

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

1. Explanation of Material Transmitted: This Manual Release provides guidelines for preparing and producing printed materials for BLM. This is a complete manual revision which incorporates updated policy from both the Joint Committee on Printing and the Department of the Interior.
2. Reports Required: None.
3. Material Superseded: The Manual pages superseded by this release are listed under "REMOVE" below. No other directives are superseded.
4. Filing instructions: After the attached sheets have been filed as directed, this Transmittal Sheet may be discarded.

REMOVE:

All of 1551 (Rel. 1-1243)

(Total: 16 Sheets)

INSERT:

1551

(Total: 22 Sheets)

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1551-PRINTING**Table of Contents**

- .01 Purpose
- .02 Objectives
- .03 Authority
- .04 Responsibility
- .05 References
- .06 Policy
- .07 File and Records Maintenance
- .1 Standards**
 - .11 Paper Stock
 - A. Authorized Types
 - B. Recycled Paper
 - C. Coated Stock
 - D. Color Dividers
 - .12 Multicolor Printing
 - A. Using Two or More Ink Colors
 - B. Appropriate Use of More Than One Ink Color
 - C. Unjustified Use of Multiple Ink Colors
 - D. Alternatives to More Than One Ink Color
 - E. Approvals for More Than One Ink Color
 - F. Blanket Approvals
 - G. Four-Color (Process) Printing
 - .13 Government Printing Office (GPO) Quality Attributes
 - A. Selecting a Quality Level
 - B. Description of Quality Levels
 - C. Multiple Quality Levels
 - .14 Identification of Publications
 - A. Required Information
 - B. Seals and Emblems
 - .15 Production Timeframes
 - A. Suggested Production Turn-Around
 - .16 Self-Mailers
 - .17 Composition
 - A. When to Use
 - B. Sources
 - C. Composition formatting (Typesetting)
 - .18 Production Standards
 - A. Trim (Finish) Sizes
 - B. Paper
 - C. Inks
 - D. Fold Ins or Oversized Pages
 - E. Binding
 - F. Illustrations
 - G. Color Divider Sheets and Tab Dividers
- .2 Restrictions**
 - .21 Copyrights
 - .22 Commercial Advertisements
 - .23 Calling or Greeting Cards
 - .24 Free Distribution of Publications
- .3 Publication Approval Request and Control Document, DI-550**
 - .31 Departmental Policy
 - .32 Approval Procedure for DI-550
- .4 Planning**
 - .41 Consultation and Coordination
 - .42 Budgeting
 - .43 Graphic Design
 - .44 Scheduling
 - A. In-house Capability
 - B. Composition
 - C. Size of Job
 - D. Printing Method
 - E. Time
 - F. Quality Level
 - G. Distribution
 - H. Approvals
 - I. Oversight
- .5 Procurement**
 - .51 Mandatory Source
 - A. Exceptions to GPO Procurement
 - .52 Obtaining Printing Through GPO
 - A. Main GPO
 - B. GPO Regional Printing and Procurement Offices
 - C. Procurement Contract Types
 - .53 Other Authorized Federal Sources
 - A. General Services Administration (GSA)
 - B. Federal Prison Industries (UNICOR)
 - C. Departmental Printing Plants
 - D. Other Federal Sources
 - .54 Direct Open Market Procurement From Contractors
 - .55 Printing of Cooperatively Produced Publications
 - .56 Waivers
- .6 Procurement from GPO**
 - .61 Requirements That Must Be Met By The BLM
 - A. Liaison and Ordering Officials
 - B. Agency Requisition Numbering System
 - C. Appropriation Information
 - D. Recording Printing Procurement Data
 - E. BLM Form 1310-5 (Document Face Sheet)
 - F. GPO Billing Address Codes
 - .62 Required Forms for GPO
 - A. Standard Form 1, Printing and Binding Requisition
 - B. GPO Form 2511, Print Order
 - C. GPO Form 3868, Notice of Intent to Publish
- .7 BLM and Departmental Forms**
 - .71 BLM Form 1550- 1, Publication Index Numbering

1551-PRINTING

.72 Departmental Form D1- 14, Printing and Binding
Distribution Requests

.8 Joint Committee on Printing (JCP) Reports

.81 JCP Form No. 2 (Commercial Printing Report)

Illustrations

1. Publications Approval Request and Control Document
(Form DI-550)
2. Printing and Binding Requisition (Standard Form 1)
3. Print Order (GPO Form 2511)
4. Notification of Intent to Publish (CPO Form 3868)

5. Printing, Binding, and Distribution Request
(Form DI-14)

6. Commercial Printing Report (JCP Form No. 2)

7. Sample Data Log Sheet

8. Document Face Sheet (BLM 1310-5)

9. Print Order (GPO Form 2511A)

10. Printing and Publication Checklist (BLM1550-7)

Appendix

1. GPO Regional Offices

1551-PRINTING

.01 Purpose. This Manual Section establishes standards and policy for preparing and producing printed materials.

.02 Objectives. See BLM Manual Section 1550.02.

.03 Authority. See BLM Manual Section 1550.03.

.04 Responsibility. See BLM Manual Section 1550.04.

.05 References. See: BLM Manual Section 1550.05; BLM Manual Section 1223.5; Departmental_Manual Part 314 DM1-11.

.06 Policy. See BLM Manual Section 1550.06.

.07 File and Records Maintenance. See BLM Manual Section 1550.07.

1551-PRINTING

.1 Standards. The Joint Committee on Printing (JCP) regulations contain technical standards, and production and procurement restrictions that are applicable to all Federal printing. The Department supplements these regulations in 314 DM. Ordering officials should keep and use these documents along with this Manual Section, as the basic references on all printing and distribution matters. The BLM standards contained herein are mandatory. Any deviation will require advance approval in writing by Chief, Division of Administrative Services, (WO 850).

.11 Paper Stock.

A. *Authorized Types.* Only those paper stocks listed in the Joint Committee on Printing (JCP) "Government Paper Specification Standards and Supplements" may be used in the printing or duplicating process. Generally, JCP considers use of other types, grades, or weights wasteful. Deviations from authorized stocks must be indicated on DI-550. Copies of the "Government Printing Specification Standards" may be ordered through the annual publications distribution list. Consult Records Managers for this list.

B. *Recycled Paper.* Recycled paper containing a minimum of 50 percent recycled materials of which at least 10 percent is post consumer waste is the preferred stock for all printing. The final decision on use should be balanced against availability and price differential. If the publication is to be a permanent record, special recycled stock is available from the Government Printing Office.

C. *Coated Stock.* Coated stock is not easily recycled and therefore, should only be used when no other stock will provide the desired effect.

D. *Color Dividers.* Color dividers must be kept to a minimum and are not authorized for any environmental impact statement (draft or final). Leledge (bleed edge indexing) printing should be considered as a substitute.

.12 Multicolor Printing.

A. *Using Two or More Ink Colors.* Multicolor printing increases both graphic preparation and printing costs. Consequently, all printing which necessitates two or more ink colors must be justified and approved by the Department. Black ink is considered a color.

B. *Appropriate Use of More Than One Ink Color.* The following are appropriate reasons for using more than one ink color.

1. *Indirect Cost Savings* would result from use of multiple ink colors.

2. *Maps* may have color if necessary for clarity and conformity with National Mapping Standards.

3. *Object Identification* for diseases, plants, flags, signs or uniforms, may be achieved with color. The BLM emblem may be produced in color on BLM signs, automobiles, aircraft equipment, and personal property decals (see .14B).

4. *Programs Required* by law, whose success depends on public response, may have color if public response can be improved by its use.

5. *Promotional or Motivational Activities* such as public health, safety, and consumer protection may use color. Such activities might include fire prevention, personnel recruitment, the BLM recreation management, fish and wildlife management, and other special program areas.

C. *Unjustified Use of Multiple Ink Colors.* Multicolor printing is generally not approved if use is primarily decorative, if use is not carefully planned so that the functional contribution of color can be recognized; if use offsets lack of effective layout or design; or if additional color is used excessively, e.g. using four colors when two or three will do. Appearance alone is not sufficient justification.

D. *Alternatives to More than One Ink Color.* Before deciding to use more than one ink color, determine whether the desired results can be achieved by other less expensive methods. For example, a multicolor effect may be achieved, through the utilization of a single ink color and screen tinting or a single ink color on colored paper.

E. Approvals for More than One Ink Color.

1. *Using Multiple Ink Colors* for publications requires approval through the DI-550 process. (See .2, Restrictions, B, Publication Approvals, Manual Section 1120.72 Clearances, and Illustration .3).

2. *Publications*, which are normally exempt (safety and technical) from the DI-550 process, but need to be printed in two or more ink colors, must follow the DI-550 process.

3. *For Use of More Than One Color Ink* in BLM maps, approval must be given by the BLM mapping coordinator (Chief, Division of Information Resources Management) before the DI-550 is initiated.

1551-PRINTING

F. *Blanket Approvals.* The Department has authorized up to four color printing through blanket approvals for the following:

1. *Maps* for the BLM's standard mapping program. A fifth color is authorized for the printing of contour lines. (Reference BLM Manual 9161 Cartography.)

2. *Photographs* for wilderness environmental impact statements (for vegetation only).

3. *Maps and Cartographic Visuals* for environmental impact statements.

*Requests for blanket approvals are submitted on a DI-550. WO Public Affairs maintains a limited list of current specialized blanket approvals.

G. *Four-Color (Process) Printing.* Printing of full color maps and publications should utilize process colors. Process color inks consist of a basic cyan (blue), magenta (red), yellow, and black. By combining these colors and using screens, the effect of an unlimited number of colors can be achieved (see .18c).

.13 Government Printing Office (GPO) Quality Attributes. GPO has established levels of printing quality which enable printing personnel to select the proper quality level for work processed through the GPO. There are five quality levels from which to select. Quality level I is the highest available standard in the printing industry. The low end of the quality level scale is quality level V (duplicating quality).

A. *Selecting a Quality Level.* There are numerous considerations to evaluate when determining quality level (e.g., how the product will be used, type and condition of copy supplied, type of end product, material used, budget and time allowed for production). Selecting a quality level is not mandatory when requisitioning printing. If the requisition does not request a quality level, the GPO automatically assigns one. The Public Printer of the United States (GPO) also reserves the right to raise or lower any agency-assigned quality level. Obviously, the higher the quality level, the more printing will cost, sometimes as much as a 35 percent difference exists between levels. It is highly unlikely that any BLM products require a Level I quality attribute. Most BLM printing will be at levels II, III, and IV. However, level II will be restricted to specific Bureau-wide printing projects. Bureau Printing Specialists/Coordinators need to evaluate carefully the product for proper assignment of a GPO quality level. Generally, the higher the quality level the higher the cost.

