U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

2100 2ND ST STOP 7101
WASHINGTON DC 20593-7101
Staff Symbol: CG-612
Phone: (202) 475-3532
FAX: (202) 475-3929
Email: HQS-SMB-P-G@uscg.mil

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

DISTRIBUTION – SDL No. 159

	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
D		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
E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X		X	X	X		
F																	X	X	X							
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 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 .

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.

U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

2100 Second St, SW Stop 7101
Washington DC 20593-7101
Staff Symbol: CG-612
Phone: (202) 475-3532
FAX: (202) 475-3929
Email: HQS-SMB-P-G@uscg.mil

COMDTNOTE 5600
MAR 29 2011

COMMANDANT NOTICE 5600 CANCELLED: MAR 28 2012

Subj: CH-1 TO UNITED STATES COAST GUARD PRINTING AND BINDING REGULATIONS, COMDTINST M5600.6C

1. PURPOSE. This Notice promulgates changes 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 Notice. Internet release is authorized.

3. PROCEDURES.

The change consists of 3 pages. Remove & insert the following pages:

Remove	Insert
Pages 2-1 through 2-3	Pages 2-1 through 2-3

4. SUMMARY OF CHANGES. Changes include revision to Chapter 2, B, 2. Procurement from Commercial Contractors.

5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Notice and have been determined to not be applicable.

6. FORMS/REPORTS. None

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

Enclosure: CH-1 to United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6C

U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: CG-61
Phone: (202) 475-3532
Fax: (202) 475-3929

COMDTINST M5600.6C
DEC 31 2008

COMMANDANT INSTRUCTION M5600.6C

Subj: UNITED STATES COAST GUARD PRINTING AND BINDING REGULATIONS

Ref: (a) Government Printing and Binding Regulations Published by the Joint Committee on Printing, Congress of the United States, S. Pub 101-9, 101st Congress 2d Session, February 1990
(b) Federal Acquisition Regulation (FAR), Subpart 8.8
(c) DHS MD # 0760, Purchase Card Program Manual
(d) Title 44, United States Code (U.S.C.)
(e) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)
(f) Department of Homeland Security Acquisition Manual (HSAM) Chapter 3008
(g) U. S. Coast Guard Postal Manual COMDTINST M5110.1 (series)
(h) U.S. Coast Guard Heraldry, COMDTINST M5200.14 (series)

1. PURPOSE. This Manual establishes policies and regulations for the Coast Guard Printing Program including editing, printing, duplicating, copying, and binding.

2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, Commander Deployable Operations Group, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure that the provisions of this Manual are followed. Internet release authorized.

3. DIRECTIVES AFFECTED. United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6B is cancelled.

4. MAJOR CHANGES. Major changes to this Program include: clarification on procuring printing from commercial contractors.

DISTRIBUTION – SDL No. 150

	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	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1		1					
B	1*	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
C	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
D		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
E	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1		1	1	1		
F																	1	1	1							
G		1	1	1	1																					
H	1																									

NON-STANDARD DISTRIBUTION:CG-612 (50)

5. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to COMMANDANT (CG-61), U. S. COAST GUARD, 2100 2ND STREET SW, WASHINGTON, DC 20593-0001.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined not to be applicable.

7. REPORTS AND FORMS. The forms identified in this Instruction are available through the USCG Electronic Forms on the Standard Workstation or on the Internet: http://www.uscg.mil/forms/, CG Central at http://cgcentral.uscg.mil/, and Intranet at http://cgweb2.comdt.uscg.mil/CGFORMS/Welcome.htm. Commercial Printing Report, JCP Form No. 2 is not available in electronic format. Local reproduction is authorized.

