



Approved for Release  
Douglas F. Elznic, P.E.  
Acting Director, Office of Administrative Services

DEPARTMENT OF COMMERCE  
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION  
OFFICE OF ADMINISTRATIVE SERVICES

PUBLISHING AND PRINTING MANAGEMENT BULLETIN # 001, FY10

**SUBJECT:** Department of Commerce (DOC) policy and procedures for participation in the Government Printing Office's (GPO) GPOExpress<sup>SM</sup> Program.

**EFFECTIVE DATE:** October 1, 2009

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not Applicable

**BACKGROUND:** The GPOExpress<sup>SM</sup> Program became available to all Federal Government agencies as another printing and bindery procurement tool through the GPO. The program provides (through a contract between GPO and FedEx Kinko's) printing and reproduction services through any of the FedEx Kinko's Office and Printing Centers. This is accomplished through a GPOExpress<sup>SM</sup> card. The GPOExpress<sup>SM</sup> card is not a credit card but rather a means of identifying Federal Government employees authorized to procure printing and reproduction services. The use of this program is not intended to substitute for the use of GPO Programs (Term Contracts), Purchase Orders (Request for Quote), One-time Bids, or the Simplified Purchase Agreement (SPA).

**PURPOSE:** The purpose of this publishing and printing management bulletin is to formally set policy and procedures for participation in the GPOExpress<sup>SM</sup> Program.

**PROCEDURES/APPLICABILITY:** This policy and procedure shall apply to all Department employees and will serve as a supplement to the *DOC Publishing and Printing Management Manual*, dated September 2004, Chapter 6, entitled "Printing." Upon revision of the Manual, the guidance contained in this bulletin will be updated to reflect the modification. There will be a 120-day grace period beginning on the date of this bulletin for current participants in the GPOExpress<sup>SM</sup> Program to meet this policy. Purchase limits become effective the date of this bulletin.

**REFERENCES:** *DOC Publishing and Printing Management Manual*, dated September 2004 and the *Commerce Acquisition Manual* 1313.301, revised July 2009.

**OFFICE OF ADMINISTRATIVE SERVICES:** Douglas F. Elznic, P.E., Acting Director, Office of Administrative Services, [delznic@doc.gov](mailto:delznic@doc.gov) (202) 482-1200.

**PROGRAM MANAGER CONTACT INFORMATION:** Robert D. Carr, Chief, Multimedia Division, Office of Administrative Operations, [rcarr@doc.gov](mailto:rcarr@doc.gov) (202) 482-3950.

## CHAPTER 6 — PRINTING

### 6.000 Publishing and Printing Officers

#### 6.001 Heads of Operating Units

Heads of Operating Units normally designate one or more persons as a publications officer to obtain printing and related services. These officials also serve as coordinators within their organizations for publishing and printing matters and as contacts with the DOC printing/publications offices in the HCHB PSO.

#### 6.002 Operating Units within Washington Metro Area

Within the Washington metro area, the HCHB PSO offers assistance to Operating Unit representatives in determining the electronic composition and printing methods, paper, and inks best suited to their particular requirements and budgets. No charge is made for preliminary consultation or for estimates of printing costs. In the National Capital Region, the HCHB PSO is a mandatory source for printing services except where authority for certain services has been delegated to Operating Units, as stated previously in this Manual. Requests for publication services are submitted on a Standard Form 1.

#### 6.003 Operating units outside the Washington Metro Area

The following procedures are used for requesting printing services for operating units located outside the Washington metro area:

- (1) Where an Operating Unit has been delegated authority to submit work directly to GPO's Regional Procurement Office, local procedures will be followed for submitted requirements;

- (2) Submitting printing requests to the Administrative Support Centers for submission to GPO will be in accordance with local procedures;
- (3) By agreement with a JCP authorized Government agency printing plant; and
- (4) From commercial sources where a printing request is less than \$1,000 and meets the conditions required by paragraph 49-2 of the JCP Regulations.

#### 6.100 Requisitioning Printing Services

##### 6.101 General

In accordance with the JCP Regulations, printing services must be obtained from the following sources:

- (1) GPO – main plant, field plants, regional procurement offices, and GPO contracts;
- (2) Authorized JCP Printing Plants and duplicating shops; or
- (3) Commercial sources when the printing request costs less than \$1,000 and meets the conditions required by paragraph 49-2 of the JCP Regulations.

Further, as required by paragraph 38 of the JCP Regulations, when an Operating Unit uses appropriated funds to create information for publication, the printing and binding of that information is subject to the provisions of 44 USC §§103 and 501, and it shall not be made available to a private publisher for initial publication without the prior approval of the JCP.

## 6.200 Printing Request Forms (see 8.503)

### 6.201 Standard Form 1—Printing and Binding Requisition

The SF-1, Printing and Binding Requisition, is the standard form used to requisition printing, binding, and related services.

### 6.202 Standard Form 1—Publications Service Request

A Standard Form 1 (SF-1), Publications Service Request, must be submitted when requisitioning printing and related services. Bureaus located in the HCHB and the surrounding metro areas must send this form to the HCHB's PSO Customer Service Requisitions desk. The SF-1 is designed to help publications and printing officers present their requirements in detail and in logical order.

### 6.203 GPOExpress<sup>SM</sup> Form 3001

GPOExpress<sup>SM</sup> Form 3001 is the registration form specifically created for the GPOExpress<sup>SM</sup> program. Use of GPO's Standard Form 1 (SF-1) is not authorized for use to apply for the GPOExpress<sup>SM</sup> Program. If you have any questions on completing the GPO Form 3001, please contact your GPO National Account Manager for further information.

