approval must be obtained before any delivery and installation arrangements are made with dealers. Procedures are as follows:

(1) Requesting office prepares two forms; Requisition Form BIA-4314, (Illustration 9), and DI-1866 "Request for Reprographic Equipment", (Illustration 10).

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(2) Both forms are sent to the Procurement/Purchasing Officer for preparation of purchase order and necessary confirmation of funds from budget.

(3) After the purchase order is prepared, the Vendor's copy (top white sheet of SF-147), is sent by the Procurement/Purchasing Officer, along with DI-1866, to the Division of Property Management.

(4) The Division of Property Management will review and coordinate the package to the Department's Division of Printing and Publications, for approval to either lease or purchase.

(5) The Department will review the package and either approve the action or recommend changes based on the requirements pertaining to capability and cost per copy. If action is approved, the Department will send approval back to the Division of Property Management and will also send out the approved purchase order to the Vendor (Contractor). If disapproved, the Department will return the documents to the Division of Property Management with an explanation of the decision to disapprove.

(6) The Division of Property Management will return the appropriate paperwork to the Procurement/Purchasing Officer, advising of action taken.

(7) The Procurement/Purchasing Officer will place approval documents in the purchase order file, and in the case of disapproval send the disapproved documents back to the requesting office.

E. Excessive Cost Equipment. Equipment which exceeds the cost criteria as determined by the Department, is considered to be in the "excessive cost" category. To acquire such equipment, prior approval must be obtained from the Department Office of Printing and Publications, through the Director, Office of Administration. Submit a justification, using Form DI-1866, "Request for Reprographic Equipment" and other documents as indicated herein, which clearly indicate the need for such equipment, to the Director, Office of Administration, Attention: Division of Property Management, for processing to the Department. Exceptions to these cost guidelines are field offices whose copying requirements are too small to meet them. In such cases, approval will be granted for those offices to acquire equipment that is best suited to particular copying needs.

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General

F. Reporting. Copying and Duplicating.

(1) Bureau offices shall maintain records in conformance with 314 DM, Section 10.7 Inventory and Production Records, and Section 10.9, Reporting.

(2) Acquiring offices must maintain inventories of copying and duplicating equipment and have information readily at hand to supply information required in 314 DM 10.7, Inventory and Production Records, upon request, to the Division of Property Management, for consolidation and submission to the Department of the Interior.

(3) A consolidated report covering equipment performing duplicating/copying as defined in Paragraph 2-1 of the JCP Regulations, will be submitted to the Chief, Division of Property Management, no later than 15 days after the close of each Fiscal Year, identifying the volume of reproduction and costs. The report information will then be consolidated and sent to the Department from the Bureau of Indian Affairs as a total package.

(4) Bureau offices are required to forward to the JCP, not later than 30 days after the close of each quarter, a report listing individual jobs by title, quantity (pages and copies), date, and where done, which exceed either the 5,000 or 25,000 production units.

2.4 Copying Machine Use and Controls.

A. "Warning Poster". A "Warning Poster" shall be displayed in all areas containing copying equipment (Illustration 11).

B. Posting of Numbers of Copies to be Reproduced. The following information shall be posted in all areas containing copying equipment:

"Work exceeding 5,000 production units in the aggregate of multiple pages shall not be done without prior authority of (a) The Central Printing and Publications Management Organization as provided in paragraph 30 of the Joint Committee on Printing Regulations; or (b) the Joint Committee on Printing".



TRANSMITTAL SHEET

PART 314 DM 10	SUBJECT ADMINISTRATIVE SERVICES Printing and Binding Duplicating Copy Machines	RELEASE NUMBER 2404
FOR FURTHER INFORMATION, CONTACT Office of Administrative Services		DATE APR 14 1982


EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual release revises the procedures for the approval and acquisition of duplicating and copy machines. This release eliminates the submission of monthly inventory and production information to the Division of Printing and Publications. All components of the Department including field locations are required to submit Form DI-1866 before the acquisition of any copying equipment.

This release places the acquisition and management overview responsibility for Copy/Duplicating equipment in the Division of Printing and Publications and the utilization of the equipment with the bureaus and offices.

Included in the revisions are new procedures for the reporting of inventory and production information which will be required by the Congressional Joint Committee on Printing (JCP).

This release combines the provisions of 314 DM 10 and 11 and is numbered 314 DM 10.


