

# Reclamation Manual

## Directives and Standards

<b>Subject:</b>	Publication Printing, Publication Distribution and Reprographics Management
<b>Purpose:</b>	Provides requirements and responsibilities for the Bureau of Reclamation Printing Program, distribution of publications (i.e., administrative, technical, or non-technical), and reprographics management. The benefits of this Directive and Standard (D&S) are to improve and standardize printing processes and reprographic equipment management across Reclamation. These requirements will ensure that Reclamation printing complies with U.S. Government Publishing Office (GPO) regulations and the Department of the Interior requirements associated with printing(i.e., acquisition and operations therein, and reprographic management.
<b>Authority:</b>	Public Printing and Documents Act of 1968 (Pub. L. 90-620; 44 USC 103, 501, 1105, 1705, and 1707); Rehabilitation Act of 1973, as amended; 29 USC 794d; Printing Procurement Regulation, GPO Publication 305.3; GPO Contract Terms, GPO Publications 310.1 and 310.2; GPO Circular Letters, 314 <a href="#">Departmental Manual</a> (DM) 1 through 9
<b>Approving Official:</b>	Associate Chief Information Officer (ACIO), Information Resources Office (IRO)
<b>Contact:</b>	IRO, Printing and Duplicating Team (84-21131)

1. **Introduction.** This D&S establishes the requirements and responsibilities associated with publication printing, printing processes and print procurement within Reclamation offices, distribution of publications, and the process of procuring and managing reprographic equipment.
2. **Applicability.** This D&S applies to all Reclamation employees involved with print procurement that have signature authority to utilize GPO Contracts, internal Reclamation printing and duplicating operations, printing officers or print managers, printing services specialists, reprographic program manager (RPM), and employees that have responsibilities in managing reprographic equipment.
3. **Printing Program Oversight and Administration.** The ACIO provides senior-level oversight of Reclamation's implementation and execution of printing, publications, and the reprographics management program.
  - A. The ACIO must designate a Publications Management Officer (PMO) for Reclamation. The PMO must:

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- (1) develop and implement all policies, standards, and procedures for an effective publications management program in coordination with region and area offices;
  - (2) participate on the Department's Publishing Council as liaison with the Department on all printing functions;
  - (3) provide guidance regarding regulations and Departmental directives to Reclamation's regional publication liaison officers (PLO) who are responsible for informing regional public affairs officers and area office management; and
  - (4) provide administrative oversight and guidance to all Reclamation offices as necessary.
- B. The ACIO must designate the RPM for Reclamation. (See Paragraph 6.)
- C. Each regional office will designate a PLO or printing specialist to interpret and implement policies and requirements and to maintain centralized oversight for its printing, print procurement with GPO, and publication activities.
- D. PLOs and printing specialists are required to receive training with GPO to be granted signature authority by the PMO, and to utilize GPO procurement vehicles.
- E. GPO signature authority must be obtained on an annual basis according to the GPO annual Circular Letter.
4. **Publication Printing and Print Procurement.**
- A. **Publication Printing Requirements (In-Plant).** The PMO, PLOs, and printing specialists must follow the guidelines to implement requirements imposed by the *Joint Committee on Printing No. 26* document as described below.
- (1) Work exceeding 5,000 production units (impressions) of any one page, and work exceeding 25,000 production units in the aggregate of multiple pages, shall not be done.
  - (2) Any orders exceeding the limits listed in Paragraph 4.A.(1) must be placed on a GPO procurement vehicle.
- B. **Print Procurement.** The PMO, PLOs, and printing specialists must include the following elements for orders submitted to GPO:
- (1) the appropriate GPO form for the appropriate GPO procurement vehicle listed on the GPO website;
  - (2) a complete line of accounting (LOA); and

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- (3) the signature of an individual with GPO signature authority.