### 6.204 Authorized Signatures for Signing the SF-1 and GPO Form 3001

The name and title of individuals authorized to sign the SF-1 and GPO Form 3001 must be on file with respective GPO office. Field offices should submit a memo to their PSO listing all persons in the organization who are authorized to sign the SF-1 and GPO Form 3001.

### 6.300 Printing and Duplicating By Operating Units

Certain Operating Units of the DOC have been authorized to perform specialized or limited printing or duplicating with their own equipment. (Printing and duplicating are defined in paragraphs 1 and 2 of JCP Regulations, No. 24.)

### 6.400 Printing Material for Public Distribution

#### 6.401 Form CD-27

If the finished product is intended for public distribution, submission of a Form CD-27 (see section 4.101) is required at the inception of a project.

#### 6.402 GPO Form 3868 (see 8.5)

An originating office should prepare a GPO Form 3868, Notification of Intent to Publish, for any publication intended for public distribution that appears to have a sales potential of at least 200 copies, unless there is a reason why all copies should be distributed free of charge. This form should be sent in duplicate directly to: Superintendent of Documents, Documents Control Branch (SSMC), U.S. Government Printing Office, Washington, D.C. 20401. The notification form shall be submitted 30 days prior to sending a printing requisition. In the case of periodicals or series publications sold to the public, the form should be submitted once a year. (See Appendix for a reproduction of Form 3868, which is available from the Superintendent of Documents.)

### 6.500 Printing Under Special Programs

Increasingly, Department series publications are being purchased under special GPO “programs.” Private firms under contract to GPO do the printing. The process for submission of work to your servicing PSO remains as previously described.

#### 6.501 GPOExpress<sup>SM</sup> Program

The GPOExpress<sup>SM</sup> Program provides printing and printing related services through FedEx Kinko's Office and Printing Centers. This is accomplished through a GPOExpress<sup>SM</sup> Card. The use of this program is not intended to substitute the use of GPO Programs (Term Contracts), Purchase Orders (Request for Quote), One-time Bids or the Simplified Purchase Agreement.

GPO Circular Letter No. 625, dated September 22, 2006 authorized participants in the GPOExpress<sup>SM</sup> Program, as an option, to be billed through a government credit card.

To participate in GPOExpress<sup>SM</sup> Program applicants must be an approved Department purchase cardholder and have their GPOExpress<sup>SM</sup> account billed through their Department purchase card.

The HCHB PSO and the Bureau PSO's with delegated authority have signature authority on the GPOExpress<sup>SM</sup> Form 3001.

Participants must submit a completed GPOExpress<sup>SM</sup> Form 3001 and a copy of their signed purchase card delegation of authority memorandum to their PSO. PSO's will submit the GPOExpress<sup>SM</sup> Form 3001 to GPO for processing.

PSO's can fax a copy of the completed form to the GPOExpress registration fax at 202-312-0171. Registration on to the GPOExpress<sup>SM</sup> program takes 5-7 days. If you need assistance, please contact your GPO National Account Manager.

Processes utilized within the GPOExpress<sup>SM</sup> Program fall within the guidelines of the JCP Title I: Definitions, paragraph 2-1. Duplicating /Copying. — "The term "duplicating/copying" as used in these regulations means that material produced by the use of (1) equipment listed in column 2 of the equipment tables and (b) duplicating equipment employing the lithographic process; and automatic copy-processing or copier-duplicating machines employing electrostatic, thermal, or

other copying process: Provided, that work exceeding 5,000 production units of any one page, and work exceeding 25,000 production units in the aggregate of multiple pages, shall not be done without authority of: (a) the Central Printing and Publications Management Organization as provided in paragraph 30 of these regulations; or (b) the Joint Committee on Printing.”

Allowable purchases under the GPOExpress<sup>SM</sup> Program are limited to items and services listed on the GPOExpress<sup>SM</sup> Card Pricing Guide.

All work placed on the GPOExpress<sup>SM</sup> Program that exceeds 5,000 production units of any one page, and work exceeding 25,000 production units in the aggregate of multiple pages must have approval from the Associate Director, OAO prior to production.

Participants in the GPOExpress<sup>SM</sup> Program shall adhere to all policies set forth in the Commerce Acquisition Manual (CAM) 1313.301; Purchase Card Program to include training requirements and purchase card program objectives. The single purchase limit for users of the GPOExpress<sup>SM</sup> Card is set at \$3,000 per order and the monthly billing cycle limit is \$10,000. This amount is not in addition to the amounts allowed with the CAM 1313.301 limits. Single purchase limits above the threshold amount of \$3,000 with the GPOExpress<sup>SM</sup> card shall be limited to DOC purchase card holders who meet the requirements set for in the CAM 1313.301, paragraph 2.1.1.2.

Operating units are authorized to develop supplemental operational policies and guidance related to the GPOExpress<sup>SM</sup> Program, which may be more, but not less restrictive than the Departmental policy. Supplemental polices must be reviewed by OAO, prior to implementation.

6.600 Obligating Funds At the End of the Fiscal Year

To ensure timely obligation of current year funds towards the end of the fiscal year:

- All requisitions (SF-1s) for printing through GPO, requiring composition and/or artwork, must be received at the GPO in time to open and begin work on the printing request.
- All requisitions for printing at or through GPO, not involving prior composition and/or artwork, must be in your printing/PSO at least 10 days prior to the end of the fiscal year