B. *Description of Quality Levels.*

1. *Level I: Best Quality* is used for:

(a) Art books and medical journals.

(b) Products which require the best available materials, printing, workmanship, quality control, and commensurate production time. Products in this level have single or multicolor, detailed halftones and very fine line drawings, and reproductions up to 300-line screen halftone. The highest quality original copy, composition, reproduction proofs, and typography are required. Supplied photographs must be certified suitable for printing. Maximum fidelity in detail, color, and resolution to original copy is a prime requirement and must be maintained throughout production. Finishing must be held to the highest standards of accuracy, durability, and appearance. Level I quality always requires a press inspection during final printing.

2. *Level II: Better Quality* is used for:

(a) Yearbooks, library books, recruiting material, lithographic prints.

(b) Products which require high quality printing, materials, workmanship, quality control, and commensurate production time. Products in this level have single or multicolor and 150-line or finer halftone and screen reproductions. High quality original copy, films, composition, reproduction proofs, and typography are necessary. Close fidelity and resolution to original copy and/or films are required. Finishing must be held to high standards of accuracy, durability, and appearance. Level II quality always requires a press inspection during final printing. The BLM may occasionally require Level II quality printing.

3. *Level III: Good Quality* is used for

(a) Technical manuals containing color, BLM stationery, annual reports, charts and maps, and illustrative catalogs.

(b) Products which require above average materials, printing, workmanship, quality control, and commensurate production time. Products in this level require clean, sharp printing of single reproductions up to 150-line screen. Above average quality original copy, films, composition, reproduction proofs, and typography are required. Finishing must be held to above average standards of accuracy, durability and appearance. Level III quality normally does not require a press inspection unless the document involves color or high fidelity halftone printing.

1551-PRINTING

4. *Level IV: Basic Quality* is used for:

(a) Labels, tags, technical manuals (black and white only), telephone directories, Federal Register, forms, planning documents, and reprint copy.

(b) Products which require average quality printing, materials, workmanship, quality control, and commensurate production time. Products in this level are generally informational with general black-and-white or line color (nonprocess), and occasional halftone reproduction. Average quality original copy, films, composition, reproduction proofs, and typography are required. Average fidelity and resolution to original copy and/or films is required. Finishing must be of an accuracy, durability, and appearance that does not impair the function of the product. Level IV quality does not require press inspections.

5. *Level V: Duplicating Quality* is used for:

(a) Jobs reproduced by any kind of copy in black ink or single color.

(b) Products which require printing with no information loss from original copy. These products may be reproduced from any readable copy. Finishing must not impair the function of the product.

C. Multiple Quality Levels. More than one level of quality may be assigned to an individual job. Illustration copy could require a higher level than the text type and the binding, e.g. text for an EIS could be level IV and the accompanying color maps level III. The printing specialist or coordinator assigns quality levels after making a thorough analysis of the use of the product, the materials supplied for printing, and the printing characteristics of the job.

.14 Identification of Publications.

A. Required Information. All BLM documents and publications printed at Government expense must bear in a prominent place the name of the Department, Bureau, date of issuance, title, and BLM Index Number when applicable (see BLM Manual Sections 1553 and 1555). Department and Bureau names should generally appear on the front cover. If this is not practical for artistic or other reasons, placement inside the front cover or on the title page is acceptable. The BLM name must be subordinate to the Department's in size, position, or both (see 314 DM).

B. Seals and Emblems. Printing of the Department seal or the BLM emblem is a design option (see BLM Manual

Section 1553). However, when the Bureau emblem is used, the departmental seal must also be used. Use of the Bureau emblem without use of the Departmental seal is permissible only for in-house documents such as manuals.

.15 Production Timeframes. In many cases printing costs are increased by requesting delivery of printed materials in less than reasonable time spans. *GPO will automatically levy an additional 3 percent surcharge on all rush jobs. Quality may suffer, and printer's costs increase in order to cover overtime and rush services.* Use the following timeframes for normal printing requirements:

A. Suggested Production Turn-Around.

1. A minimum of 5 weeks for an 8 1/2" x 11" (21.59cm x 27.94cm) document over 200 pages requiring 300 or more copies in black ink only; 3 weeks if fewer than 300 copies are required.

2. A minimum of 6 weeks for an 8 1/2" x 11" (21.59cm x 27.94cm) color document over 200 pages requiring 300 or more copies; 5 weeks if fewer than 300 copies are required.

3. A minimum of 3 weeks for an 8 1/2" x 11" (21.59cm x 27.94cm) document up to 199 pages requiring 300 or more copies in black ink only; 2 weeks if fewer than 300 copies are required.

4. A minimum of 5 weeks for any document utilizing more than one color of ink.

5. *Exception:* When an office uses term contracts issued by GPO, the timeframes are specified in the particular contract and the GPO surcharge remains 6 percent. Routine or one time orders to GPO on a form SF-1, where the office indicates a specified delivery date, will be subject to an additional 3 percent handling surcharge.

.16 Self-Mailers. The postage indicia or metered mail and mailing address are placed directly on the printed material, rather than using separate envelopes for mailing. Originating offices which utilize the sampling procedures for tracking mail costs must use self-mailers whenever possible. This involves printing the BLM standard indicia (see BLM Manual Section 1542.35). Originating offices wishing to have the printer provide the mailing service should follow the instructions in BLM Manual Section 1542-32.

1551-PRINTING

.17 Composition. (Typesetting which includes desktop publishing systems). The use of electronic composition devices improves the readability and appearance of a document and usually reduces the total number of printed pages thus saving printing, mailing, and storage costs. BLM offices must evaluate these advantages against the cost and time required to obtain composed type.

A. *When to Use.* Composed type is normally more expensive than typewritten copy, but should be used when one of the following criteria can be met.

1. *High Quality Product.* The subject matter and/or audience of a document or publication dictate a higher quality product.

2. *Readability.* The use of composed type is necessary for document readability and comprehension.

3. *Reduced Number of Pages.* The number of printed pages is substantially reduced resulting in lower printing costs; lower mailing costs because weight and bulk are reduced; or less storage space is required.

4. *Compatibility With Other Materials.* Its use is required for compatibility with other existing formats, documents, or publications.

5. *Text Processing.* Composed type can be produced using an existing in-house text processing system.

B. *Sources.* Type setting is considered to be part of the printing process and regulations require procurement through the following sources:

1. *In-House.* Those BLM offices having established in-house photocomposition equipment shall be the primary source for accomplishing the BLM's typesetting needs and requirements. Acquisition of dedicated composition equipment (including desktop and electronic publishing system hardware and software) requires approval in the ADPE five year plan and in some cases the Printing Officer, SC-650, the Department, and the JCP. Equipment must comply with published standards to ensure compatibility and integration into BLM ADPE and Telecommunications systems. Requests must be supported by justifications which include workload analysis, cost comparisons, and system compatibility. All requests for composition equipment must be coordinated through the Division of Administrative Services (WO 850 through SC-650).

2. *The Government Printing Office (GPO).* GPO offers typesetting services through its Washington Office and some Regional production facilities and GPO affiliated commercial typesetting contractors.

3. *Commercial Typesetters Not Affiliated with GPO.* All procurement of printing and related services must be referred to the nearest Regional GPO Printing Procurement Office. If the individual print order costs not more than \$1,000 and meets all of the following criteria, only then may it be procured locally:

(a) It is not of a continuing repetitive nature;

(b) It is not conducive to the establishment of an open-ended indefinite quantity type contact;

(c) It cannot be ordered against existing GPO contracts;

(d) It is certified by the Public Printer (The Regional GPO office) that the work cannot be provided more economically through the GPO. These orders must be reported and identified on JCP Form No. 2 through use of an asterisk in the waiver column and an appropriate footnote.

C. *Composition Formatting (Typesetting).*

1. *Books, Pamphlets, Brochures, etc.* In cases where in-house capabilities exist, typesetting of all public interest documents is mandatory (this includes Planning Documents). BLM Offices without in-house typesetting capability must evaluate the composition services available through those BLM offices having established in-house composition equipment or through Regional GPO Printing Procurement Offices and determine if typesetting is cost effective and sufficiently contributes to the document's end purpose.

2. *Letterheads.* Letterheads must be typeset in a Baskerville or equivalent composed type face. (Refer to Departmental Manual Part 314 DM6 for additional information on letterhead format and specifications.)

.18 Production Standards. The following standards conform to the most economical and commonly accepted production practices. These standards must be referred to when preparing reproducible material and completing printing specifications.

1551-PRINTING

A. Trim (Finish) Sizes.

1. *Forms* will trim to a size no longer larger than 8 1/2" x 11" (21.59cm x 27.94cm). Refer to BLM Manual Section 1223.5.

2. *Letterhead Stationery* must trim to 8 1/2" x 11" (21.59cm x 27.94cm).

3. *Maps* should be printed and trimmed to the smallest size (and largest cartographic scale) possible but not less than 8 1/2" x 11" (21.59cm x 27.94cm). As a rule, maps should not exceed a trim size of 27" x 40" (68.58cm x 101.60cm). Sizes above this adversely affect competitive bidding. There are limited printers with presses that can accommodate a sheet size larger than 27" x 40" (68.58cm x 101.60cm).

B. *Paper*. Only stocks authorized by the JCP may be used (see .11)

C. *Inks*. Black or any other single color may be used. Use of two or more colors requires approval (see .12).

D. *Fold-Ins or Oversized Pages*. If fold-ins are used, consider having them placed in a pocket and affixed to the back of the document. All planning document maps should be done in this manner.

E. *Binding*. If production capability is available, the following binding techniques shall be used:

1. *Up to Four Pages*.

(a) Stapled in upper left hand corner.

(b) 17" x 11" (43.18cm x 27.94cm) press sheet folded to a finished size of 8 1/2" x 11" (21.59cm x 27.94cm) (4-page fold).

2. *Over Four and up to Eight Pages*.

(a) Stapled in upper left hand corner.

(b) Fold and paste; trim 3 sides.

(c) Fold only and trim 3 sides.

3. *Over Eight and up to Sixteen Pages*.

(a) Stapled in upper left hand corner.

(b) Fold and paste; trim 3 sides.

(c) Side or saddle stitched; trim 3 sides.

4. *Over 16 and up to 32 Pages*.

(a) Stapled in upper left hand corner.

(b) Side or saddle stitched and trim 3 sides.

5. *Over 32 and up to 96 Pages*.

(a) Stapled.

(b) Side or saddle stitched and trim 3 sides.

6. *Over 96 Pages*.

(a) Side stitched, trim 3 sides.