### C. Publication Elements.

- (1) **Visual Identity.** All publications produced by Reclamation<sup>1</sup> must be produced in compliance with the standards and guidelines contained in Reclamation Manual (RM) D&S, *Application of Visual Identity in Corporate Materials* ([ADM 02-05](#)).
- (2) **Mission Statements.** Per [314 DM 3](#), *Official Identifications and Use*, bureaus are encouraged to use mission statement(s) in their publication.
  - (a) Reclamation's mission statement, found at <https://www.usbr.gov/main/about/mission.html>, is available for use without the Department's mission statement.
  - (b) If the Department's mission statement, found at <https://www.doi.gov/about>, is used, then Reclamation's mission statement must be included as well, unless the document is strictly a Departmental publication.
  - (c) If a mission statement is not used, it shall be appropriate to state, parenthetically, that Reclamation is part of the Department.
  - (d) If the office authorizing the publication has concerns about whether or not to use the Department's mission statement in concert with Reclamation's mission statement, that office shall seek guidance from the regional public affairs officer or the Chief, Public Affairs on a case-by-case basis.
- (3) **Publication Elements Education and Information.** If there are any concerns of required elements, including mission statements, on Reclamation publication(s), contact your regional public affairs office.

### D. Publication Approval Process.

- (1) Any individual or office that is planning on producing a publication is required to fill out the Publications Approval Request form, 7-2525, which is available only to Reclamation employees and is accessible by typing "forms/" in the URL of an internet browser.

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<sup>1</sup> When drafting acquisition requirements (i.e., a Solicitation's Statement of Work, Statement of Objectives, or technical specifications), the program/requesting office is responsible for including any publication printing, publication distribution, and reprographics management requirements that are applicable to contract performance, deliverables, and/or contractor employees, including requirements in ADM 02-01.

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- (2) The 7-2525 form will be initiated after the text for a publication has been drafted, proposed photographs and graphics have been selected, and preliminary design has been completed.
  - (3) All publications (except those listed in Paragraph 4.F. of this D&S) must be approved at the appropriate levels before they are produced.
  - (4) All publications that are more than 3 years old must receive print approval before they are produced again.
  - (5) All publications with substantive design or text revisions from their original version must be approved before they will be reprinted.
  - (6) Once the individual or office initiating the 7-2525 form receives a signed form, the individual or office will:
    - (a) preserve and maintain a copy of the signed form for future reference and to fulfill any requests for reports, in accordance with RM D&S, *Information Management* ([RCD 05-01](#)) and *Privacy and Safeguarding Personally Identifiable Information (PII)* ([RCD 01-02](#));
    - (b) complete final writing, editing, and design of the publication;
    - (c) provide final publication and signed 7-2525 form to printing specialist or individual with GPO signature authority for production of publication; and
    - (d) provide final copy of publication with a copy of the signed 7-2525 form to the Denver Public Affairs Office.
- E. **Accessibility and Availability to Public.** All printed and electronic content must conform with Section 508 of the Rehabilitation Act (Section 508) requirements.
- F. **Excepted Publications.** Unless the following publications contain a Secretarial message or have policy implications for Reclamation, they are exempt from the approval process (visual identity guidelines apply to these publications, as they do to all publications):
- (1) draft and final environmental impact statements;
  - (2) environmental assessments, and findings of no significant impact;
  - (3) biological assessments;
  - (4) safety of dams reports;
  - (5) records of decision;

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- (6) technical/scientific/statistical publications (e.g., security program or controlled unclassified information documents, cultural resources compliance reports including survey, testing, mitigation, nominations, and context documents);
- (7) employee newsletters (if more than 10 percent of the newsletters are for external distribution, the approval process must be followed);
- (8) construction and acquisitions specifications;
- (9) administrative materials produced solely for internal use (e.g., training manuals);
- (10) planning reports;
- (11) covers; or
- (12) charts and maps.

### 5. **Publication Distribution.**

A. **Publication Requests.** Requests for Reclamation publications must be submitted to the office authorized to distribute the material requested as outlined below.

- (1) **Denver Office.** The Publishing Services Office maintains a small stock of Reclamation publications that provide Reclamation-wide information intended for Reclamation and general distribution.
- (2) **Regional Offices.** The principal stock of a publication intended primarily for distribution within a region must be retained by the region. Additional requirements for other Reclamation offices must be determined before any publication is printed.

B. **Free Distribution.** Unless Reclamation has an agreement with other Government agencies for the exchange of publications at no charge, requests from Government agencies, general public, and educational institutions will be referred to Superintendent of Documents or National Technical Information Service through the Denver Publishing Services Office. At the discretion of publication managers, a limited number of copies of publications shall be given as courtesy copies.

### C. **Procedures for Ordering Publications.**

- (1) Publications must be ordered through Reclamation's internal Web-to-Print site, which is available only to Reclamation employees and is accessible by typing "print/" in the URL of an internet browser. Ensure that all records generated as part of this process conform with RCD 05-01.