D. T. GLENN /s/
Assistant Commandant for Command, Control, Communications, Computers, and Information Technology

Table of Contents

Chapter 1. - General

A. Policy 1-1
B. Background 1-1
C. Definitions of Terms 1-2

Chapter 2. - Primary Responsibilities

A. Heads of Printing Management Organizations 2-1
B. Decentralized Printing, Duplicating, and Copying 2-1

Chapter 3. - Regulations, Standards and Procedures

A. General Information 3-1
B. Advertisements 3-1
C. Cards: Calling, Greeting 3-1
D. Cards: Business 3-1
E. Camera Copy 3-1
F. Color Printing 3-2
G. Illustrations 3-2
H. Copyright 3-2
I. Credit Lines 3-2
J. Free Distribution 3-3
K. Identification of Publications 3-3
L. Mailing Lists 3-3
M. Paper Stock 3-3
N. Printing Requirements Resulting from Contracts and Grants 3-3
O. Private or Commercial Work 3-4
P. Security 3-4
Q. Style 3-4
R. Procedures for Obtaining Services 3-4
S. Standards 3-5

Chapter 4. - Reports

A. Responsibilities 4-1
B. Required Reports 4-1
C. Report of Transactions Involving Duplicating and Copying Equipment in the Field 4-1
D. Submitting Reports 4-1

Enclosure (1) GPO Regional Printing Procurement Offices
Enclosure (2) Commercial Printing Report, JCP Form No. 2
Enclosure (3) Duplicating /Copying Equipment Inventory Form, CG-5610

RECORD OF CHANGES			
CHANGE NUMBER	**DATE OF CHANGE**	**DATE ENTERED**	**BY WHOM ENTERED**
1	03/29/2011	03/03/2011	
2	10/31/2011	11/31/2011	

CHAPTER 1. GENERAL

A. Policy. The policy of the Coast Guard is to:

1. Publish materials that comply with legislative and regulatory requirements.

2. Ensure all printing and duplicating produced for the Coast Guard is limited to the work which the Coast Guard is authorized by law to undertake, and that it does not contain matter which is unnecessary in the transaction of Coast Guard business.

3. Ensure that publications and directives present matter clearly/concisely, ensuring they are planned and produced with strict economy.

4. Limit distribution of all printed matter to only those who have a need for the information.

B. Background.

1. Policy/Authorities. Under no circumstances should printing be procured through any avenue other than the United States Government Printing Office (GPO) "unless specifically authorized by Title 44 of the U.S.C. or other statute." It is the policy of the Department of Homeland Security (DHS) – Management, Chief Administrative Service Officer, that all printing required in support of the Agencies' Mission and Programs be produced in accordance with the provisions of: Title 44, GPO U.S.C., and Binding Regulations of the Congressional Joint Committee on Printing (JCP); instructions of the Office of Management and Budget (OMB), including Circular A-130, (Management of Federal Information Resources); Code of Federal Regulations (CFR) Title 5 – Part 1320 (Controlling Paperwork Burden on the Public); and related OMB issuances, as applicable. Printing shall be procured through the GPO, the Federal Government's Printing Procurement Officer, by utilizing existing or specifically established GPO contract(s) to meet the unique requirements on behalf of DHS.

2. Printing Costs. Printing is a costly commodity, subject to rigid controls and continued scrutiny by Congress, OMB, the General Accounting Office (GAO) and the GPO. The cost of printing is unnecessarily increased whenever there is a lack of planning, inadequate editing, elaborate format, and author's alterations to proofs or failure to take advantage of production economies.

3. Management of the Printing Program. In its regulations, the Congressional Joint Committee on Printing (JCP):

a. Directs heads of departments to supervise a central printing and publications management organization. This organization conducts a coordinated program which controls development of material produced, procured, or distributed through use of conventional printing and binding methods or multiple copy microform methods.

b. Directs the central printing and publications management organization maintain equal responsibility and control of duplicating equipment and automatic copy processing or copier-duplicating machines.