(b) Perfect bound, trim 3 sides.

7. *Case Bound Book*. All publication requirements for case bound books shall be justified and approved through DI-550 process regardless of number of ink colors through the Chief, Division of Administrative Services, WO-854 through SC-650.

F. *Illustrations*. JCP regulations limit the use of photos and line illustrations. Illustrations may be used only when they:

1. Relate entirely to the transaction of public business and are in the public interest.

2. Relate directly to the subject matter and are necessary to explain the text.

3. Do not serve to aggrandize any individual.

4. Are in good taste and do not offend proper sensibilities.

5. Are restricted to the minimum size necessary to accomplish their purpose.

6. Illustrate employees actually engaged in an act or service related to their official duties.

G. *Color Divider Sheets and Tab Dividers*. The use of divider sheets and tabs to separate document sections, chapters, etc., increase production costs and, therefore, must be kept to a minimum (see .11D).

1551-PRINTING

.2 Restrictions.

.21 Copyrights. Copyrighted material maybe used in BLM publications or other printed matter with the written permission of the copyright owner. This permission must be included in the printing job file. Credit must be given to the copyright owner and a notice of copyright must be included with such material so that the public is not misled that the material is in the public domain.

.22 Commercial Advertisements. No Government publication or other Government printed matter, prepared or produced with either appropriated or nonappropriated funds or identified with an activity of the Government, may contain any advertisement inserted by or for any private individual, firm, or corporation or contain material which implies in any manner that the Government endorses or favors any specific commercial product, commodity, or service.

.23 Calling or Greeting Cards. Printing or engraving of calling or greeting cards is personal rather than official and shall not be done at Government expense.

.24 Free Distribution of Publications. Free distribution of any publication to any private individual or private organization must not exceed 50 copies without prior approval of the Joint Committee on Printing. This quantity limitation is not applicable when the production cost is less than \$100. Requests for more than 50 copies should be submitted to the Chief, Division of Administrative Services (WO 850 through SC 650). Regardless of cost, 50 copies is the maximum number of forms that shall be made available for free distribution.

1551-PRINTING

.31 Publication Approval Requests and Control Document, DI-550.

.31 Departmental Policy. In accordance with Departmental policy (see 314 DM and DM 471) a DI-550 must be completed and approved prior to starting any production steps which lead to printing the following types of documents:

- A. *All general interest publications.*
- B. *Technical, scientific and statistical publications* which will be printed in more than one color.
- C. *Any publication containing substantive or implied Departmental policy considerations.*
- D. *Site specific publications.*
- E. *All periodicals* (includes internal newsletters).
- F. *All reprints of publications* whose last publication dates are more than two years old from the initial approval, or after one reprint, even if initial approval had not exceeded the two year mark.

.32 Approval Procedure for DI-550.

A. *The Appropriate Sections of the Form DI -550* must be completed, reviewed, and signed by local management officials, State Public Affairs Officer and State Printing Specialist/Coordinator before it is submitted to the Director (WO) for final approval by Washington Bureau and Departmental Officials. Completion of the DI-550 provides verification that necessary planning, budgeting, scheduling and coordination have occurred, and that regulations, clearances, and other requirements such as determination of economic printing methods and materials have been considered. WO Public Affairs officials and the Bureau Printing Officer must sign the DI-550 before it is submitted to the Department

B. *Section H -Actual Cost of the Completed Project* is the last section of the DI-550 to be completed and the one that is most often overlooked. As stated in paragraph A. above, Sections A through C of the DI-550 are completed by the originating State Office prior to the form being submitted to the Washington Office and the Department for the various approvals and the work being begun on the publication. However, Section H can only be completed after the project is printed and the final printing costs are billed by the Government Printing Office. It is not uncommon for months to pass before the information is known. The project is not considered complete nor are the conditions satisfied under which Departmental approval was granted until the appropriate final cost data is entered in Section H and the DI-550 is forwarded through SC-650 to the Department.

1551-PRINTING

.4 Planning.

.41 Consultation and Coordination. The BLM uses the most effective and economical methods of quality production to satisfy Department and Bureau mission requirements. To determine the best production method, publication originators/authors must consider the audience, availability of funds, total distribution, printing time, and mechanical limitations. Economical and effective printing planning and coordination between originators, public affairs, and graphics and printing personnel must begin early in the document planning. This type of coordination is best achieved through the establishment of a publications committee. These committees develop a State's overall publications strategy by considering such elements as AWP document approval, document planning, approval of publication concepts, coordination of documents with their State Office and/or other State Offices, and effective development of staff and equipment to meet the publication requirements within the various levels of the State. Advance planning eliminates costly and time-consuming delays in production and unnecessary surcharges from GPO and contractors. Consult BLM printing personnel as far in advance as possible to assure orderly and economical production.

.42 Budgeting. Each office plans its funding of publications, printing, and graphics projects through the Annual Work Plan (see BLM Manual Section 1681). Funds budgeted must be used in the fiscal year planned. Consult with printing personnel to develop estimated costs for printing procurement items and acquisition of reprographic equipment. In preparing budget estimates for printing projects include the cost of composition, printing, mailing, and bulk distribution along with required work months, supplies, and materials. Printing budgets must also include cost estimates for publishing in the Federal Register and Code of Federal Regulations. In some instances, for jobs that are act printed through GPO, it is possible that GPO will require the BLM to provide additional copies for depository library distribution.

.43 Graphic Design. The originator must justify the extent and cost of graphic design in term of the overall effect being sought, the audience, and the nature and importance of the project. For example, the use of illustrations must serve a functional purpose, other than being decorative.

.44 Scheduling. Printing and distribution is the last step in document preparation. Very often tight deadlines are imposed either by the originator or to make up for lapses occurring since the project began. Advance planning is essential to make the printing and distribution phases as efficient as possible. Failure to plan ahead can severely disrupt anticipated schedules and drastically increase costs. Program offices, writers, editors, public affairs specialists, graphic artists, cartographic, and printing personnel must consider the following at the outset of the project:

A. *In-House Capability.* Are work months, technical skills, and equipment available for in-house graphics preparation, i.e., design, typesetting, layout artwork, etc.? Should contracting be considered? If so, allow sufficient lead time for preparing contract specifications and award.

B. *Composition.* Should the document be typeset? By which method? Where can typesetting be accomplished in the most efficient and economical manner, in-house, GPO or another BLM office with typesetting capabilities?

C. *Size of Job.* How many copies of the document will be needed to meet planned distribution. How extensive are the graphic and printing requirements?

D. *Printing Method.* What authorized printing source will be used: GPO Regional Office, Main GPO, Departmental Printing Plant, GSA or other Federal printing facility?

E. *Time.* Has adequate time been scheduled for printing? Should a portion of the work be submitted to GPO for early printing and the remaining work sent at a later date? Should a total project milestone schedule be developed and distributed to all parties involved? Remember that short printing schedules may increase: risks of printer's errors and escalated costs.

F. *Quality Level.* What quality level does the document require? Consider the target audience and the purpose of the publication. Also, consider, the higher the quality level, the more the job will cost and it will take longer to produce (see .13).

G. *Distribution.* How many copies will be needed for distribution? How many addresses? Is a mailing list available? Will distribution be done in-house or can the printer handle it? Will a special mailing permit be used? Can a self-mailer be used? Will long-term storage and distribution be needed and if so, who should handle (see BLM Manual Section 1554.4)? Will the document be sold?

H. *Approvals.* What approvals are needed, e.g. use of color? Is Form DI-550 required (see .3)? Too often a publication will progress through several stages of production only to be delayed because certain approvals were not obtained in a timely manner. Use BLM Form 1550-7, "BLM Printing and Publication Processing Checklist," (Illustration 10) to eliminate confusion over what approvals and supporting forms are required. BLM Form 1550-7 is introduced by the Printing Specialist/Coordinator either through the Publications Committee, where in existence, or through the preliminary planning process with the publication's initiator. It is at this point a determination will be made as to what supporting steps and documentation are required. Once all the Processes are completed, the 1550-7 will become part of the project file.

1551-PRINTING

I. *Oversight.* Who will be responsible for coordination with authorized printing sources? Will an in-plant press sheet inspection be necessary and who will represent the BLM at a press inspection? Who will provide printing specifications? In offices that employ a Printing Specialist oversight for printing requirements is their responsibility. Because of the complexity and expense of color jobs it is critical that qualified Printing Specialists/Coordinators, who are experienced in preparation of multi-color jobs and on-site press inspection, get involved as early as possible in the printing planning process. Offices that do not employ a Printing Specialist must assign these responsibilities to a qualified central coordinator or obtain assistance from those offices that employ a Printing Specialist. Coordination across State lines is encouraged for all phases of the process. Due to the complexity and quality level required for some printing jobs, an on-site press sheet inspection (PSI), at the printer's facility will be necessary. These PSIs are expensive in terms of travel and salary costs, and should be done only when absolutely required, and then only to check printing qualities such as color matching

and registration. These PSIs should not be used as a "final check" for content, design or editing as making changes in these areas is extremely costly. These types of changes must be made prior to the final printing. An excellent method for making these final checks is by using a Chromlin, or similar proof. Through this, writers, designers and editors are assured that the final product will be correct. The actual PSI can then be conducted by one printing specialist, checking only the actual printing process - not serving as a final proofreading stage. This is not only the most efficient way of conducting these expensive inspections, but is also a requirement of many of the GPO's Printing contracts (the Rec 2000 contract requires that only one bureau representative conduct these PSI's).

Should a qualified bureau printing specialist not be available to do a PSI, GPO will designate a qualified printing specialist from one of their facilities near the printing plant to travel to the facility. In some cases this may reduce the government travel costs. These costs will be billed back as part of the printing job and not paid for out of the Bureau's travel budget.

1551-PRINTING

.5 Procurement.

.51 Mandatory Source. Regulations and procedures for promising printing and related services are contained in the Government Printing and Binding Regulations published by the Joint Committee on Printing (JCP). Most Federal printing, binding, micropublishing, and blank-bookwork must be obtained through GPO.

A. *Exceptions to GPO Procurement.*

1. *Urgent Work.* Work which the JCP considers urgent or necessary may be done outside GPO after receiving JCP approval to do so.

2. *Authorized In-House Printing Plants.* Work may be done in any authorized printing plant operated by an executive department or independent Federal Office (for a listing of authorized plants, see "Government Printing and Binding Re-gulations," published by the Joint Committee on Printing, Congress of the United States) without referral to GPO (see .53).

3. *Certain Specialty Work.* Printing may be done commercially if the Public Printer with the approval of the JCP authorizes it. *Unclassified material* may be duplicated through facilities operated by Federal Prison Industries, without referral to GPO (see .53).

