

Department of the Interior Departmental Manual

Effective Date: 5/6/97

Series: Administrative Services

Part 314: Printing and Publications

Chapter 2: Requests for Printing Services

Originating Office: Office of Information Resources Management

314 DM 2

2.1 Procurement of Printing Services. Printing services must be procured as mandated by Title 44 U.S. Code and the current Legislative Appropriations Act. Printing requests requiring the use of the GPO must be submitted on a GPO Standard Form 1 (SF-1) "Printing and Binding Requisition," unless under a current GPO term contract.

A. **GPO Procurements.** Blocks of SF-1 requisition numbers will be permanently assigned to each bureau. As described in the GPO Agency Procedural Handbook, numbers issued for regional printing must be separate and distinct from Washington area numbers. In addition, all requisition numbers must be followed by the symbol: I- followed by individual 2 or 3 letter bureau designations.

Examples: 6-04001 I-RE Reclamation WASHINGTON AREA
6-09001 I-RE Reclamation REGIONAL OFFICES

Please note that the first number identifies the fiscal year. Fiscal year numbers are the only numbers to change each year.

2.2 Field Printing. All printing required by Departmental field offices shall be obtained through the nearest GPO-RPPO or forwarded to bureau headquarters.

A. The GPO-RPPO will determine the area of bid competition, considering all factors, including the lead-time and transportation costs.

B. Departmental field offices outside the continental U.S. not having an assigned GPO-RPPO must:

(1) Contact the appropriate GPO-RPPO and describe the project(s) required for printing to determine if the GPO can print the project(s) in the time frames required and at equal or less cost than local commercial printers. If so, the office shall procure the project(s) through that GPO-RPPO.

(2) Discuss the field office's overall printing needs with the bureau head to determine if a GPO-sponsored local term contract can be put in place to service those needs.

(3) Obtain the approval of the bureau head before actively pursuing a GPO-sponsored local term contract.

(4) Contact the bureau headquarters requesting assistance for printing needs.

(5) Ensure that publications are in compliance with the same review and approval procedures as established for the individual bureau regardless of where the publication is to be printed or produced.

2.3 **Printing of Maps.** When printing maps, consideration should be given to the capabilities of the U.S. Geological Survey as outlined in 757 DM 3.6D.

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