

**Functional Series 500 – Management Services  
ADS 512 - Agency Printing and Graphics Services**

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\* An asterisk indicates that the adjacent material is new or substantively revised.

## **ADS 512 - Agency Printing and Graphics Services**

### **512.1 OVERVIEW**

Effective Date: 05/28/1996

The objective of printing and graphics services is to provide printing, binding, reproduction, and copying of Agency-wide material. These graphics presentation services are available to the staff of USAID/Washington (USAID/W) and, upon request, to overseas Missions when submitted through their respective Bureau/Office.

### **512.2 PRIMARY RESPONSIBILITIES**

Effective Date: 08/27/2002

- a. The Bureau for Management, Office of Administrative Services, Consolidated Property Division (M/AS/CPD) is responsible for providing printing, binding, reproduction, and copying services to USAID/W and, upon request, to overseas Missions.
- \*b. Administrative Management Staff (AMS) Officers are responsible for the approval process and forwarding all USAID/W requests for business cards to M/AS/CPD for approval and printing.
- c. The Bureau for Management, Office of Administrative Services, Information and Records Division (M/AS/IRD) is responsible for approving all USAID forms before they are printed.

### **512.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

#### **512.3.1 Procurement of Printing and Graphics Services**

Effective Date: 05/28/1996

It is USAID policy to produce or procure quality publication, printing, and graphics services at the lowest cost consistent with the purpose, nature, and urgency of the work to be performed.

#### **512.3.2 Special Exceptions for USAID Printing**

Effective Date: 08/27/2002

\*It is USAID policy to follow [OMB Memorandum M-02-07](#), Procurement of Printing and Duplicating through the Government Printing Office (May 3, 2002), except in unusual or emergency situations. Under the OMB Memorandum, agencies are no longer required to use the Government Printing Office (GPO).

\*In accordance with the OMB Memorandum, USAID will select printing, graphics, and duplicating services based upon the best quality, cost, and time of delivery.

\*USAID has the authority to make exceptions to OMB Memorandum M-02-07 under

section 636(b) of the Foreign Assistance Act of 1961, as amended, [22 U.S.C. 2396\(b\)](#), which authorizes USAID to use its funds for printing and binding without regard to the provisions of any law. However, any exceptions should be limited to emergency or unusual situations. The Chief, M/AS/CPD, must approve any exception.

### **512.3.3 Graphics Services**

Effective Date: 05/28/1996

USAID/W graphics services, including exhibits, design services, and framing, must be requisitioned from M/AS/CPD. M/AS/CPD will then determine the choice of vendor. All requests for mounting, framing, and other graphics materials must be related to USAID business. Framing of personal maps or pictures is not allowed.

To obtain graphics services, the requestor must submit an [SF-1](#), Printing and Binding Requisition, to M/AS/CPD. If a document is going to be available to the general public or other Government agencies, the requestor must fill out an SF-1.

For internal jobs and simple requests, the Form [AID 5-18](#), Printing/Distribution Request, should be used.

Awards requisitions must come from the USAID Awards Committee and be submitted on an SF-1 to M/AS/CPD.

### **512.3.4 Printing and Duplicating Services**

Effective Date: 05/28/1996

M/AS/CPD determines the most suitable and cost-effective means for completing printing, binding, reproduction, and copying services.

The requestor must submit an [SF-1](#) form to M/AS/CPD for outside printing and graphics jobs. Duplicating services performed within USAID/W facilities must be submitted on a Form [AID 5-18](#), Printing/Distribution Request.

### **512.3.5 Publications**

Effective Date: 05/28/1996

M/AS/CPD must procure quality publications at the lowest cost available. M/AS/CPD has the option to determine whether or not Bureaus/Offices procure large volumes or quantities of printed materials. It is Agency policy to print publications in only one or two colors, due to the cost of printing. Requests for publications using more than two colors must receive M/AS/CPD approval.

Requests for publications must be submitted to M/AS/CPD on an [SF-1](#).

### **512.3.6 Printing and Graphics Authorization and Approval Process**

Effective Date: 06/08/1998

All requisitions must contain the signature and title of an authorizing officer designated in accordance with [ADS 331](#), Small and Micro Procurement in USAID/W.

Requisitions for the reproduction of publications must be countersigned by the Communications Review Board (CRB). See [Handbook 18, Part 3, Chapter 13, Communications Review Board](#) for more information.

#### **512.3.6.1 USAID Forms**

Effective Date: 06/08/1998

M/AS/IRD must approve all AID forms (numbered or unnumbered) prior to initial printing or any subsequent reprinting. See [ADS 505](#), Forms Management Program, for more details.

### **512.3.7 Obligation of Funds**

Effective Date: 05/28/1996

USAID Bureaus/Offices are not charged for printing, reproduction, or graphics work when the task is processed and completed through the USAID Printing and Graphics Office. No appropriation or allotment is shown on the requisition since costs are automatically charged to M/AS/CPD allotments.

When printing work is performed outside the Agency or commercially, M/AS/CPD enters obligation information into the Agency's NMS/Phoenix system when the work is performed. Offices with their own printing budget must use their assigned appropriation and budget plan codes.

### **512.3.8 Security Regulations for Printing and Graphic Requests**

Effective Date: 05/28/1996

When sending material to M/AS/CPD, you must adhere to the security regulations set forth in [12 FAM 530](#) regarding the preparation and handling, reproduction, filing, and storage of all classified materials.