.52 Obtaining Printing Through GPO. The GPO accomplishes printing for Federal agencies via various methods, depending upon workloads and types of jobs.

A. *Main GPO.* The Government Printing Office in Washington, D.C., supplies printing and binding services to the Congress and the many agencies of the Federal Government in the Washington, D.C., area.

B. *GPO Regional Printing and Procurement Offices.* There are presently 13 GPO Regional Procurement Offices, which procure printing and related services for Federal agencies located outside of the Washington, D.C., metropolitan area. They are mandatory sources unless otherwise specified in this Manual Section (see Appendix 1 for listing of GPO Regional Offices).

C. *Procurement Contract Types.* GPO uses the following procurement methods:

1. *Term Contracts.* The most effective and efficient means of satisfying recurring needs for substantially similar printing is through the establishment of a term contract. Basically, a term contract provides for the purchase of specific products or classes of products during a specified period of time. To fulfill various purposes, there are several types of term contracts:

(a) *Single Award Term Contracts.* All production requirements for the term of the contract are fulfilled by one commercial contractor.

(b) *Multiple-Award Term Contracts.* Under these contracts, a sequence-of-award is established based on the lowest-to-highest cost vendors. Job offerings are made in the lowest bidder sequence; if lowest priced contractor cannot meet the required delivery schedule, job is then offered to the second lowest priced contractor, and so on, until the work is accepted.

(c) *General Usage Term Contracts.* Each Regional GPO has general usage term contracts for cut forms, books and pamphlets, marginally punched continuous forms, and snap-out multiforms. Agency requisitions are screened to determine if the printing, binding, and distribution requirements could be procured under one of these contracts to save administrative time and cost of repetitive formal advertising.

(d) *Direct-Deal Term Contracts.* The authority for the administration of term contracts always rests with the GPO. For reasons of expediency and other considerations, the GPO may delegate authority to Federal agencies to place print orders and reproducible copy directly with these contracts which are most often based multiple awards lowest bidder sequence. Once the order has been accepted and placed, the agency no longer has authority to deal directly with the contractor. Any changes in specifications, timeframe, etc., must be done through GPO.

(e) *Direct-Deal/Direct-Bill Term Contracts.* This method of contracting provides an alternative to reliance on in-house production facilities for copying/duplication (Quality Level IV work only). For a nominal one-time charge, the GPO will develop a contract for copying/duplicating services by a local vendor. Once the contract is awarded, it is turned over to the agency that requested it. That agency then places its own print orders using a simplified Print Order Form 2511a (see Illustration 9). Contractor billings are also paid directly by the agency. The GPO will only become involved if contractual problems arise. For more information concerning Direct-Deal/Direct-Bill Contracts, contact the nearest Regional GPO Office.

(f) *Field Printing Plants.* These GPO facilities are complete plants for producing printing and related work for Federal field activities. If a printing requisition and project is submitted to a GPO field plant and the requirement is beyond its in-house capabilities, it will be forwarded to GPO Regional Procurement Office for contract production. Consultation, technical advice, and assistance are available from these field printing plants. GPO field printing plant locations are as follows:

- (1) Main Post Office Building, 433 W. Van Buren Street, Chicago, IL 60607.
- (2) Denver Federal Center, Building 53, Denver, CO 80225.
- (3) 201 Varick Street, New York, NY 10014.

1551-PRINTING

- (4) Treasure Island, Building 99, San Francisco, CA 94130.
- (5) 4735 E. Marginal Way So, Seattle, WA 98134.
- (6) Building 136, Washington Navy Yard, Washington, DC 20403.

(g) *Expediting Printing Requirements.* When circumstances warrant, the GPO will provide special procurement procedures to shorten the delivery schedule. Higher costs are inherent to short schedules and should be taken into consideration before requesting such services. Additionally, errors and substandard printing quality may often be a result of unrealistic delivery schedules.

(h) *Printing Specialists/Coordinators.* Printing Specialists/Coordinators are responsible for determining types of contracts needed to support their printing requirements, for developing specifications, delivery times, quality requirements, and for coordinating with GPO Regional Offices.

.53 Other Authorized Federal Sources. Federal sources other than GPO may be used to acquire duplicating as specified below provided the document does not exceed one color, 5,000 production units of any one page and/or 25,000 production units in the aggregate.

A. *General Services Administration (GSA).* GSA has numerous printing/duplicating plants around the country. Refer to the "Government Printing and Binding Regulations," published by the Joint Committee on Printing, Congress of the United States for more information on the use of these facilities.

B. *Federal Prison Industries.* (UNICOR). Facilities operated by Federal Prison Industries may be used for the production of unclassified material. Contact the Bureau Printing Officer (SC-650) for current plant locations.

C. *Departmental Printing Plants.* There are two authorized Departmental printing facilities: the Geological Survey Map Plant in Reston, Virginia (which is authorized to print only maps), and Main Departmental Plant (Office of the Secretary) Washington, D.C. These facilities were established by the Department under authority of the Joint Committee on Printing to produce only those jobs which cannot be commercially procured through the GPO Regional Procurement Offices within the time required. However, they can accept jobs for other bureaus or offices as workload allows and within the production limits specified in .53. BLM officials are authorized to seek support from these sources.

D. *Other Federal Sources.* Other authorized Federal printing plants may be utilized if they are willing to accept work from other agencies. (For a listing of autho-

ized plants see Government Printing and Binding Regulations," published by the Joint Committee on Printing, Congress of the United States.)

.54 Direct Open Market Procurement From Contractors. Duplicating services may be procured on the open market without reference to the GPO, provided, quantities do not exceed 5,000 copies of any one impression, or 25,000 copies in the aggregate. Over those quantities, the GPO must be contacted. Term contracts or other long term arrangement are suggested when offices anticipate recurring needs for commercial duplicating services. GPO RPPO's will establish contracts on request, or they may be established by BLM warranted contracting officers.

55. Printing of Cooperatively Produced Publications. Notwithstanding 44 U.S.C. 501, the Bureau may, under cooperative cost sharing and partnership arrangements authorized by law, procure printing services from cooperators in connection with jointly-produced publications for which the cooperators share the cost of printing either in cash or in services.

The Bureau can enter into contracts or agreements with private organizations to print Bureau publications, provided that the following four conditions are met:

A. The publication is jointly and cooperatively produced,

B. The cooperator agrees to absorb at least half the cost of printing and distributing the publication,

C. The Bureau determines that the private printer can meet Federal quality standards for Federal publications, and

D. Where applicable, the provisions of the Superintendent of Documents Depository Library program are met.

.56 Waivers. Any open market printing procurement even though it may be for less than \$1,000 requires a waiver from GPO. The waiver can be granted by the GPO RPPO servicing the requestor's area. See .17B for a discussion of the criteria which must be met by any job in order to receive approval for local procurement. Acquisition of work from other Federal Agencies or non-GPO contractors exceeding the production limits specified in .53 requires a waiver through the Department from the JCP prior to the job being started. (GPO does not grant waivers once the job is processed by a non-GPO contractor such as GSA, UNICOR, Defense Printing Services, or commercial printers acting independently of GPO.) Submit requests for a waiver through the Printing Officer, SC-650, to the Department. Justification must include a response from GPO indicating they could not accomplish the job in the time required.

1551-PRINTING

.6 Procurement From GPO.

.61 Requirements That Must Be Met By the BLM.

A. *Liaison and Ordering Officials.* Thirty (30) days after the start of each fiscal year and throughout the year when changes occur, BLM State, BLM D-NIFC and SC offices must furnish the Chief, Division of Administrative Services with a listing of employees who will requisition printing services and coordinate printing activities with authorized Federal sources. These listings are filed with the appropriate GPO Regional Offices and requisitions will only be accepted if signed by the designated employees. This assures GPO that printing will be ordered and funds committed only by authorized personnel.

B. *Agency Requisition Numbering System.* All GPO requisitions must include an assigned sequence number. The Chief, Branch of Support Services provides each State Office, BLM D-NIFC, and the SC with series of assigned numbers before the start of each fiscal year.

C. *Appropriation Information.* All printing requisitions and Federal Register documents must include the ordering activity's cost funding code. Structure of funding code shall be as follows:

1. *State and Office code*, e.g., WY 930.
2. *Subactivity/program element code group*, e.g., 4212-16.
3. *Specific project code* which cost is incurred when it is required by the FS.
4. The purpose for the *expenditure* (object/sub-object class code). An example of a complete cost funding code is: ID-4212-16-24-1A (The major for printing is always 24).

D. *Recording Printing Procurement Data.* The Printing Specialist or designated printing coordinator shall maintain, on a fiscal year basis, a record of each printing procurement, including publication of notices, regulations, etc., in the Federal Register. Line item data for each printing procurement shall include a document control number, requisition number, print order and program numbers (when appropriate), quantity printed, funding code and printing costs. See Illustration 7 for a sample of recorded data log sheet.

E. *Reporting printing financial data.* There are two methods which provide the Service Center's Division of Finance with the information necessary to perform the accounting processes associated with a printing procure-

ment. The preferred method utilizes a BLM Form 1310-5, "Document Face Sheet" (Illustration 8). This form would be completed each time printing work (includes publishing in the Federal Register) is placed with GPO or other authorized source. The Document Face Sheet would be completed by entering the appropriate Document Control Number, Printing Requisition Number followed by the Department Billing Address Code (BAC), Cost Funding Code, estimated cost, and if applicable, Print Order Number. Completed Document Face Sheets are sent to the Service Center, Division of Finance. Billing invoices are submitted by GPO to BLM Denver Finance (SC-616B) which returns a copy of GPO's billing invoice to the ordering office. This invoice identifies the exact charges for each job produced or procured through GPO by that office.

An alternate to the Document Face Sheet for the initiating office would require that the necessary accounting information be entered in the "Appropriation Chargeable" block of the SF 1 or the GPO Form 2511 and that a copy of the SF 1 or GPO 2511 be sent to the Service Center's Division of Finance (SC-616B). This alternative method offers a simplified approach for those orders which only have funding from one cost activity. Due to the limited space on the SF 1 or the GPO 2511, when multiple activities are involved, offices are to submit a BLM 1310-5.

F. *GPO Billing Address Codes.* The following billing codes are used when placing printing work with GPO, submitting documents for Federal Register publication and completing a Document Face Sheet (identifies Payee).

