

U.S. Department of  
Homeland Security

United States  
Coast Guard



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COMDTCHANGENOTE 5600  
31 OCT 2011

COMMANDANT CHANGE NOTICE 5600

Subj: CH-2 TO UNITED STATES COAST GUARD PRINTING AND BINDING  
REGULATIONS, COMDTINST M5600.6C

1. PURPOSE. This Commandant Change Notice publishes a change to United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6C
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. With the addition of this Commandant Change Notice, United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6C is updated.
4. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. Major changes to this directive include important billing information to be used on all printing and graphics request.
6. PROCEDURES.

The change consists of 4 pages. Remove & insert the following pages:

Remove

Insert

Pages 2-1 through 2-3

Pages 2-1 through 2-4

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X					
B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
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G		X	X	X	X																					
H	X	X	X	X	X	X	X	X																		

NON-STANDARD DISTRIBUTION:

7. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been evaluated for potential records management impacts. The development of this Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Commandant Change Notice. Implements without substantive change, the United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6C. Coast Guard categorical exclusion #33 is appropriate.
  - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Change Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
9. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

R. E. DAY /s/  
Assistant Commandant for Command,  
Control, Communications, Computers, and  
Information Technology

Enclosure: CH-2 to United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6C

## CHAPTER 2. PRIMARY RESPONSIBILITIES

- A. Heads of Printing Management Organizations. In conforming with Coast Guard publishing and printing policy, responsibilities include the following:
1. Ensuring the propriety and accuracy of matter to be printed, micro-published or duplicated;
  2. Determining the necessity for printing, micropublishing, duplicating, and distribution;
  3. Ensuring that published material conforms with approved programs and policy;
  4. Ensuring that the content of all printed matter is cleared and coordinated internally and externally, as appropriate;
  5. Ensuring compliance with external requirements such as Government Printing and Binding Regulations, OMB Circular A-3, and internal requirements, such as applicable Departmental directives;
  6. Providing all printing, micropublishing, duplicating, copying, and distribution services, including editing services for publications and directives required to ensure compliance with policies and standards;
  7. Ensuring that services are provided in compliance with applicable laws, rules and regulations;
  8. Providing technical advice and assistance to originating officials; and
  9. Issuing such supplementary standards, procedures and guidelines as may be necessary.
- B. Decentralized Printing, Duplicating, and Copying. Paragraph 6, the JCP Regulations (edition 26) Federal Printing – this term means all printing as defined in paragraph (1) requires that the head of each department determine where printing is to be requisitioned through a central printing and publications management organization. In the Department of Homeland Security, the central printing and publications management organization is the Printing Services, Publications, Records, and Mail Management, Office of the Chief Administrative Services. In the Coast Guard the central printing and publications management organization is the Printing Services, Directives and Publications Division (CG-612), Office of Information Management (CG-61), Assistant Commandant for Command, Control, Communications, Computers, and Information Technology (CG-6).
1. Policies for Production and Procurement of Printing and Duplicating.
    - a. In-House Production. Printing or duplicating that is commercially procurable will not be produced by Department facilities. As general guidance, the JCP considers all printing and duplicating to be commercially procurable through GPO except

classified materials and those required in three (3) work days or less (in practice, based upon job complexity, the time factor may vary). A written waiver from the GPO is required.

- b. Procurement from GPO Regional Printing Procurement Offices.
  - (1) Enclosure (1) shows boundaries of the Federal Printing Regions, and lists the GPO Regional Printing Procurement Offices (RPPO). However, no offices have been established outside the forty-eight contiguous states.
  - (2) Except as provided in paragraph B.3. below, ALL printing and duplicating determined to be commercially procurable will be requisitioned from the appropriate GPO-RPPO.
- c. **Requisitions will be submitted through the Coast Guard unit responsible for providing printing and duplicating service in the area where the need originates. That organization will requisition work from the GPO-RPPO in its area or at the point of distribution, whichever appears to be more beneficial.**
- d. **Procedures for requisitioning printing services are published by the GPO. ALL requisitions for printing must be performed via one of the following GPO forms:**
  - (1) **Printing and Binding Requisition to the Public Printer, Standard Form 1 (SF-1)**
  - (2) **Print Order Form 2511**
- e. **Accurate, thorough accounting information is required on all printing requisitions cited in paragraph d. above. The following must be included for billing purposes when submitting requisitions to the GPO-RPPO:**
  - (1) **Line of Accounting. Example: 2/F/401/136/30/0/AB/12345/2409**
  - (2) **Document Number. Example: 3704904FAB001**
  - (3) **6 Digit DHS Billing Address Code (BAC). Example: 9110-XX (where XX is the GPO assigned Unit code)**

**The BAC is a unique identifier assigned by GPO upon request by the Customer. The BAC identifies the particular agency and is assigned to a single Agency Location Code (ALC). The BAC also provides information regarding the method of payment (IPAC, Check, Credit Card or Deposit Account).**
  - (4) **Agency Location Code (ALC). Example: 70-06-0000**

An 8-digit ALC is used for sending payments through the U.S. Treasury's Intergovernmental Payment and Collections (IPAC) system. The number is an identifier assigned by Treasury for reporting purposes. The first 2 digits of the 8-digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining 4 digits identify the particular agency account section within that bureau.