C. Definitions of Terms. For purposes of this Manual, the following definitions apply:

1. PRINTING MANAGEMENT ORGANIZATIONS are those entities authorized to provide printing and distribution services.

2. PRINTING per reference (a) the term “printing” as used in these regulations shall be construed to include and apply to the processes of composition, platemaking, presswork binding and microform; the equipment as classified in the tables in Title II of reference (a) and used in such processes; or the end items produced by such processes and equipment.

   a. DEPARTMENTAL PRINTING means all "printing” which is for the use of CG Headquarters or for the general use in the Coast Guard regardless of the place of origin of such work.

   b. FIELD PRINTING means all printing, binding, and related services done outside the Washington, DC metropolitan area.

   c. CONTRACT FIELD PRINTING applies to procurement from commercial sources. GPO Regional Printing Procurement Offices determine which Federal printing needs are commercially procurable, issue GPO general-usage contracts, and may also grant waivers authorizing commercial printing that cannot be accomplished through Government facilities or contracts.

3. GOVERNMENTWIDE COMMERCIAL PURCHASE CARD means a purchase card, similar in nature to a commercial credit card, issued to authorized agency personnel for acquiring and paying for supplies and services.

4. AUTHORIZED INDIVIDUAL means a person who has been granted authority, in accordance with agency procedures, to acquire supplies and services in accordance with reference (b), Part 13, Simplified Acquisition Procedures.

5. APPROVING OFFICIAL (AO): A DHS (government) employee who has a number of Cardholders (CH) under his/her purview and determines if the purchases were made in accordance with applicable regulations, policies, and procedures. Responsibilities include: nominating CHs; reviewing monthly statements; requesting increases in the

single monthly purchase limits; ensuring validity; and approving transactions for CHs for whom he/she is responsible.

6. CARDHOLDER (CH): A DHS (government) employee to whom purchase authority has been delegated or who is a warranted contracting officer and has been given a purchase card. The CH may use the card to purchase goods and services and/or pay for official expenses in compliance with applicable regulations and guidance. The CH is legally and personally accountable for the proper use of the purchase card, which may only be used by the named CH.

7. AUTHORIZED PRINTING PLANT is an organizational entity to which approval has been granted by the JCP for this function.

8. CAMERA COPY is any image to be photographed for subsequent reproduction by printing or duplicating processes.

9. COMPOSITION includes typesetting or the preparation of final copy to be used in the production of printing by any method used as a substitute for typesetting, when it is procured commercially or produced in an authorized printing plant.

10. COPIERS/DUPLICATORS are automatic copy-processing duplicating machines, producing copies by electrostatic, thermal, or other copying processes.

11. COPY-PROCESSING (PHOTOCOPYING) is the production of material by diazo (chemical process used to reproduce drawings and blueprints), electrostatic heat and similar processes in the likeness of the original document using machines including, but not limited to: Ozalid, Apeco, Xerox, Thermofac, etc. (No endorsement intended or implied).

12. DISTRIBUTION encompasses development of a plan for initial dissemination and back up stock of printed and duplicated matter, based on determination of requirements for quantities and recipients.

13. DUPLICATORS are offset, lithographic, sheet-fed, perfecting, and tandem including: single unit, or two-unit perfecting, and tandem, sheet-fed (11 x 17 inches with image maximum of 10 3/4 x 14 1/4 inches).

14. DUPLICATING means all work produced outside an authorized printing plant, by offset, spirit, or stencil processes on equipment with running areas not larger than 11" x 17" with a maximum image of 10 3/4" x 14 1/4" (provided no work is produced exceeding 5,000 production units of any one page or 25,000 production units in the aggregate (combining) of multiple pages).

15. HOUSE ORGAN is any periodical in which the major portion of the contents consists of news items and articles concerning activities of the Coast Guard. It is intended primarily for use within the Agency.

16. JOINT COMMITTEE ON PRINTING (JPC) the entity established by Title 44, U.S.C, comprised of members of the Senate and House of Representatives of the U.S. Congress. The Committee is empowered to issue regulations governing printing, binding, and distribution for the Federal Government. Section 103 of Title 44, U.S.C reflects its remedial powers: "The Joint Committee may use any measure it considers necessary to remedy neglect, delay, duplication, or waste in the public printing, binding and distribution of Government publications."