Office	Assigned BAC Billing Numbers
Alaska State Office	4310-JA
Arizona State Office	4310-32
National Interagency Fire Center	4310-DW
California State Office	4310-40
Colorado State Office	4310-JB
Service Center	4310-75
Eastern States Office	4310-GJ
Idaho State Office	4310-GG
Montana State Office.....	4310-DN
Nevada State Office	4310-HC
New Mexico State Office.....	4310-FB
Oregon State Office	4310-33
Utah State Office	4310-DQ
Wyoming State Office	4310-22
Washington Office	4310-01

.62 Required Forms for GPO. Requisitions for all GPO printing and binding services are limited to the order forms listed below. No orders are accepted by GPO on purchase orders (SF-147).

1551-PRINTING

A. *Standard Form 1, Printing and Binding Requisition.* Standard Form-1 (SF-1) is the basic form used to requisition printing and binding services from the GPO Central Office, Regional Printing Procurement Offices, or GPO field printing plants. Use SF-1 to request individual (one-time) printing, binding, typesetting, or photocomposition jobs; to establish a term contract; to ride existing GPO contracts; for GPO field printing plant work; and to request any GPO services for which there will be a charge. The SF-1 provides appropriate spaces for basic information and a complete description of the job. Attached additional information or more detailed specifications may be added as necessary. The SF-1 must be signed by an authorized printing specialist or printing coordinator. All reproducible materials must accompany the requisition when submitted to the GPO. See Illustration 2 (GPO Standard Form 1).

B. *GPO Form 2511, Print Order.* Use GPO Form 2511 to place orders against established GPO term contracts. No other form may be used for this purpose (see Illustration 3, GPO Form 2511). The print order must contain:

1. *The GPO Assigned Designation* for the particular term contract being used. Term contracts are assigned numbers and designations such as 1855-M and are usually referred to as "programs."

2. *A Print Order Number* is drawn from a block of numbers which is assigned by GPO. In the case of the BLM printing programs which involve multiple States, GPO furnishes these numbers to the Washington Office Chief, Branch of Support Services. Field officials can obtain print order numbers by calling the Branch of Support Services.

3. *A GPO Jacket Number* is assigned to each contract. This number changes each fiscal year.

4. *GPO Contractor Code, State Code and Purchase Order Numbers* are assigned by GPO and used on GPO Form 2511 to identify Printing Contractor.

5. *Copies of GPO 2511* are provided to the vendor by the issuing office (GPO or BLM). Care should be taken to enter the account number only. No cost estimates should be included as it could influence the vendor's price. Cost estimates should only be entered on copies 6 and 7.

C. *GPO Form 3868, Notice of Intent to Publish* must be completed and forwarded to GPO, prior to printing any document that may be of interest to the public. Title 44 United States Code, requires that copies of Government documents (documents that are strictly administrative, have no educational value, or no public interest or classified for reasons of national security are exempt) must be made available to the public through the Superintendent of Documents (SOD), Depository Library System (see BLM Manual Section 1278). Form 3868 is GPO's mechanism for establishing copy requirements for depository libraries and determining whether the document should be considered for the Superintendent of Documents sales program. At least 30 days prior to printing any document that may be of interest to the public (planning documents, pamphlets, maps, etc.), send two (2) copies of GPO Form 3868 to the following address:

Documents Control Branch
 Stop: SSMC
 U.S. Government Printing Office
 Washington D.C. 20401

1. When the document is submitted to GPO for printing, a third copy of GPO Form 3868 (see Illustration 4 for an example of a GPO Standard Form 3868) must be attached to the requisition or print order. This copy should denote the date the other 2 copies were sent to the Document Control Branch. If a public interest document is reproduced through a source other than the GPO (a facility operated by GSA, duplicated in-house, etc.) the originating BLM office is responsible for furnishing at its expense all required depository library copies and any copies GPO decides to sell through the Superintendent of Documents Sales Program (costs for depository copies and SOD sales are borne by the GPO only when they produce the document). In cases where a public interest document is not printed through the GPO, requirements for depository library copies and SOD sales must be determined by contacting your Regional GPO or the following Main GPO office:

U.S. Government Printing Office
 Library Programs Service
 Stop: SLLA
 Washington, D.C. 20401

1551-PRINTING

.7 BLM and Departmental Forms.

.71 BLM Form 1550-1, Publication Index Numbering. See BLM Manual Section 1556.

.72 Departmental Form DI-14, Printing and Binding Distribution Requests. This form is used only by the Washington Office and Eastern States Office to order periodic and recurring work, e.g., personnel vacancy announcements, reports, etc., to be produced by the Departmental printing plant within the authorized 5,000/25,000 quantity limitations (see Illustration 5).

1551-PRINTING**.8 Joint Committee on Printing (JCP) Reports.**

.81 JCP Form No. 2 (Commercial Printing Report) is submitted semi annually. This report is due 60 days after the close of each reporting period (October-March and April-September). All printing and related services procured directly from a commercial source (does not include commercial duplicating or copying services or work procured through GPO direct deal contracts) must be listed on JCP Form No. 2. Forward all reports through the Printing Officer, SC-650, to the Department. Negative reports are required (see Illustration 6).

Publications Approval Request and Control Document

000002

UNITED STATES
DEPARTMENT OF THE INTERIOR
PUBLICATIONS APPROVAL REQUEST AND CONTROL DOCUMENT
No Typesetting, Final Design or Artwork will be done prior to approval.

<small>To: Director of Public Affairs Office of the Secretary</small>	<small>From:</small> BLM, Wyoming State Office	<small>Date submitted:</small> September 9, 1993
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SECTION A - PUBLICATION	1. Title Recreation in Wyoming	2. Total Est. Cost \$5,000
	3. Category General Interest	4. Status New
	5. Format Brochure	2a. Est. Printing Cost \$4,000

SECTION B - JUSTIFICATION	1. Is the Secretary's name/signature to be used in this publication? <u>NO</u> (If yes, written approval is mandatory, see 314 DM 4.5)	
	2. Give objective/reason for publication * This publication is designed to respond to ongoing and frequent demands for information about camping and recreation on public lands in Wyoming.	
	3. Specify advantage over other communication methods * This publication is consistent with statewide objectives for implementation of Recreation 2000. It is less costly and has a longer shelf life than other methods.	
	4. Is it integrated with other communication methods? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "yes," specify) * It ties in with the national strategy for Recreation 2000 and Fish and Wildlife 2000. It will be complemented by other types of techniques.	
	5. Is it a cooperative effort with another governmental or private entity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If "yes," specify) *	
	6. If more than one color, justify. Color photographs are needed to show the detail of different recreational opportunities	
	7. Primary audience (be specific): General public, particularly those interested in recreation opportunities in WY.	

SECTION C - DISTRIBUTION	1. Have distribution and promotion plans been developed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explain) *																
	2. Recommended sales <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (explain) *																
	This brochure will be distributed at no cost.																
	1. QUANTITIES FOR FREE DISTRIBUTION <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>DOI Employees</td> <td>400</td> <td>Stock</td> <td>2,000</td> </tr> <tr> <td>General Public</td> <td>10,000</td> <td>Other</td> <td></td> </tr> <tr> <td>Organizations</td> <td>600</td> <td>Total Copies</td> <td>13,000</td> </tr> <tr> <td>Libraries (Not Necessary)</td> <td></td> <td></td> <td></td> </tr> </table>	DOI Employees	400	Stock	2,000	General Public	10,000	Other		Organizations	600	Total Copies	13,000	Libraries (Not Necessary)			
DOI Employees	400	Stock	2,000														
General Public	10,000	Other															
Organizations	600	Total Copies	13,000														
Libraries (Not Necessary)																	

SECTION D - WASHINGTON OFFICE APPROVALS	1. Signature of Publications Liaison Officer <i>Linda Daurich</i>	Date 9/16/93	3. Signature of Bureau Official <i>Will E. Nelson</i>	Date 9/16/93	
	2. Signature of Public Affairs Officer <i>Dick Cook</i>	Date 9/16/93	4. Signature of Assistant Secretary <i>Linda Owen</i>	Date 9-26-93	
	FOR USE BY OFFICE OF PUBLIC AFFAIRS OFFICE OF THE SECRETARY		FOR USE BY DIVISION OF PRINTING AND PUBLICATIONS OFFICE OF THE SECRETARY		
	<input checked="" type="checkbox"/> Proposed Publication Approved. <input type="checkbox"/> Proposed Publication Approved, except as noted. <input type="checkbox"/> Proposed Publication Disapproved. Comments:		<input checked="" type="checkbox"/> Proposed Publication Approved. <input type="checkbox"/> Proposed Publication Approved, except as noted. <input type="checkbox"/> Proposed Publication Disapproved. Comments:		

Signature <i>William Bonney</i>	Signature <i>Patrick Barnett</i>
Title <i>Deputy Director</i>	Title <i>Chief, Div. of Printing and Publications</i>
Date <i>10/2/93</i>	Date <i>10-3-93</i>

000002

SECTION E—FORMAT AND SPECIFICATIONS

1. SIZE	2. NO. PAGES	3. PAPER STOCK		4. INKS (COLORS)		5. NO. ILLUSTRATIONS	6. BINDING	
		COVER	TEXT	COVER	TEXT			
4"x9"	8		JCP A460		4 color	6	Saddle	
7. Typewritten, Typeset, or Word Processor In-house typeset				8. Artwork requirements None				
9. SPECIFICATIONS								
(Check appropriate boxes)		YES	NO	(Check appropriate boxes)		YES	NO	QUANTITY
a. Proof required		X		d. Mailing labels required			X	
b. Press inspection required		X		e. Envelopes required			X	
c. Mailing list supplied			X	f. Other (Specify)				
10. Requested delivery date 11/11/93		11. Signature Bureau/Office Printing Management Specialist <i>Jan E. Carl</i>				12. Date 9/11/93		

SECTION F—ESTIMATED COST BREAKDOWN

ITEM	CONTRACT	STAFF	ITEM	CONTRACT	STAFF
1. Writing/editing		\$100	3. Typesetting/printing/distribution		\$4,700
2. Layout/design		\$200	TOTAL (1, 2, 3)		
4a. Chargeable accounts		4b. FY		4c. Amount budgeted	
WY 940 2300/01 K999		93		\$5,000	

5. Project Officer William R. Cyrus, Chief Br. P&EC	Phone (include area code) 307-775-6105	Date 9/12/93
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SECTION G—INDIVIDUALS/OFFICES RESPONSIBLE FOR

1. Policy (Public Affairs Officer or Designated Bureau Official) Harold Jenkins	Office DSD External Affairs (912)
2. Editorial Quality (Title/Name) Norma Jean Baker	Office Asst. Chief Br. P&EC (930)
3. Technical Accuracy (Title/Name) Marion Michael Morrison	Office Br. P&EC (930)
4. Graphics/Layout/Design (Title/Name) Leonard Syle	Office Br. Printing and Graphics (951)