 Deputy Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

314 DM 10 (1 sheet)
314 DM 11 (2 sheets)

Insert:

314 DM 10 (2 sheets)

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Administrative Services

Part 314 Printing and Publications

Chapter 10 Copy/Duplicating Equipment

314 DM 10.1

10.1 Authority. Bureaus and offices within the Department which have operating units in the field are authorized by the Department to perform specialized or limited duplicating and copying on their own equipment (see Joint Committee on Printing (JCP) Regulations, Title I, Paragraph 2-1).

10.2 Policy. The Department will limit the acquisition of duplicating/copy machines for better utilization of the equipment, for economy, and for efficiency. The purchase of equipment rather than rental is suggested where it is more economical, and centralizing copy equipment by establishing "Copy Centers" is encouraged.

10.3 Definition. The term "duplicating/copying" is defined as material produced by duplicating or copying equipment employing the lithographic process; and automatic copy-processing or copier-duplicating machines employing electrostatic, thermal, or other copying processes; provided that work does not exceed 5,000 production units of any one page and does not exceed 25,000 production units in the aggregate of multiple pages. A production unit is defined as one sheet, size 8 1/2" x 11", one side.

10.4 Guidelines.

A. All duplicating/copy machines acquired must be equipped with a meter to record production.

B. Units located in isolated areas that require a copier, even though the monthly volume is very low, may be granted approval to rent a small copier at the lowest possible cost.

C. High volume copier/duplicators should be acquired for monthly production exceeding 50,000 copies (see 314 DM 10.3).

D. The requirements in the JCP Regulations are to be used in conjunction with this chapter, as required. The Division of Printing and Publications, Office of Administrative Services (PMO), also issues information bulletins pertaining to reproduction matters.

10.5 Other Considerations. An evaluation will be conducted by the requesting office to determine the equipment that is best suited to meet copy requirements. The evaluation should consider all requests for other than normal copy capabilities such as: book copying; reduction features; white bond paper (as opposed to coated slick paper); large document platen for size-to-size copying up to 17" x 24"; quality reproduction for photos, etc.; the estimated monthly production and, if known, the number of large production runs per month (i.e., 100 jobs of 10 pages each, 50 copies per page); and any other unusual requirements.

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Administrative Services

Part 314 Printing and Publications

Chapter 10 Copy/Duplicating Equipment

314 DM 10.6

10.6 Approval.

A. All bureaus and offices of the Department, regardless of location, are required to obtain approval from the Chief, Division of Printing and Publications, PMO, for the acquisition of automatic copy-processing or duplicating equipment (see JCP Regulations, Title III, Paragraph 30). Requests are to be submitted on Form DI-1866.

B. Bureaus will designate a qualified individual to coordinate and serve as first review authority on all requests to acquire equipment (see 314 DM 1.8).

C. Requests will be submitted using Form DI-1866 and must include information as to:

(1) Cost of equipment.

(2) Location where proposed equipment will be placed including room number.

(3) The anticipated monthly volume of production and/or the specific need for equipment.

D. This type of equipment is not to be used as a substitute for services offered by the Departmental Printing Plant or the Government Printing Office (GPO) for bureaus and offices in the Washington area or the services of the GPO-RPPO in the field.

E. Items listed in the tables of Title II, Column 2, JCP Regulations, may be acquired without approval, except items listed in 10.3 above. Attention is called to the requirement of reporting inventory to JCP, and the prohibition of acquiring specific equipment to be used for duplicating/copying (see footnotes on pages 7 and 9 of the April 1977 edition of the JCP Regulations).

10.7 Inventory and Production Records. Bureaus and offices will maintain records of inventory and production and will review them periodically to determine proper utilization of equipment and economy and take necessary action when inefficiencies are noted.

A. Records should be maintained separately for:

(1) Copiers

(a) owned

(b) rented

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Part 314 Printing and Publications

Chapter 10 Copy/Duplicating Equipment

314 DM 10.7A(2)

(2) Duplicators

(a) owned

(b) rented

B. For each category listed in 10.7A above, the following information must be available for annual reporting:

- (1) Total number of equipment in use.
- (2) Total annual production.
- (3) Total annual costs of production.
- (4) Cost per copy.

10.8 Excess Production Units. Production units which exceed the limits prescribed in 314 DM 10.3 must have approval from the Chief, Division of Printing and Publications, PMO, prior to production. Excess production units must be reported to the JCP quarterly (see 314 DM 10.9B).