17. MAILING LIST is a file containing names and addresses of individuals, organizations, foreign and local governments, etc., to who printed and duplicated matter is sent on a recurring basis.

18. MANUSCRIPT COPY is a typewritten document submitted to a printing management organization for review, editing, or composition.

19. MICROFORM means any product produced in miniaturized image format, but not including microfilming of administrative records, accounting reports or similar items.

20. MICROFORM DUPLICATING means the production of not more than 250 duplicates from original microform.

21. MICROFORM PRODUCTION UNIT means one roll of microfilm 100 feet in length or one microfiche.

22. PERIODICAL is any publication issued at regular intervals such as weekly, monthly or quarterly with a continuing policy as to format, specification, content, and purpose.

23. PRODUCTION UNIT means one sheet, size 8 1/2" x 11," printed on one side, one color. Each additional color counts as an additional production unit.

24. PUBLICATION means information matter generated by or for the Coast Guard published as an individual document and stocked to be available upon request as appropriate. Public reports meeting this criterion are considered publications.

25. SIGNATURE is a printed sheet containing a multiple number of pages in increments of four, folded as one unit and forming a section of a book or pamphlet (e.g., 4, 8, 12, 16, etc.).

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 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 .

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.

CHAPTER 3. REGULATIONS, STANDARDS AND PROCEDURES

A. General Information.

1. No Coast Guard printing or duplicating facility is authorized to reproduce materials for:

   a. Non-appropriated funds activities (e.g., Officers' Clubs, Exchanges, CPO/EM Clubs, etc.);

   b. CG Credit Unions.

   c. Wives Clubs.

   d. Golf Clubs.

   e. Toastmasters/Toastmistress' clubs.

   f. Calling cards of any kind.

2. Printing of the following may be performed in printing or duplicating facilities, upon request. However, no printing of this nature shall interfere with normal scheduling of mission oriented materials.

   a. Change of command invitations and programs;

   b. Retirement ceremonies ONLY WHEN THEY ARE PART OF A CHANGE OF COMMAND CEREMONY.

   c. Local periodicals and "Welcome Aboard" type pamphlets.

   NOTE: For mailing requirements of the above items, see reference (g).

B. Advertisements. No publication or other printed matter prepared or produced with either appropriated or non-appropriated funds by or at the direction of the Department of Homeland Security or Coast Guard shall contain any advertisement inserted by or for any private individual, firm, or corporation; or contain any material which implies in any manner that the Government endorses or favors any specific commercial product, commodity or service.

C. Cards: Calling, Greeting. Printing or engraving of calling or greeting cards is considered to be personal expense and shall not be purchased at Government expense.

D. Cards: Business. See reference (e) Financial Resources Management Manual COMDTINST M7100.3 (series) for instruction on the printing of business cards.

E. Camera Copy. Camera copy and illustrations shall not be procured commercially. All requests should be sent through the local printing management organizations.

F. Color Printing.

1. Printing in two or more colors or the use of illustrations is prohibited unless they are functional and essential in enhancing clear understanding of subject matter. Color printing will not be used for decorative purposes. The following categories are examples of color work that may be justified:

   a. maps and technical diagrams where color is necessary for clarity;

   b. food and medical disease identification;

   c. competitive areas of personnel recruiting; and

   d. safety promotion and fire prevention.

2. Printing in two or more colors must be approved by heads of printing management organizations.

G. Illustrations. Illustrations are to be used in Coast Guard printed matter only when they:

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

2. Do not serve to aggrandize an individual.

H. Copyright. When copyrighted material is to be incorporated in whole or in part, in any matter to be printed, duplicated, or reproduced by or for the Coast Guard, written permission must be obtained from the copyright owner. Notice of the copyright will be included so to not mislead the public.