SECTION H—ACTUAL COST OF COMPLETED PROJECT

PRINTING \$ _____	STAFF TIME \$ _____
NUMBER COPIES PRINTED (Bureau)	TOTAL COST OF PROJECT \$ _____
REQUISITION NO. _____ GPO JACKET NO. _____	

COMMENTS:

Upon receipt of the completed project return a copy of this page to OPP

Printing and Binding Requisition

SF 1 PRINTING AND BINDING REQUISITION To the PUBLIC PRINTER Please furnish the following:		SECRET NO. (Assigned or GPO) <input type="checkbox"/> Yes <input type="checkbox"/> No	REGISTRATION NO. 1-12345 I-LM
FROM: Department or Government (Establishment) U.S. Department of Interior		Bureau or Office Land Management	DATE April 6, 1991
APPROPRIATION CHARGEABLE, APPLICABLE LAW WO-340-4333-04-241A		BILLING ADDRESS CODE (BAC) 4310-01	AUTHORIZED BY
TITLE Back Country Byways		QUALITY LEVEL III	FORM NO.
QUANTITY (Units of Finished Products) 300	FURNISHED PRODUCT (Check One) <input type="checkbox"/> Sheets or Pamphlets <input type="checkbox"/> Blank Forms <input type="checkbox"/> Labels <input type="checkbox"/> Sets <input type="checkbox"/> Plans or Tables <input type="checkbox"/> Other (Specify)	CLASSIFICATION	
THIS ORDER TIES (Department) Registration No.		Jacket No.	STRAP WITH REQUISITION NO.
PAPER STOCK AND INK	Text	FIRST CHOICE (Grade, color, and basis weight)	SECOND CHOICE (if any)
	Cover	OTHER (Specify) Offset-recycled, 60lbs	
COMPOSITION	<input type="checkbox"/> Direct Drive <input type="checkbox"/> Other	REGISTRATION	PREVIOUS JACKET/REQ. (if repeat)
	TEXT TYPE (Power, Face, Letterhead, etc.)	DISPLAY TYPE (Face)	MARGINS (Back/Low, Top, Other)
PRESS AND BINDERY	TYPE PAGE WIDTH (Inches)	No. of Cols.	TYPE PAGE DEPTH (Inches) (assuming head and tail height)
	ILLUSTRATIONS (Total)	PICK UP FROM JACKET No. and No.	RESTORE TO ORIGINAL JACKET
PROOFS AND DELIVERY	PRINT ONE SIDE ONLY	HEAD TO HEAD	HEAD TO FOOT
	COVER PRINTS (1-4)	EMBROSS	ROLLING (Print or Bindery)
ADDITIONAL INFORMATION	REQUESTED PROOF DATE	PROOF SETS (Copies)	DEPT. HOLD (Reprints) (Copies)
	REQUESTED DELIVERY DATE 5/25/91	WRAP	SHRINK FILM

net sample

Return to C. Anderson

8 1/2 x 11 10

In uniform quantities

Lee Campbell 202-208-6794

Lee Campbell
Printing Officer

STANDARD FORM 1 - Rev. July 1979
Prescribed by GPO
Title 44 of the U.S. Code Chapter 1 - 110

U.S. GPO: 1987-0-250-8079

NSM 7540-00-434-2886 PREVIOUS EDITION NOT USABLE

Print Order

UIC Form 2511
4-1-68 P 37870-3

PRINT ORDER

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

DEPARTMENT Interior-BLM	REQ. NO. 1-18375	DATE 9/17/91	PURCHASE ORDER NO. M 2262	PRINT ORDER NO. 50200
CONTRACTOR Kistler, Inc.	JACKET NO. 573-199	ESTIMATED COST [REDACTED]	SHIPMENT DATE 11/15/91	
TITLE Oregon/Washington Watchable Wildlife Booklet		OBJECT CLASS 24 78	STATE CODE 38-050	COUNTRY CODE 48840
PROOFS Galleys _____ Sets _____ Date Due to Govt _____		DAYS GOVT WILL HOLD _____	RETURN DATE TO CONTRL _____	APPROPRIATION CHARGEABLE OR-932
BILLING ADDRESS CODE (BAC) 4310-75		QUANTITY * 15,487		
MATERIAL FURNISHED TO CONTRACTOR Materials _____ Less dies _____ Contract Copy _____ Huggings _____ Blanks _____ Other _____		COMPOSITION Presstype _____ Core Type _____ Net Mass _____		
TEXT STOCK White litho coated book, 70 lb.		COVER STOCK White litho coated cover, 80 lb.		NO. OF TEXT PAGES (Excluding Inserts) 40
FOUR COLOR PROCESS PRINTS Color 1 2 3 4 Test X X X X X		COLOR OF INK Cyan _____ Magenta _____ Yellow _____ Black _____		COVER PRINTS 1 2 3 4 4-color
FOLD-IN STOCK		FOLD-IN FORMS Page Copy _____ Page & Back _____		
STRIP-IN		NEGATIVES 44 (See Remarks)		
BONDING Scale _____ Trim & Sides _____ Show Film Strip ends of _____ Sides _____ Post on Front _____ Post on Back _____ Post on _____ Post on _____		Dial _____ Control of Press _____ Print of _____ Post _____ Post _____ Post _____ Post _____		
DISTRIBUTION: See page 2		RETURN NEEDS TO GPO FOR STORAGE <input type="checkbox"/> NO <input type="checkbox"/> YES		
RETURN ONE OR MORE TO: See page 2				
Contractor Signature Carl Anderson Supervisory Printing Specialist	Purchase Order No. 573-199	DATE SENT TO CONTRACTOR 9/18/91		
ARTICLES OR SERVICES	QUANTITY	COST	UNIT PRICE PER	AMOUNT
12/11/91 SLIDES/CONTAINERS TO LERRICK CAMPBELL FILM PLATS TO TED ALBERT MAP FILMS TO TED ALBERT & SIGURD DOW ON HIS LOG BOARDART & DUMMIES TO GARY HARRIS				
TOTAL				

Notification of Intent to Publish

NOTIFICATION OF INTENT TO PUBLISH—FORM 3868
 To insure that your publication will receive proper consideration for inclusion in our Sales and Depository Library programs, please supply all of the requested information available at the time this form is submitted. Please submit at least 30 days before sending in your Printing Requisition, whether you recommend your publication for sale or not. Two copies of the completed form should be sent to: Documents Control Branch (SSMC), U.S. Government Printing Office, Washington, DC 20402.

Stock Number _____ (SuDocs will provide.)
 Printing and Binding Req. Number _____
 RPO Control Number _____
 Date Submitted _____

Please type. Form is aligned for typewriter use.
 Part I. To be completed by AGENCY PUBLISHER or PROGRAM OFFICER.

Scott Powers Public Affairs Specialist 503-231-2320
 (Publisher, Program Officer, or Author's Name) (Position or Title) (Area Code) (Phone)
U.S. Department of Interior Bureau of Land Management
 (Publishing Agency) (Bureau)

1. Title of publication Recreation in Oregon

2. What publication does it supersede? Stock Number N/A Title _____

3. How does this compare with previous editions? _____

4. Intended target audiences. (Please be as specific as possible, e.g., indicate fossil fuel energy researchers instead of researchers or scientists.) _____

5. Brief description of contents This publication is designed to respond to ongoing and frequent demand for information about camping and recreation on the public lands in Oregon.

6. Quantity for agency distribution 5,000 Specific audiences for agency distribution _____

7. Recommended for sale Yes—Quantity _____ No Reason for recommendation will distribute at no cost

8. Suggested audiences for sale copies _____

9. Will agency mailing lists be used for your promotional mailings? No Yes If yes, number of addresses available 5 M to 10 M

10. Please check types of promotions planned by agency for sales copies:
 Flyer—Quantity _____ Audience _____
 Press Releases—Quantity _____ Audience _____
 Review Copies—Quantity _____ Audience _____
 Advertising Inc Agency Publications Paid Media Other _____ Est. Total Circulation _____

11. Depository Library distribution Yes No If no, reason (See reverse for explanation) 1 2

Part II. SPECIFICATIONS: To be completed by AGENCY PRINTING OFFICER. Joe Salmonese 503-231-2217
 (Printing Officer's Name) (Area Code) (Phone)

12. Publication description: Non-subscription Subscription New Revision Reprint

13. FORMAT: book tape COVER: self paper casebound other _____
 folder microform adhesive sewn
 form other _____
 map

BINDING: saddle stitch looseleaf banded
 side stitch punched shrink wrapped
 drilled other _____

14. Unit of Issue Each No. of Pages 28 panel No. of Illustrations 26 Trim Size 22" X 25 1/2" No. of Foldins _____

15. 4-color process Yes No Smallest type size in points _____

16. Jacket No. _____ Program No. _____ Print Order No. _____

17. Printer: Main GPO Deal Direct Waiver GPO Regional Office (City) Seattle, Washington

Part III. To be completed by SUPERINTENDENT OF DOCUMENTS

18. SuDocs riding for _____ copies Not for sales For sale line only Individual cartons Cartons Other _____

19. Dep. Lib. riding for _____ copies File Copies _____ IES Copies _____ Item number _____

Part IV. This space may be used by AGENCY to record SuDocs information. Please notify publisher IMS initials/Date printing officer of rider decision.