10.9 Reporting.

A. A consolidated report (Report Control Symbol 3-DOI-78-043) covering equipment performing duplicating/copying, as defined in Paragraph 2-1 of the JCP Regulations, will be submitted to the Chief, Division of Printing and Publications, PMO, no later than 30 days after the close of each fiscal year, identifying the volume of reproduction and the cost.

B. A report (Report Control Symbol 1-CON-68-085) will be forwarded to the Chief, Division of Printing and Publications, PMO, no later than 30 days after the close of each quarter on jobs which exceed the 5,000 or 25,000 production unit limitation (see 10.3). The report should indicate the title of each job, quantity (pages and copies), date, and where produced (see JCP Regulations, Title I, Paragraph 2-2).

10.10 Departmental Overview. Periodically, the Division of Printing and Publications, PMO, will require submission of copy machine inventory and utilization data for review and evaluation of bureaus' and offices' copy machine management.

10.11 Assistance. Assistance and guidance in solving reproduction problems may be addressed to the Division of Printing and Publications, PMO. Field units should direct such requests through their bureau coordinator or printing officer (see 10.6B).

Supp. 4, Release 1, 4/5/84



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

APR 26 1982

Memorandum

To: Printing and Publications Officials
Washington Area and Field Locations

From: Chief, Division of Printing and Publications

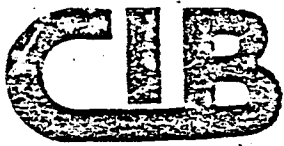
Subject: Revised 314 DM 10

I am sending a copy of the revised 314 DM 10 in which you will note that monthly submission of inventory and production information is eliminated. The new consolidated fiscal year reporting requirements as defined in 10.9 Reporting should be carefully reviewed and brought to the attention of all units of your bureau or office immediately.

Also, note that all components of the Department including field locations are required to submit Form DI-1866 request for Reprographic Equipment, before the acquisition of any copying equipment. Questions concerning these new requirements should be directed to the Division of Printing and Publications. The telephone number is 343-6748.

TEX GRIGGS
Tex Griggs

Attachment



COPIER INFORMATION BULLETIN

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(Sent only to Washington, DC and Field Printing Officials; when distributing, please send to procurement officials).

All components of the Department should comply with the specifications of the revised 314 DM 10 effective 4-14-1982 to annually report consolidated production/cost data on all copiers and duplicators, and quarterly report excess production units for the JCP. Therefore, you should no longer submit individual Form DI 1860 Inventory, 1861 Monthly Data, and 1862 Termination and Disposal cards.

Also, submit Form DI 1866 Request for Reprographic Equipment, before acquiring any copying/duplicating equipment. Questions concerning these changes should be directed to the above office.

PRINTING PLANT REPORT
JCP FORM NO. 1 (REV. 3-71)

Department headquarters shall submit two copies of this report to the Joint Committee on Printing within 30 days after the close of each of the first three fiscal quarters. The last fiscal quarter report shall be forwarded to the committee in duplicate not later than August 31.

DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT (STATE, CITY, AND STREET)	JCP AUTHORIZATION NO.	FOR PERIOD ENDED
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PART I.—COST INFORMATION (FOR FISCAL YEAR ONLY)

ITEM	ALL PRINTING, EXCEPT COMPOSITION ¹ (COL. A)	COMPOSITION, ALL TYPES ² (COL. B)	OPERATIONS OTHER THAN PRINTING ³ (COL. C)
Total salaries of all personnel including supervisory directly engaged in the operation of plant (including overtime and annual and sick leave)	Omit cents \$	Omit cents \$	Omit cents \$
Cost of paper, ink, chemicals, negatives, plates, etc., used during report period			
Depreciation of equipment (1% per month of original cost until fully depreciated)			
Amount spent for repairs and maintenance			
Allowance for space occupied (whether Government-owned or rented), utilities, etc. (14.5 cents per month per square foot of total space occupied)			
Amount spent for rental of equipment			
Total cost (Use col. A total from this line to compute cost per 1,000 units)			
Total cost of printing including composition (col. A + col. B)			X X X X X

¹ Include in Column A cost of all offset camera work, negative work, imposition, platemaking, duplicating, presswork, scoring, perforating, numbering, folding, collating, gathering, drilling, punching, stitching, sewing, inserting, tipping, padding, trimming, tying, wrapping, and all other operations necessary to complete printing or binding product.