I. Credit Lines.

1. Courtesy credit lines are permissible only for un-copyrighted materials contributed or loaned by non-government parties. They shall be subordinate in size of type to that of both text and legends for illustrations. Lines shall be given only in an undisplayed paragraph.

2. When all un-copyrighted materials have come from a single non-government source, credit shall be given only in an un-displayed paragraph.

3. No credit lines shall be permitted for any technical illustrations, designer, typographer or layout artist.

J. Free Distribution. No person connected with the Coast Guard shall furnish without prior JCP authorization any publications, directives, manuals, reports, etc., free to any private individual or organization in lots exceeding 50 copies or when the cost is greater than one hundred dollars ($100). This restriction includes free bulk distribution on any material to private individuals or organizations for redistribution to names on their mailing lists, unless the initiative for this distribution is undertaken by the Coast Guard.

NOTE: In accordance with reference (g), regardless of the distribution method selected, whether unit personnel or contractor performed, when mailing or shipping a printing job, use the USPS when it is required by law, or is the least costly transportation method that meets the required delivery date, security, and accountability requirements. When making a shipment using a commercial carrier (FedEx/UPS), articles shall be sent at the lowest cost to meet required delivery date, security, and accountability requirements.

K. Identification of Publications. All documents and publications printed at Coast Guard expense shall have printed thereon the words, "U.S. Department of Homeland Security," and/or the Department insignia, and "U.S. Coast Guard," the date of issuance and publication number. Specific guidance for cover format can be found in reference (h).

L. Mailing Lists. Are the responsibility of the originator. Addresses shall be validated in accordance with references (a and g), to eliminate waste of funds caused by material being improperly addressed or mailed to persons no longer desiring or entitled to receive mailings. This method of validation requires that persons receiving the publications indicate they wish to continue receiving them. Failure to reply to a request shall automatically eliminate the addressee from the mailing list unless it is necessary for the conduct of official business. The use of titles on mailing lists in lieu of names, where possible, will reduce the costs of list maintenance. The format of address shall comply with the standards set in reference (g).

M. Paper Stock. Only those types, grades, weights, and colors of paper included within the Government Paper Specification Standards issued by the JCP shall be procured or specified for the printing, duplicating and binding of Coast Guard Material. Exceptions may be authorized by JCP. Forward request via the chain of command to Commandant (CG-61).

N. Printing Requirements Resulting from Contracts and Grants. The inclusion of printing within contracts for the manufacture and/or operation of equipment and for services such as architectural, engineering, and research, is prohibited unless authorized by the JCP. This restriction does not preclude:

1. Procurement of writing, editing, preparation of manuscript copy, or preparation of related illustrative material as a part of the contract or grant.

2. A requirement for the contractor or grantee to duplicate less than 5,000 units of only one page, or less than 25,000 units in the aggregate of multiple pages for the use of a department or agency, will not be deemed to be printing primarily or substantially for a department or agency. For the purpose of this paragraph, such pages may not exceed a maximum image size of 10 ¾ by 14 ¼ inches.

3. A requirement for administrative printing (e.g., forms and instructional materials,) necessary to be used by a contractor or grantee responding to terms of a contract or grant. Nor does it preclude recording manuscript copy in digital form for typesetting purposes provided coding instructions have been approved by Commandant (CG-61). However, printing of such material for the Government must be accomplished in accordance with applicable laws and regulations.

4. A requirement for a contractor to produce or procure less than 250 duplicates from original microform, as defined in paragraph 7-2, of reference (a), will not be deemed to be printing primarily or substantially for a department or agency.

O. Private or Commercial Work. No work of a private or commercial nature shall be done in any authorized printing or duplicating/copying unit of the Coast Guard even if the Government is reimbursed. See paragraph 37 of reference (a).

P. Security. The planning, preparation, production, procurement, stocking, distribution, safeguarding and disposal of classified printed or duplicated matter shall be in accordance with established security regulations.