- f. Further information is available on the USCG Finance Center site [http://www.fincen.uscg.mil/sop\\_chapter12.htm](http://www.fincen.uscg.mil/sop_chapter12.htm) Section F, Document Types, Doc Type 37 Printing – GPO, and on the web sites CGPortal, USCG Printing, Graphics and Reproduction <https://collab.uscg.mil/places> and the Internet [http://www.uscg.mil/directives/Printing\\_Graphics.asp](http://www.uscg.mil/directives/Printing_Graphics.asp) .

**NOTE: Billing Address Code (BAC) 4910-XX is no longer a valid Coast Guard BAC and is not to be used. Units that don't currently have an assigned BAC can obtain one from GPO using a "Billing Address Code (BAC) Request Form 4046" and instructions are available at: <http://www.gpo.gov/customers/sfas1.htm>**

## 2. Procurement from Commercial Contractors.

- a. Waiver requests to purchase printing direct from other than GPO will be considered **ONLY BY WRITTEN REQUEST** to CG-612 Printing Specialist for submission to GPO main office in Washington, DC, or the regional GPO-RPPO via Printing and Binding Requisition, Standard Form 1 (SF-1). The completed form must contain detailed specifications and required delivery date. GPO must first be given consideration by written request to provide the service. Per reference (a), only upon return of the SF-1 from GPO, containing an annotated statement from the public printer stating that the requested action taken is in accordance with the provision of section 504, title 44 United States Code, shall a waiver be granted. No department requisitioning printing from the GPO or one of the GPO-RPPO shall anticipate the release of any requisition for direct procurement until advised by the Public Printer per references (a), (d) and (f).
- b. Use of Government Purchase Cards to procure printing services direct from a commercial vendor is prohibited. Purchase Cards will be used in accordance with the policy outlined in the Simplified Acquisition Procedures (SAP) Manual, COMDTINST M4200.13 (series). Per reference (c), Card Holder (CH) and Authorizing Officials (AOs) are responsible for ensuring only authorized purchases are made with the purchase card.
- c. Commandant (CG-61) is not responsible for retroactive waivers or ratification of any improper procurement obtained directly through commercial vendors.

## 3. All shall ensure the following:

- a. Envelopes, printing or copying services must be procured via the GPO. If they cannot provide the services needed, a written waiver must be obtained in advance from the GPO/GPO-RPPO to go to a commercial printer.
  - b. Outside the forty-eight contiguous states where no GPO-RPPO is assigned and the customer has obtained an advance written waiver, printing and duplicating may be procured directly from commercial contractors. A written, advance waiver is required when GPO establishes a GPO-RPPO for the Federal Printing Region in which the contractor is located.
  - c. Reporting of all direct procurements from commercial contractors on JCP Form No. 2, "Commercial Printing Report," is required. (See enclosure 2). A copy of this report must also be submitted to Commandant (CG-61) in accordance with Chapter 4.
4. Authorizing the Acquisition, Relocation or Disposal of Equipment.
- a. Printing Equipment. To ensure compliance with regulations of the JCP, all transactions involving the purchase, rental, exchange, relocation or disposal of printing equipment, wherever located, require prior approval of DHS, Chief of Administrative Services. This includes all equipment for use in authorized printing plants and auxiliary equipment for use with duplicators, or copying equipment. (Auxiliary equipment includes such items as a composing machine, process camera, folder, collator, cutter, drill or other production equipment.) Forward requests via the chain of command to Commandant (CG-61).
  - b. Duplicating and Copying Equipment in the Field. Area and district commanders are authorized to acquire, transfer or dispose of offset, spirit stencil duplicators, and copying equipment for use in the field.
  - c. Requests for Acquisition of Equipment. All requests for acquisition or leasing of printing equipment shall include a complete justification. The justification shall cover the following:
    - (1) The intended use and cost of the equipment requested.
    - (2) Volume of work to be produced.
    - (3) Any alternative equipment considered and reasons for selecting it over other competitive makes and models.
    - (4) Alternative supply source and reason for selection.