² Include in Column B cost of all composition produced by plant.
³ Include in Column C cost of all operations not involving printing (Col. A) and composition (Col. B). Costs to be included in Column C will include, but not be restricted to, addressing, distribution, camera work (other than lithographic), photostating, ozalid, B/W, etc.

PART II.—PRODUCTION INFORMATION

PRESSWORK	UNITS PER PRESS IMPRESSION (COL. D)	NUMBER OF PRESSES IN EACH CATEGORY REPORTED (COL. E)	NUMBER OF STENCILS, MASTERS, PLATES, OR FORMS (COL. F)	TOTAL UNITS PRODUCED, EXCLUDING OVERRUNS (COL. G)
OFFSET (include mimeograph and spirit)	11" x 17" or less (maximum image 10 1/4" x 14")	1		
	11" x 17" or less, tandem (maximum image 10 1/4" x 14 1/4")	2		
	11" x 17" (image larger than 10 1/4" x 14 1/4")	2		
	14" x 20", and 15" x 18"	2		
	11" x 17" tandem (image larger than 10 1/4" x 14 1/4")	4		
	17" x 22" and 19" x 25"	4		
	22" x 29"	6		
	22" x 34"	8		
	23" x 36"	8		
	23" x 36" perfecting	16		
34" x 44"	16			
Other (specify)				
Total units produced by offset this fiscal quarter	X X X	X X X X	X X X X X	
LETTER-PRESS	Under 10 1/4" x 16"	1		
	Other (specify)			
Total units produced by letterpress this fiscal quarter	X X X	X X X X	X X X X X	
Total units produced in plant this fiscal quarter	X X X	X X X X	X X X X X	

NOTE: Complete this block only on last fiscal quarter report.

Total units produced in plant this fiscal year	X X X	X X X X	X X X X X	
Cost per 1,000 units (total cost of printing, excluding composition, part I, col. A, divided by total production units produced in the plant. Drop last 3 digits of col. G when computing cost per 1,000 units.)				\$

PREPARED BY (Person in charge of plant)

DATE SUBMITTED

Form for Reporting Acquisition of Power-Operated Collators for Use in Other Than Authorized Printing Plants.
JCP FORM NO. 3 (3/63)

Department headquarters shall submit this form to the Joint Committee on Printing within 30 days after acquisition of each power operated collating machine for any installation other than an authorized printing plant.

DEPARTMENT OR AGENCY	NAME AND LOCATION OF INSTALLATION (State, City, Street, Building, and Room No.)
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PRODUCTION INFORMATION FOR PAST YEAR

	NUMBER OF DUPLICATORS IN EACH CATEGORY REPORTED	NUMBER OF STENCILS, MASTERS, PLATES	TOTAL UNITS PRODUCED
Stencil duplicators			
Spirit duplicators			
Offset duplicators			
Total units produced	X X X X X X X X X X X X	X X X X X X X X X X X X	

PROJECTED PRODUCTION INFORMATION FOR NEXT YEAR

	NUMBER OF DUPLICATORS IN EACH CATEGORY	NUMBER OF STENCILS, MASTERS, PLATES	TOTAL UNITS ANTICIPATED
Stencil duplicators			
Spirit duplicators			
Offset duplicators			
Total projected production	X X X X X X X X X X X X	X X X X X X X X X X X X	

INVENTORY OF EQUIPMENT

List below all equipment (see par. 9, cols. 1, 2, and 3, of current Government Printing and Binding Regulations) now in installation.

DESCRIPTION <small>Group and identify by type of machinery in the following order: Composing, platemaking, duplicators, binding, and related equipment</small>	AGE	CONDITION*	SERIAL NO.	SIZE	MODEL	ESTIMATED VALUE	
						\$	

SIGNATURE	OFFICIAL TITLE	DATE SUBMITTED
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*Condition: N=new; E=excellent; G=good; F=fair; P=poor; U=unserviceable. 16-79890-1 (OVER)

ANNUAL MAP AND/OR CHART PLANT REPORT

JCP FORM NO. 4 (Rev. 5-65)

Department headquarters shall submit this form in duplicate to the JOINT COMMITTEE ON PRINTING within 60 days after the close of each fiscal year, showing a summary of all work accomplished in the plant.

DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT	JCP AUTHORIZATION No.	FOR PERIOD ENDED
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PART I—COST INFORMATION

ADMINISTRATIVE	
Total salaries of administrative and supervisory personnel (including overtime and annual and sick leave).....	\$
DIRECT	
Total salaries of all personnel other than administrative and supervisory engaged in the operation of plant (including overtime and annual and sick leave).....	\$
Cost of paper, chemicals, negatives, plates, etc., used by plant.....	\$
INDIRECT	
Depreciation of equipment (1% per month of original cost).....	\$
Amount spent for repairs and maintenance.....	\$
Allowance for space occupied (whether Government-owned or rented), utilities, etc. (14.5 cents per month per square foot of total space occupied).....	\$
TOTAL COST OF OPERATION	\$

PART II—PRODUCTION INFORMATION

(For the purpose of this report, press impressions will be used in lieu of 8 x 10½ units)

Size of Press	Number of Presses of Size Indicated	Total Number of Plates Used on Size Indicated	Total Impressions on Size Indicated (Count each color as separate impressions)	Size of Press	Number of Presses of Size Indicated	Total Number of Plates Used on Size Indicated	Total Impressions on Size Indicated (Count each color as separate impressions)
Grand Total of Impressions (all sizes)							

PREPARED BY (Person in charge of plant)	DATE SUBMITTED
---	----------------

EXCESS EQUIPMENT DISPOSAL REPORT

JCP FORM NO. 7 (Rev. 12-72)

Department headquarters shall submit one copy of this form to the Joint Committee on Printing within 30 days after completion of disposal action. Equipment shall be reported on this form in accordance with procedures contained in paragraph 10, JCP Regulations.

NAME OF DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT OR INSTALLATION WHERE EQUIPMENT WAS USED OR STORED	JCP AUTHORIZATION NO., IF PLANT
------------------------------	---	---------------------------------

DESCRIPTION <small>Group and identify by type of machinery in the following order: Composing, platemaking, printing presses, binding, and related equipment.</small>	AGE	CONDI- TION*	SERIAL NO.	SIZE	MODEL	ESTIMATED VALUE
						\$

SIGNATURE (<i>Designated Official</i>)	TITLE	DATE SUBMITTED
--	-------	----------------

*Condition: N-New, E-Excellent, G-Good, F-Fair, P-Poor, U-Unsatisfactory.

REQUISITION NO. _____

REQUISITION

(Date)

NOTE: For blocks 1 through 5 insert same codes as used on coding sheet (Form 5-702)

(1) AREA/AGENCY	(2) LOCATION, PROJ. OR TRIBE	(3) APPROPRIATION	(4) ACTIVITY	(5) COST ACCOUNT
-----------------	------------------------------	-------------------	--------------	------------------

FEDSTRIP CODING

(6) ROUTING IDENTIFIER	(7) SUPPLEMENTARY ADDRESS	(8) FUND (PRIMARY ACCT.)	(9) PRIORITY	(10) ADVICE
------------------------	---------------------------	--------------------------	--------------	-------------

(11) REQ./P.O. NO.	(12) COST/G.L. ACCT.	(13) PMO/WORK ORDER NO.	(14)
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FEDERAL STOCK NO.	DESCRIPTION	INVENTORY ON HAND	AUTHORIZED INVENTORY LEVEL	QUAN.	UNIT	UNIT PRICE	TOTAL COST

DELIVERY REQUIRED BY _____
(Date)

DELIVER TO _____
(Date)

Receipt is hereby acknowledged of the above items.

The above items are required for the purposes indicated and will be so used.

Supp. 4, Release 1, 4/5/84
Supp. 4, Release 1, 4/5/84

GPO: 1970-O-380-184

(Signature and Title)

GPO 876 971

DEPARTMENT OF THE INTERIOR

REQUEST FOR REPROGRAPHIC EQUIPMENT

APPROVAL IS REQUIRED FOR ITEMS LISTED IN JCP REGULATIONS AND PROVISIONS OF 314 DM 10 AND 11

(FILL IN BELOW THE LINE)

REQUESTING OFFICE, ADDRESS	SIGNATURE	PRINT NAME	TITLE	DATE	FTS AND COMMERCIAL TELEPHONE NUMBER
-------------------------------	-----------	------------	-------	------	--