Q. Style. In most cases, The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series), and The Coast Guard Directives System, COMDTINST M5215.6 (series) shall be the standard guides for preparation of documentation for printing.

R. Procedures for obtaining Services. Each printing management organization shall be responsible for promulgating procedures for obtaining services. The procedures shall contain the following information:

1. Source of service and review point for obtaining service and certifying need.

2. Technical advisory services (e.g., format requirements, editorial services, composition, etc.).

3. Binding services available.

4. All other information deemed necessary.

NOTE: A copy of these procedures shall be forwarded to Commandant (CG-61).

S. Standards.

1. Binding. Only standard types of binding shall be specified or used unless additional expense can be justified by the requesting office. Standard types of binding include saddle or side-stitched, pasted, or perfect binding. Other types generating additional costs include comb/hard cover book binding. Printing management organizations, when defining procedures for obtaining binding, should list those methods available within their area.

2. Color in Publications. When use of two or more colors of ink (including black) is contemplated, the heads of printing management organizations shall be consulted during the initial planning stage. Approval shall not be granted unless the additional color(s) serve(s) a specific functional purpose. When it is agreed that the use of two or more colors is essential, the requesting official shall furnish the head of the printing management organization with a written justification, which shall be used as a basis for obtaining any additional approvals required by the JCP.

3. Composition and Layout.

   a. To the fullest extent practicable, part, chapter, section and other headings and related display matter shall be composed in the same family of type and by the same process as the text matter. Unless an exception is granted by Commandant (CG-61) during the planning stage, maximum size for body text shall be 12-point type or equivalent, and wherever practicable, smaller type sizes shall be used. Spacing between lines shall not exceed 2 points (single space typing).

   b. Blank pages shall be eliminated when possible, with due consideration for economies inherent in the use of signatures in printing production. Format and page make-up shall be planned to reduce blank spaces to a minimum. Unless an exception is granted, all printing and duplicating shall be produced on both sides of each sheet. Bleed pages (print covers all four edges of the paper) shall be designed in accordance with imposition requirements and final trim sizes.

4. Corrections and changes in copy and proofs. All manuscript or camera copy shall be carefully prepared, edited and reviewed before submission for composition and/or printing. When a manuscript has advanced to galley or page proofs, nonessential improvements in the language, form or expression, punctuation, etc., shall be avoided. Author's alterations in proofs shall be kept to a minimum as they are expensive and delay production.

5. Covers. Publications not exceeding 32 pages shall have front/back cover pages of the same paper stock as the inside pages. Exceptions may be made when the publication is a part of a series. Separate covers may be authorized or used for publications consisting of more than 32 pages; however, front/back cover pages of the same paper shall be used on Coast Guard publications to the maximum extent practicable.

6. Forms and Appearance of Manuscript Copy. Copy submitted for composition shall be clear and legible, typed double spaced on only one side of the paper and not contain extensive additions or corrections. Paragraphs shall be completed on one page with consecutive numbering. Tabular matter shall be on separate sheets.

7. Illustrations. For use in printed and duplicated matter shall be designed with full consideration as to end use and the final trim size of the page(s) on which they are to be displayed.

CHAPTER 4. REPORTS

A. Responsibilities. Authorized printing management organizations in the field shall submit required reports to Commandant (CG-61).

B. Required Reports.

1. Commercial Printing Report, JCP Form No. 2. A semi-annual report covering all transactions concerning composition, printing, binding and blank sheet and blank book work procured directly from commercial sources shall be forwarded to Commandant (CG-61) on JCP Form No. 2 (enclosure 2) not later than 60 days after the close of the first six (6) month period (October-March) and the second six (6) month reporting period (April – September) in duplicate. A separate report shall be prepared by each field unit responsible for providing printing and duplicating service. Negative reports are not required.

