

**United States
Department of
Agriculture**

Forest Service R-6

**United States
Department of
the Interior**

**Bureau of Land
Management**

OR/WA

Reply Refer To: 1630-2 (FS)/1551/1132 (BLM) (OR912) P

Date: October 15, 2010

FS-Memorandum

**EMS TRANSMISSION
BLM-Instruction Memorandum No. OR-2010-063
Expires: 09/30/2011**

To: All Region 6 Forest Service and Oregon/Washington Bureau of Land Management Employees

Subject: Centralized Forest Service Region 6 and Oregon/Washington Bureau of Land Management Statewide Printing Program

This memo clarifies the roles of the Bureau of Land Management (BLM) Oregon/Washington State Office (OSO) and US Forest Service Region 6 (FS-R6) printing. Printing for both agencies remains with the OSO Office of Communications and FS-R6 Public and Legislative Affairs. The Service First Printing and Graphics Unit consists of Shelly York, 503-808-6212, Printing Specialist for both BLM and FS-R6; Michael Hamel, 503-808-2231, Visual Information Specialist (FS); and David L. Garcia, 503-808-6211, Visual Information Specialist (BLM).

All printing services (i.e. printing, copying, silk-screening, etc.) are required by US Code, Title 44 to use the Government Printing Office (GPO). Unauthorized or unapproved printing and/or copying may result in repayment to the government and/or disciplinary action to the procuring individual. Information about printing or graphic requirements can be found on your agency's intranet website in the Service First Printing and Graphics Unit's "Printopoly" brochure.

The BLM OSO and FS-R6 have policy in place that establishes the GPO as the required source for printing and copying. A Forest Service memo dated May 8, 2007, to all FS-R6 employees reiterated that the Forest Service will utilize the GPO for procurement of all printing and copying.

You are encouraged to contact Shelly York for printing services, and Mike Hamel or David Garcia for graphic and design services, illustrations, and artwork. Questions about the sign program should be referred to the Engineering Offices of the BLM OSO or the FS-R6.

Lenise Lago for
MARY WAGNER
Regional Forester, Region 6
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Authenticated by
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Attachment

1 - General Printing Guidelines (2 pp)

FS cc:

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BLM Distribution

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WO-620

The following are excerpts from the Joint Committee on Printing, U.S. Congress, February 1990 *(current version)*

Extract from US Code, Title 44:

501. Government printing, binding, and blank-book work to be done at Government Printing Office

All printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office and establishment of the Government, shall be done at the Government Printing Office.

Paragraph 30. Central Printing and Publications Management Organization

Heads of departments shall maintain under their direct supervision a central printing and publications management organization with responsibility for the conduct of a coordinated program controlling the development, production, procurement or distribution of materials through the utilization of conventional printing and binding methods.

Paragraph 31. Mailing Lists

All departments shall make necessary revisions in their mailing lists at least once each year in order to eliminate waste in Government funds caused by publications being improperly addressed or mailed to persons no longer desiring them.

Paragraph 36-1. Printing Requirements Resulting From Grants

The Joint Committee on Printing does not intend that grantees shall become prime or substantial sources of printing for the use of departments and agencies. Therefore, the inclusion of printing, as defined in paragraph 1, within grants is prohibited unless authorized by the Joint Committee on Printing.

Paragraph 38. Publications, by Private Publishers

When a department uses appropriated funds to create information for publication, the printing and binding of that information is subject to the provisions of sections 103 and 501 of Title 44, United States Code, and it shall not be made available to a private publisher for initial publication without the prior approval of the Joint Committee on Printing.

Regional Policy of Centralized Printing

- The procurement of printing and copying of documents intended for public distribution, will utilize term contracts issued by the Government Printing Office (GPO) and will be administered from the Regional Office, Public Affairs.
- This policy affects public documents and will not impact internal, administrative work utilizing in-house equipment. In addition, the in-house reproduction of Environmental Assessments is the only exemption to this policy for public documents.
- The framework of legal authority to procure printing is extremely limited as set forth in US Code Title 44 Public Printing and Documents. Under Title 44, only commercial vendors authorized through GPO may provide these services to executive branch agencies. What this means to us is that printing must be procured consistent with GPO requirements.

Small copying projects done in-house:

- Should not exceed the "500/2500" copying rule; i.e. you may make up to 500 copies of a single page document or up to 2,500 copied pages of a multiple page document.
- Must be done on agency copy machines (cannot take "down the street" to a local copying business).
- Do not require specialty services (lamination, binding, etc.).

All copying jobs not done in-house:

- Must be sent through the Government Printing Office for printing/copying. For assistance with these jobs, please contact Shelly York, Printing Specialist, at 503-808-6212.
- Include jobs with the need for color copying, binding, laminating, size reduction/increase, or other specialty services.

Copying Policy

Forest Service-Region 6

A Forest Service memo dated May 8, 2007 to all Forest Service Region 6 employees reiterated that the Forest Service will utilize the GPO for procurement of printed and copying of documents intended for public distribution.

Bureau of Land Management-OR/WA

The BLM Washington Office Instruction Memorandum No. 2005-079, Departmental Copying Policy, distinguishes copying from other types of reproduction.

Copying (*duplicating*) is the mass reproduction of materials beyond the capabilities of typical office copiers. This type of work is accomplished through GPO term contracts. Volumes range from 1 to 500 single page production units to 2,500 production units in aggregate multiple pages. This volume is referred to as the “500/2500” rule.

Acquiring Copying Services Outside of the GPO

NOTE: *Prior to using outside services, all projects must be preapproved by the Printing Specialist and must meet the following criteria.*

Requirements meeting the “**copying**” definition above that cannot be fulfilled through available resources may be referred to a commercial source without seeking GPO approval **if the qualifying work meets the following criteria:**

1. **Quantities must not exceed the “500/2500” copying rule**, i.e. you may make up to 500 copies of a single page document, or up to 2,500 total copied pages of a multiple page document,
AND
2. **Cost is not more than \$500** and is charged to a purchase card by an employee with micropurchase authority,
AND
3. **Work is being produced while employee is on official travel or attending a conference,**

OR

4. **Resources, including GPO, are not readily available** (e.g. within the immediate area where the work is required to be accomplished) or accessible (e.g. requirements emerge after hours or on weekends) to the employee to obtain the work within the required time frame.