GPO will ride for _____ paper copies _____ cloth copies
 Paper S/N _____ Price: \$ _____ Cloth S/N _____ Price: \$ _____

GPO Form 3868 (R 5-84)

1551 PRINTING

Printing, Binding, and Distribution Request

PRINTING, BINDING, AND DISTRIBUTION REQUEST						
1. BUREAU OR OFFICE Bureau of Land Management		BUREAU REQ. NO. 42	DATE SUBMITTED 11/2/89	3. REQUISITION No.		
2. PERSON TO CONTACT ABOUT THIS WORK Carmen Donelson		ROOM NO. 2454	TELEPHONE NO. 343-6152	DSO REQ. No.		
4. TITLE OR DESCRIPTION OF WORK DOI: 90-8 - BLM Information Collection Program Requirements				GPO REQ. No.		
5. PAGES (Not Sheets) OF MATERIAL SUBMITTED		6. QUANTITY		FINISHED PRODUCT UNIT		7. SCHED. COMPLETION DATE
MANUSCRIPT	WAGE JOB	CAMERA COPY	TOTAL	UNITS OF FINISHED PROD.	<input type="checkbox"/> BOOKS OR PAMPHLETS <input type="checkbox"/> FOLDERS <input type="checkbox"/> OTHER (SPECIFY)	
7. APPROPRIATION AA-970-09-4830-16-2411		8. EST. COST (AGY)	EST. COST	ACTUAL COST	9. DATE WANTED 11/20/89	
PRINTING, BINDING, AND DELIVERY INSTRUCTIONS						
TEXT		10. PAPER	11. FINISHED SIZE	12. COLOR	13. INK	14. PUNCH NO.
Offset Book		50	8 1/2 x 11	White	Black	
COVER						
OTHER (SPECIFY)						
12. PROOFS WANTED		13. PRINT		14. FOLD TO		
<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES		<input checked="" type="checkbox"/> ONE SIDE ONLY <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO SIDE (SEE SAMPLE)		<input type="checkbox"/> PERP <input type="checkbox"/> TRIM & SIDES <input checked="" type="checkbox"/> PASTE		
15. GATHER (Assemble)		16. PUNCH OR DRILL		17. ADDITIONAL OR SPECIAL PRINTING AND BINDING INSTRUCTIONS (USE ADDITIONAL SHEETS IF NECESSARY)		CHECK DISPOSITION OF <input type="checkbox"/> NEED <input type="checkbox"/> DESTROY <input type="checkbox"/> RETURN <input type="checkbox"/> HOLD IN GPO <input type="checkbox"/> HOLD <input type="checkbox"/> DROP
<input checked="" type="checkbox"/> AS PAGED <input type="checkbox"/> OTHER (SPECIFY)		<input type="checkbox"/> PERFECT BINDING <input type="checkbox"/> STITCH (NO. OF STAPLES) 1 <input type="checkbox"/> POSITION: <input type="checkbox"/> SIDE <input type="checkbox"/> SADDLE <input type="checkbox"/> TOP <input checked="" type="checkbox"/> BOTTOM LEFT		NO. HOLES: 3 DIA: 5/16 INCHES CTR. TO CTR.: 4 POSITION: Left Margin		
18. DISPOSITION OF WORK		19. DIS-TRIBUTE TO		20. DIRECT SHIPPING (NOT ATTACHED)		FOLD TO: <input type="checkbox"/> 8 1/2 x 5 1/2 <input type="checkbox"/> 8 1/2 x 3 1/2 <input type="checkbox"/> X <input type="checkbox"/> Self-Labeler <input type="checkbox"/> DIST. CLEAR
PICK UP: <input checked="" type="checkbox"/> BY MAIL MESSENGER <input type="checkbox"/> CALL EXTEN. DELIVER TO: <input type="checkbox"/> DISTRI. SVCS. DELIVER ACCORDING TO: <input type="checkbox"/> FOLLOWING DATA <input type="checkbox"/> ATTACHED LIST		QUANTITY (UNITS): ALL TO: Mail Room, Rm. 1618, MIB		21. DISTRIBUTE ON COPY OF WORK 22. DISTRIBUTE WHEN NOTIFIED 23. FOR METRIC TONE CALL		
ADDRESSING AND MAILING INSTRUCTIONS						
WASHINGTON HEADQUARTERS		FIELD		MAILING LISTS		
<input type="checkbox"/> SMALL ENVELOPES <input type="checkbox"/> LARGE ENVELOPES		<input type="checkbox"/> LABELS <input type="checkbox"/> CARDS		<input type="checkbox"/> ADD <input type="checkbox"/> CORRECT <input type="checkbox"/> DELETE <input type="checkbox"/> PROOF LIST		
24. ADDITIONAL OR SPECIAL DISTRIBUTION INSTRUCTIONS						
Distribute according to Distribution List.						
17. I CERTIFY THAT THIS WORK IS AUTHORIZED BY LAW AND NECESSARY TO THE CONDUCT OF THE BUSINESS OF THE ORGANIZATION AND THE ILLUSTRATIONS ORDERED ARE NECESSARY AND RELATE ENTIRELY TO THE PUBLIC BUSINESS.				CLEARED BY (SIGNATURE)		
REQUESTING OFFICE (SIGNATURE)		PRINTING REVIEW POINT (SIGNATURE)				
<i>Rose Busch</i>		<i>Rose Busch</i>				
FOOTING SYMBOL: 855	DATE: 11/2/89	FOOTING SYMBOL: 854	DATE: 11/2/89			
05-14 (REVISED) APRIL 1973				Shaded areas for ABO Printing Branch use		UNITED STATES DEPARTMENT OF THE INTERIOR

Recorded Data Log Sheet

Project Number	Project Name	Project Date	Program	Time	Date	Ordering Code	Person's Contact	Amount	Application Number	Title	Duration	Estimated Cost	Actual Cost
P-850 2-1	1-00146	25,301	814 M	10/31	11/21	854	Sandy	4,900	4320-02	BLM Office O'Recreancy	1/21	3,000.00	3,700.00
2	1-00146	25,302	"	11/17	11/23	111	Jess	900	4331-02	Wash Focus	3615	1,500.00	320.00
3	1-00548			11/9	11/30	855	Genna	3,500	4320-02	Differences Special	2454	500.00	
4	1-00565			11/19	12/15	320	ED McMahon	525	4312-02	FED REG dtd 11/21/70	3643	100.00	680.00
5	1-00600			11/29	12/20	610	BOB LEE	3,000	4311-02	FED REG dtd 11/23/70	601	1,000.00	470.00
6	1-00646			12/14	1/15	840	Tom Jackson	1,100	4640-20	A Study of Land	5622	4,600.00	3,011.00
7	1-00652			12/19	12/24	690	WILL NELSON	750	4320-02	ENERGY & MINERALS	3560	200.00	971.00
8	1-00676			1/6		680	KRIS	500	4320-02	FED REG dtd 11/19/71	3538	200.00	61.00
9	1-00714			1/15		854	John	223	4330-02	CER 5, Pt 1-699		450.00	665.00
10	1-00725	50-005		"	"	"	"	"	"	"	"	"	510.00
11	1-00776			"	"	"	"	"	"	"	"	"	592.00
12	1-00814			2/6	3/15	170	W. SPURLOCK	100.00	4320-02	BLM LAW	170	150.00	12.00
13	1-00871	290-321		2/26	5/28	854/130	Rick NESTON	500	4320-02	ENFORCEMENT CANALS	PMDS	3,271.00	3,212.00
14	1-00872	290-320		2/26	4/16	854/130	"	250	"	S-174	PMDS	400.00	452.00
15	1-00938	520-993		3/8	4/5	111	B. Holley	500	4330-02	CERT OF RECOG.	111	500.00	267.00

Form 1310.5
(September 1986)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

DOCUMENT FACE SHEET

Payee Departmental Printing Plant		City Washington	State D.C.	Zip Code 20260	CODE	AMOUNT	Document Control number AA-850-GPO-1304
Address Department of Interior, 18th & C Sts NW		Taxpayer Identification No.			Examining Officer	Examining Date	Cross reference number 304
City		State			Examining Officer	Examining Date	Schedule or block number
City		State			Examining Officer	Examining Date	Due Date

LINE NUMBER	ORGANIZATION	OFFICE	FUND CODE	COST CONSTRUCTION			GENERAL LEDGER		TRANSACTION CODE	OPERATION KEY	EXPENDITURE TYPE	EXAMINER ID CODE	AMOUNT	REFERENCE
				ACTIVITY	PRG FILE	PROJECT OR IDENT	MAJOR CLASS	MINOR						
1	AA	820	00	4830	1A	FIRM		24	11			est \$120.00		
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														

SC Numeric Copy

1551 PRINTING

Regional Printing and Procurement Offices

PRINT ORDER		You are hereby authorized to manufacture and deliver the following described product in accordance with the purchase order and specifications indicated.			GPO Form 25(11-88) (R 10-88) P 51597.3
AGENCY INTERIOR-USGS	ORDERING OFFICE WRD	DATE 7/9/91	PURCHASE ORDER NO. 91447	PRINT ORDER NO. 40041	
CONTRACTOR METRO PRINTING		JACKET NO. 281-985	REQ NO. 1-00085	PROGRAM NO. 0662-5	
TITLE WRD MEMO 91.48		APPROPRIATION CHARGEABLE 4060-93700		DELIVERY DATE 7/10/91	
ITEM NO 1	NUMBER OF COPIES 500	TRIM SIZE <input checked="" type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> Other	PRINTING No. of Leaves 1 side only 2 No. of Leaves 2 sides only	NUMBER OF ORIGINALS 2	
	BINDING <input type="checkbox"/> 1 staple upper left <input type="checkbox"/> 2 side staples	<input type="checkbox"/> Band or Shrinkwrap (when over 300 pgs.) <input type="checkbox"/> Pad in units of	TEXT PAPER <input type="checkbox"/> White—No. of Leaves <input type="checkbox"/> Colored () No. of Leaves	INK <input type="checkbox"/> Black <input type="checkbox"/> Other	
	MAILING No. of copies No. of destinations	COVER PAPER <input type="checkbox"/> Inset <input type="checkbox"/> Vellum <input type="checkbox"/> White—No. of Leaves <input type="checkbox"/> Colored () No. of Leaves	INK <input type="checkbox"/> Black <input type="checkbox"/> Other	DRILL 3 HOLES <input type="checkbox"/> Yes <input type="checkbox"/> No	
	TITLE				
ITEM NO 2	NUMBER OF COPIES	TRIM SIZE <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> Other	PRINTING No. of Leaves 1 side only No. of Leaves 2 sides only	NUMBER OF ORIGINALS	
	BINDING <input type="checkbox"/> 1 staple upper left <input type="checkbox"/> 2 side staples	<input type="checkbox"/> Band or Shrinkwrap (when over 300 pgs.) <input type="checkbox"/> Pad in units of	TEXT PAPER <input type="checkbox"/> White—No. of Leaves <input type="checkbox"/> Colored () No. of Leaves	INK <input type="checkbox"/> Black <input type="checkbox"/> Other	
	MAILING No. of copies No. of destinations	COVER PAPER <input type="checkbox"/> Inset <input type="checkbox"/> Vellum <input type="checkbox"/> White—No. of Leaves <input type="checkbox"/> Colored () No. of Leaves	INK <input type="checkbox"/> Black <input type="checkbox"/> Other	DRILL 3 HOLES <input type="checkbox"/> Yes <input type="checkbox"/> No	
	TITLE				
ITEM NO 3	NUMBER OF COPIES	TRIM SIZE <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> Other	PRINTING No. of Leaves 1 side only No. of Leaves 2 sides only	NUMBER OF ORIGINALS	
	BINDING <input type="checkbox"/> 1 staple upper left <input type="checkbox"/> 2 side staples	<input type="checkbox"/> Band or Shrinkwrap (when over 300 pgs.) <input type="checkbox"/> Pad in units of	TEXT PAPER <input type="checkbox"/> White—No. of Leaves <input type="checkbox"/> Colored () No. of Leaves	INK <input type="checkbox"/> Black <input type="checkbox"/> Other	
	MAILING No. of copies No. of destinations	COVER PAPER <input type="checkbox"/> Inset <input type="checkbox"/> Vellum <input type="checkbox"/> White—No. of Leaves <input type="checkbox"/> Colored () No. of Leaves	INK <input type="checkbox"/> Black <input type="checkbox"/> Other	DRILL 3 HOLES <input type="checkbox"/> Yes <input type="checkbox"/> No	
	TITLE				
ITEM NO 4	NUMBER OF COPIES	TRIM SIZE <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> Other	PRINTING No. of Leaves 1 side only No. of Leaves 2 sides only	NUMBER OF ORIGINALS	
	BINDING <input type="checkbox"/> 1 staple upper left <input type="checkbox"/> 2 side staples	<input type="checkbox"/> Band or Shrinkwrap (when over 300 pgs.) <input type="checkbox"/> Pad in units of	TEXT PAPER <input type="checkbox"/> White—No. of Leaves <input type="checkbox"/> Colored () No. of Leaves	INK <input type="checkbox"/> Black <input type="checkbox"/> Other	
	MAILING No. of copies No. of destinations	COVER PAPER <input type="checkbox"/> Inset <input type="checkbox"/> Vellum <input type="checkbox"/> White—No. of Leaves <input type="checkbox"/> Colored () No. of Leaves	INK <input type="checkbox"/> Black <input type="checkbox"/> Other	DRILL 3 HOLES <input type="checkbox"/> Yes <input type="checkbox"/> No	
	TITLE				
QUANTITY	DESTINATION	SPECIAL INSTRUCTIONS			
Object Class: 24:00		State Code: 190		Contractor's Code: 58253	
DEPARTMENT AUTHORITY (Signature and Title)		ACCELERATED SCHEDULE APPROVED Contractor number _____ Job description _____ DATE SENT TO CONTRACTOR _____ PURCH PRICE (for contractor use only) 11/1/91 20.00			