When filling out the Form AID 5-18, the requestor must indicate the security classification in the appropriate column.

### **512.3.9 Business Cards for Official Use**

Effective Date: 06/08/1998

#### **512.3.9.1 Eligibility**

Effective Date: 06/08/1998

The Agency will print, or reimburse the printing cost of, business cards for employees

\* An asterisk indicates that the adjacent material is new or substantively revised.

who have SUBSTANTIAL representational responsibilities with foreign governments and international organizations, the U.S. legislative, executive, or judicial branches, or the private sector.

- For USAID/W, this is limited to Deputy Office Director and above; any other request requires Office Director or designee approval.
- For USAID Missions, this is limited to upper-level management; any other request requires supervisor approval.
- For Direct Hires, Personal Services Contractors (PSCs), Foreign Service Nationals (FSNs), and others, this is limited to those who have substantial representational responsibilities.

#### **512.3.9.2 Quantity**

Effective Date: 06/08/1998

- a. For all USAID/W employees authorized to have business cards, M/AS/CPD will print 500 business cards per order. The business cards will be produced in the in-house printing shop and will be one color (black) on white card stock. USAID/W employees will not be reimbursed for printing costs incurred if business cards are printed by another source.
- b. For overseas employees authorized to have business cards, posts may reimburse an employee the lesser of \$100 or 500 cards per order. As part of managing their operating expenses, posts may provide a lower or no allowance.

The Agency will print or reimburse the printing costs of business cards, under these limits, upon initial assignment, reassignment, or after three years in the same position.

#### **512.3.9.3 Funding Source**

Effective Date: 06/08/1998

- a. The funding source for business cards for operating expense (OE)-funded employees is the OE account, not representation or entertainment accounts.
- b. Business cards for program-funded employees, e.g., PSCs and other Government agency employees on PASA/RASA/FAA 632b Agreements, may be program funded. If it is administratively burdensome to program fund them, they may be OE funded.

The Assistant Administrator of the Bureau for Management (AA/M) may make exceptions to the above.

#### **512.3.9.4 Requesting USAID/W Business Cards**

Effective Date: 08/27/2002

\*The requestor must provide the following information on form [AID 512-1](#) (Request for Business Cards for Official Use):

- Name,
- Room number,
- Telephone and fax numbers,
- E-mail address, and
- Title and Office symbol.

The requestor must submit this request to the appropriate Office Director and AMS Officer or designee for approval. Both the Office Director and AMS Officer or designee must approve and sign the business card request before submitting it to M/AS/CPD for approval and printing.

#### **512.3.9.5 Requesting Overseas Business Cards**

Effective Date: 06/08/1998

Overseas posts are authorized to establish their own procedures for reimbursement for business cards. Employees must present proof of purchase and actual cost. Reimbursement may not exceed the lesser of the actual cost of the business cards or the allowance.

#### **\*512.3.10 Agency Letterhead**

Effective Date: 08/27/2002

\*The Agency no longer prints Bureau/Office-specific letterheads. The Agency prints the following five types of letterhead:

- \*The Agency Generic letterhead
- \*The Administrator's letterhead
- \*The Deputy Administrator's letterhead
- \*The Assistant Administrator's letterhead
- \*The Office of the Administrator's letterhead

\*USAID employees may no longer use printed letterhead for internal communications.

If letterhead is needed for an internal communication, the drafter must use the letterhead macro (hdlogo.wcm). This macro is titled "AID Logo for Letterhead" and can be found on the USAID Forms intranet page.

## **512.4 MANDATORY REFERENCES**

### **512.4.1 External Mandatory References**

- a. [41 CFR 101, The Federal Property Management Regulations](#)
- b. [12 FAM 530, Storing and Safeguarding Classified Material](#)
- c. [Foreign Assistance Act of 1961, As Amended, Pub.L. 87-195, Section 636](#)
- \*d. [OMB Memorandum M-02-07](#)
- \*e. [22 U.S.C. 2396\(b\)](#)

### **512.4.2 Internal Mandatory References**

- a. [ADS 331, Small and Micro Procurement in USAID/W](#)
- b. [ADS 505, Forms Management Program](#)
- c. [Handbook 18, Part 3, Chapter 13, Communications Review Board](#)

### **512.4.3 Mandatory Forms**

- \*a. [AID 512-1 Request for Business Cards for Official Use](#)
- b. [AID 5-18, Printing/Distribution Request](#)
- c. [SF-1, Printing and Binding Requisition](#)

## **512.5 ADDITIONAL HELP**

### **512.5.1 Optional Forms**

## **512.6 DEFINITIONS**

Effective Date: 08/27/2002

The definitions listed below have been included into the [ADS Glossary](#). See the ADS Glossary for all ADS terms and definitions.

### **brochure and pamphlet**

These words are often used interchangeably. "Pamphlet" should be used to refer to a printed document of a few pages that does not contain any new Agency policy or

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procedure. A “brochure” contains several or many pages, and also must not contain any new Agency policy or procedure. Both terms refer to documents that are produced and distributed through a variety of means and may need periodic updating and reprinting for further distribution. (Chapter 512)

**publication**

a) A generic term used to describe printed media such as periodicals, magazines and journals, brochures, pamphlets, and may include other printed media such as forms, wall charts, and posters.

b) A form of communication to all Agency employees and the general public. Also is the issuance of printed or electronic material for distribution or sale. (Chapter 512)

**\*The following definitions have been deleted from the ADS Glossary:**

periodical  
printing  
priority work  
public

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