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- (2) The publications available through the Denver Office will be listed in the catalog on the Web-to-Print site described in Paragraph 5.C.(1). If there are no more physical copies available of publications, there are several publications ready for print-on-demand available through request on the Web-to-Print site.

### D. Stock Reduction and Disposal.

- (1) Each Reclamation publication must be inventoried biennially, by the Denver Office, to determine actual usage and stock levels. Reduction of stock will only occur when there are more than 100 copies and there have been no issues in the past 2 years. Stock levels must be reduced to no more than 25 copies.
- (2) Publications that have had less than five issues in the past 5 years will be considered inactive and the stock destroyed. The regional public affairs office must be contacted before the disposal of regional publications.

### E. Warehousing. All Reclamation publications must be stored in a secure area.

6. **Reprographic Equipment.** The Reclamation RPM in the Denver Office is authorized ([314 DM 9, Reprographics Management](#)) to approve procurement of all Reclamation reprographic equipment without Departmental approval.

#### A. Approval Process Requests. The RPM must develop a process for submitting requests, in accordance with 314 DM 9. Reclamation's process is listed below.

- (1) All Reclamation employees must complete the Reprographic Equipment Request form, 7-1866, which is available only to Reclamation employees and is accessible by typing "forms/" in the URL of an internet browser.
- (2) The approved 7-1866 form must be submitted to Acquisition Operations Group with the purchase request.
- (3) The Acquisition Operations Group must verify that the approved 7-1866 form has been received prior to processing the purchase request.

#### B. Reprographic Program Oversight. The RPM will:

- (1) complete the approval review for the procurement of reprographic equipment;
- (2) maintain a repository list of approved reprographic equipment;
- (3) conduct management control reviews as required by 314 DM 9; and
- (4) review equipment requests that require approval from the Joint Committee on Printing and forward it to the Department.

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### 7. Definitions.

- A. **Administrative Publications.** Administrative publications include such documents as telephone directories, warehouse catalogs, personnel manuals, newsletters, and other such documents required for the efficient management of Reclamation offices.
- B. **GPO.** The Government Publishing Office or GPO is the Federal Government's centralized resource for publishing all types of printed materials. The GPO is responsible for printing and distributing information products and services for the executive branch, Congress, and the Federal judiciary.
- C. **GPO Signature Authority.** Individuals who are authorized to sign and submit printing and binding requisitions to the GPO.
- D. **Impression.** The printing term for page count. Each sheet of paper consists of up to two impression counts (front and back).
- E. **In-Plant.** An in-plant is an internal government facility that performs copy or print work primarily for others with a dedicated staff. In-plant sites can include in-plant print shops and integrated print/data shops that also offer copying or printing services and copy departments.
- F. **Joint Committee on Printing.** The Joint Committee on Printing is a joint committee of the United States Congress devoted to overseeing the functions of the GPO and general printing procedures of the Federal Government of the United States.
- G. **LOA.** This is the funding office information required for procuring print orders. The LOA is comprised of fund, cost center, and work breakdown structure or WBS.
- H. **Non-technical Publications.** Non-technical and consumer-oriented publications include folders, flyers, broadsides, circulars, pamphlets, annual reports, newsletters, books, brochures, fact sheets, recreation maps, posters, and similar publications, whose primary purpose is public information.
- I. **Print-on-Demand.** When there are no hard copies available of a publication, and there is a file ready to print. Copies will be printed as requested.
- J. **Procurement Vehicle(s).** A procurement vehicle is a streamlined method the government uses to buy goods and services. There are different processes available through the GPO to acquire print.
- K. **Production Unit.** Is another word for "impression."
- L. **Publication.** A document that is written to print or post via an electronic method.
- M. **Reprographic Equipment.** Also known as copiers or multi-functional devices.

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- N. **Superintendent of Documents.** The Superintendent of Documents or SupDocs leads the GPO in providing public access to Government information published by Congress, Federal agencies, and the Federal courts.
  - O. **Technical Publications.** Technical publications include manuals, reports, statistical material, monographs, training courses, books, booklets, and brochures containing technical information in such fields as engineering, design, construction, planning, operation, maintenance, and research.
  - P. **Web-to-Print.** Reclamation's internal website to request items from the catalog and submit orders for printing.
8. **Review Period.** The originating office will review this release every 4 years.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_