ANTICIPATED MONTHLY VOLUME _____ OFFICE NAME, BUILDING, ROOM #, STREET ADDRESS, CITY, STATE, ZIP, FTS AND COMMERCIAL TELEPHONE #'S (EXACT LOCATION FOR EQUIP.)	REQUESTING _____	LIST ALL SIMILAR EQUIPMENT IN BUILDING				
	_____ RENTAL _____ PURCHASE _____ NEW INSTALLATION _____ REPLACEMENT _____ OTHER _____	VENDOR MODEL _____	VENDOR	MODEL	ROOM	MONTHLY #

JUSTIFICATION AND EXPLANATION (SUGGESTED DEALER AND LOCATION) Please explain why you are requesting the Vendor and model above, rather than other competitive equipment. If applicable, please explain what you will do with the equipment now on hand (trade-in, use elsewhere, store, not currently use, end rental).

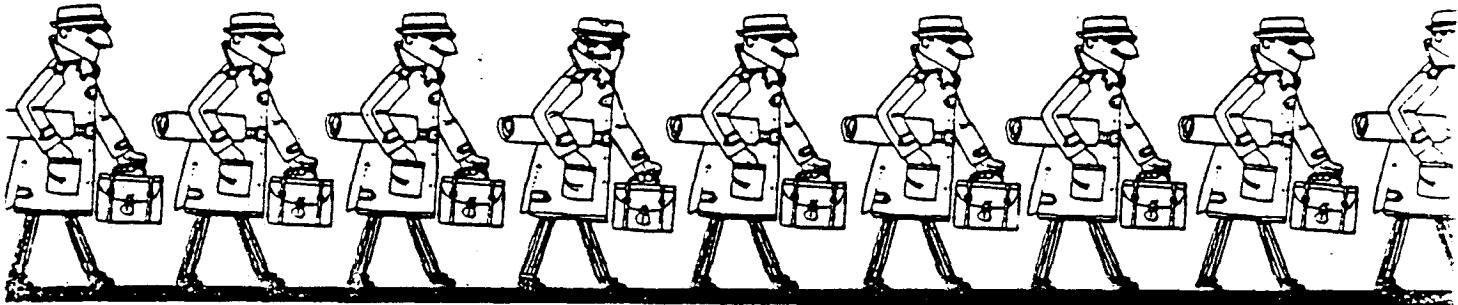
REGION, AREA OR STATE OFFICE, ADDRESS	SIGNATURE	PRINT NAME	TITLE	DATE	FTS AND COMMERCIAL TELEPHONE NUMBERS
--	-----------	------------	-------	------	---

BUREAU HEADQUARTERS ADDRESS	SIGNATURE	PRINT NAME	TITLE	DATE
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DEPARTMENT OF INTERIOR DIVISION OF PRINTING AND PUBLICATIONS ROOM 1307 18TH & C STREETS, N.W. WASHINGTON, D.C. 20240	BELOW IS FOR DEPARTMENTAL USE ONLY				CONTROL # _____
	SIGNATURE	PRINT NAME	TITLE	DATE	PHONE: 8-343-6748 202-343-6748

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

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

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

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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		

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Form DI-550
(Dec. 1977)

UNITED STATES
DEPARTMENT OF THE INTERIOR

INSTRUCTIONS - See Reverse Side

PUBLICATION APPROVAL REQUEST

TO: DIRECTOR OF PUBLIC AFFAIRS
OFFICE OF THE SECRETARY

FROM: _____
Organization _____ Date _____

1. Approval of the attached publication is requested. Full text, cover page, title page, preface, contents page, photos and captions, footnotes, etc., are attached. NO TYPESETTING, FINAL DESIGN OR ARTWORK HAS BEEN OR WILL BE DONE PRIOR TO THIS APPROVAL.

2. Title of Publication: _____

3. JUSTIFICATION (Continue on reverse side or separate sheet)

4. Check one: New Reprint (NO changes) Revision (Attach copy of last printing)
Date of last authorization _____ . Total cost of last printing _____ .

5. Recommended for GPO sales? Yes No (If Yes, how many; If No, explain why not recommended. Explanations on reverse or separate sheet)

6. Printing to be accomplished in Washington Other (Specify) _____

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Text			Approx. No. Illust.	
Cover			Est. Total Cost	\$

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- Approved except as noted (See attached memorandum)
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Title _____

Signature _____ Date _____
Title _____