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

PUBLICATIONS/EXHIBITS APPROVAL REQUEST FORM *

1. To:	2. Originating Office:	3. Date of Request:
--------	------------------------	---------------------

4. Publications/Exhibits Title: _____

5. Category (<i>Identify</i>): <input type="checkbox"/> Publication _____ <input type="checkbox"/> Exhibit _____	6. Status (<i>Pubs. Only</i>): <input type="checkbox"/> New <input type="checkbox"/> Revision	7. Pub. Format:	8. Is the Director's/Secretary's Name/Signature to be used in this publication, or does it contain a Secretarial message or have Bureauwide scope? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes," written approval and additional routing is required (WO-610, Public Affairs Group Manager).
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9. Objective of Publication/Exhibit: _____

10. Primary Audience:	11. Cooperative Effort: <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," identify group and contributions	12. Distribution Intentions (<i>Pubs. only</i>):
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PRINTED PUBLICATIONS		EXHIBITS (<i>Required if over \$5,000.00</i>)	
13. Copy Creation: <input type="checkbox"/> In-house BLM <input type="checkbox"/> GPO Contract <input type="checkbox"/> Other (<i>Explain</i>)	14. Illustrations (<i>number</i>): Photos _____ Line Illustrations _____ Maps _____ Other _____	19. Size of Exhibit:	
15. Print: <input type="checkbox"/> Single Color <input type="checkbox"/> Multi Color (No. of Colors _____) <input type="checkbox"/> 4-Color Process <input type="checkbox"/> Other _____		20. Expected Exhibit Longevity (<i>Mo/Yrs</i>):	
16. Print Quality Level:		21. Usage: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> One-time <input type="checkbox"/> Multiple <input type="checkbox"/> Portable <input type="checkbox"/> Permanent	
17. If more than one color, explanation need:		22. Special Requirements (<i>Explain</i>):	
18. Finished size of publication: _____ No. of Pages/Panels: _____		Paper Requirements (<i>JCP Codes</i>): Text _____ Covers _____	
Ink Color(s) Text _____ Covers _____		Binding Style: _____ Quantity to be Printed: _____ Required Ship Date: _____	
Proof Requirements: <input type="checkbox"/> Blueline/Dylux <input type="checkbox"/> Color Proofs <input type="checkbox"/> Press Sheet Inspection			

23. FUND CODING							24. ESTIMATED COST		
ORGAN. CODE		FUND CODE	SUBACTIVITY	PROGRAM ELEMENT	PROJECT	OBJECT CLASS			
STATE	OFFICE					MAJOR	MINOR		

25. RESPONSIBLE INDIVIDUALS				
Originator	Title	Office	Phone No. (<i>include area code</i>)	Date

26. AUTHORIZED SIGNATURES/APPROVALS			
External/Public Affairs Officer	Office	Phone No. (<i>include area code</i>)	Date
Manager	Office	Phone No. (<i>include area code</i>)	Date
State Office Printing Specialist	Office	Phone No. (<i>include area code</i>)	Date
Approving Official	Signature	Date	Pub./Exhibit Approval <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with changes--See Remarks on next page.
WO-610 (<i>If required</i>) Printed Name	Signature	Date	Pub./Exhibit Approval <input type="checkbox"/> Yes <input type="checkbox"/> No

**Attach additional sheets if necessary*

BLM PRINTING AND PUBLICATION PROCESSING CHECKLIST

TITLE OF PUBLICATION:	REQUIRED			
	YES	NO	ATTACHED OR COMPLETED	DATE
B-1550-8 With Approval/Signature Date				
GPO 3868 "Notification of Intent to Publish"				
Appropriation Number (Current FY Fund Coding)				
Approved B-1510-18 "Purchase Requisition/Oral Order"				
NTIS Requirements Completed (See WO I.M. No. 94-155)				
Publication Indexing System (See Manual 1555)				
B-1550-1, Document/Publication Index Listing				
Publication Distribution Instructions (See BLM Manual Section 1551.44G and Manual 1554)				
Mailing List (<i>If required</i>) (Also see BLM Manual Section 1550.16; 1542.32 and 1542.35).				
Bureauwide Publications - To be stocked at the Service Center (PMDS) (See Manual 1556)				
Final Printing Costs (Include all cost associated with actual printing and distribution, e.g., A/A's, Press Sheet Inspections, etc.). - <i>Use Remarks Section to show costs.</i>				
Completed B-1550-8 Forwarded to the Printing Officer (BC-650C)				
Disposition of Original Materials/Films, etc. (Office location)				

Remarks (*Attach additional sheets if necessary.*)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

PUBLICATIONS/EXHIBITS APPROVAL REQUEST FORM

Please type or print clearly

INTRODUCTION

NOTE: No Typesetting, Graphic Design or Artwork Preparation is to be accomplished until final approval.

The following instructions will help you complete the 1550-8, and will speed up the overall approval process. Please read all instruction carefully before completing this form. The back side of the 1550-8 has the "BLM Printing and Publication Processing Checklist" which i to assist in the preparation of any other associated functions needed for the publication. Routing should be through the External/Publi Affairs Officer and Printing Specialist for review prior to the authorized signatures/approvals.

This request for all State level publications/exhibits under the cost of \$20,000 will be directed to the State and National Center Director for final review and approval. State level publications/exhibits which exceed \$20,000 are to be directed to the Group Manager, Publi Affairs (WO-610) for approval. While there are no limitations on the number of reprints or the length of time this approval is valid, a reprints should be coordinated with the Publications Committee.

INSTRUCTIONS

1. **To:** This request will be directed to the State and National Center Directors for final review and approval.
2. **Originating Office:** Office location responsible for the publication or exhibit.
3. **Date of Request:** Date this form completed and sent forward for review and approval.
4. **Publications/Exhibits Title:** Actual or working title of publication or exhibit.
5. **Category:** Identify the most appropriate category based on content, purpose, and audience;
General Interest, Site Specific, Scientific/Technical/
Statistical, Periodical, Planning (EIS, RMP, etc.),
other _____
6. **Status:** Select new or revision.
7. **Publication Format:** (See following examples.)

Book	Booklet
Booklet Folder	Brochure
Catalog	Fact Sheet
Flier	Handout
Leaflet	Map
Newsletter	Pamphlet
Poster	Technical Note
Technical Report	Special Report

Other: _____

8. **Signature of Director/Secretary:** If the publication or exhibit has bureauwide scope or has a Secretarial message and/or the official signature of the Director BLM or the Secretary of the Interior, prior authorization from WO-610 (Public Affairs Group Manager) will be necessary.
9. **Objective of Publication/Exhibit:** What benefits will be derived from publishing or creating the exhibit and, conversely, what problems may become evident if it is not published or created. Attach additional sheet(s) if necessary.
10. **Primary Audience:** List type of audience (general public, organization, offices, etc.) that this publication or exhibit is to reach.
11. **Cooperative Effort:** If cooperating entity is contributing any sort of funding, staff time or other support, explain type and extent of support. Attach additional sheet(s) if necessary.

12. **Distribution Intentions:** Describe distribution plans of publicatio (site or State only or Bureauwide) and how distribution will b accomplished. Attach additional sheet(s) if necessary.

PRINTED PUBLICATIONS

13. **Copy Creation:** Identify who will be creating copy.
14. **Illustrations:** List Numbers.
15. **Print:** Check appropriate box.
16. **Print Quality Level:** Quality attributes level (five levels from which to select - level I being the highest, level V the lowest) Obtain assistance from your Printing Specialist for quality level selection.
17. Justify need for more than one color.
18. Complete as indicated (assistance may be obtained from your Printing Specialist for items 13 through 18).

EXHIBITS

19. **Size of Exhibit:** Indicate size in inches/feet/width/ height/depth/length/weight/etc.
20. **Expected Exhibit Longevity:** Give time span for which exhibit is to be viewed.
21. **Usage:** Check appropriate box.
22. **Special Requirements:** Indicate any special requirements that may be associated with the exhibit. Such as wiring, water, lighting security, shipping/transportation, etc.
23. **Fund Coding:** Fill in as appropriate - Refer to latest edition of "Fund Coding Handbook" for current FY appropriations.
24. **Estimated Cost:** This includes all contracted costs associated with this publication, i.e., writing, design, graphics, prepress, printing, and distribution.
25. **Responsible Individuals:** Indicate responsible individuals for contact.
26. **Authorized Signatures/Approvals:** Have appropriate officials sign. Any conditions or changes associated with the approval of this publication or exhibit should be noted in the *Remarks* area on page 2 of the form.

The approval process should be completed within 10 workdays. If approval notification has not been received within this time frame, the External/Public Affairs Officer or Printing Specialist will contact the originating office to provide a date when the publication/exhibit will be approved.