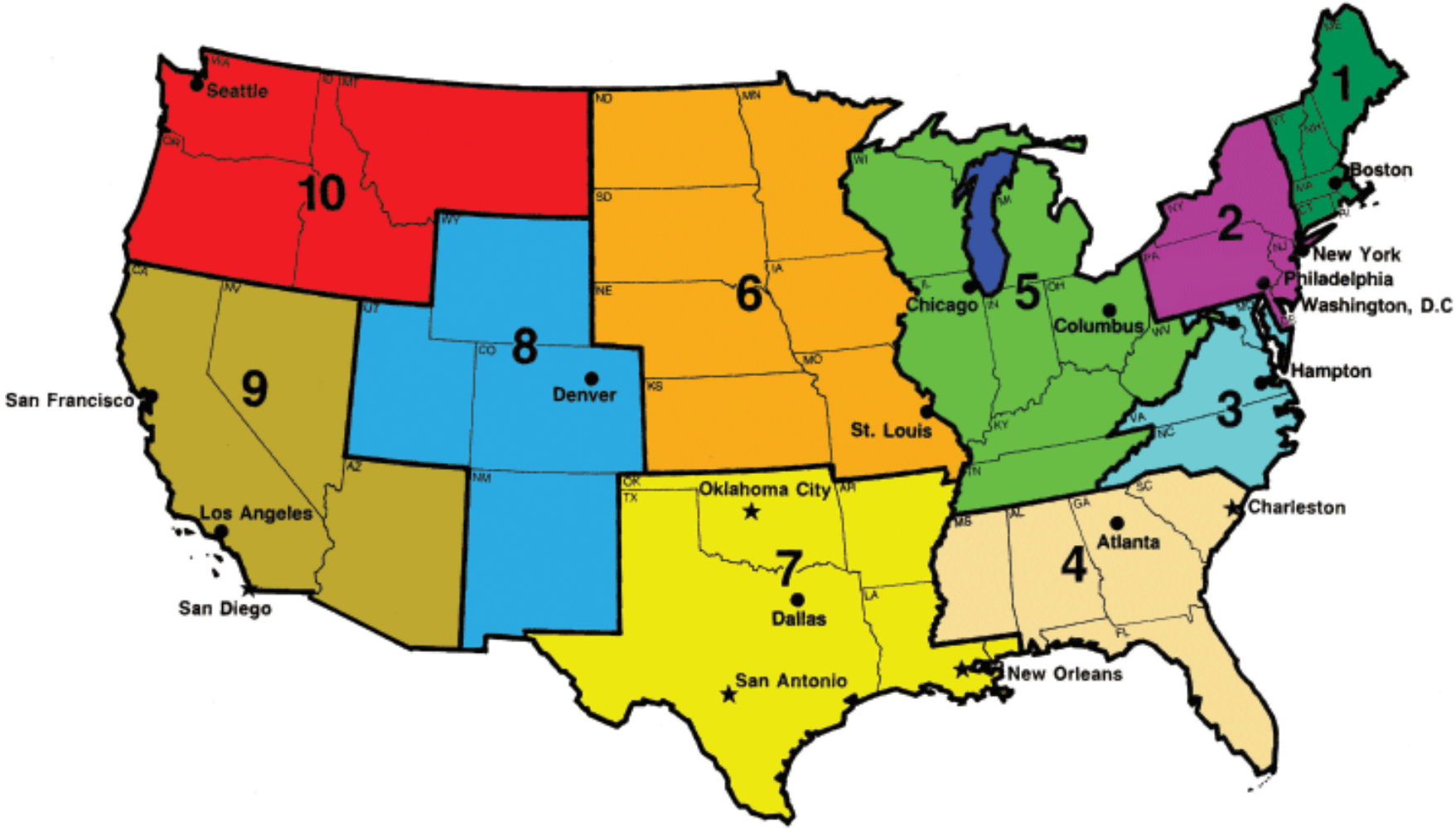
C. Report on Transactions Involving Duplicating and Copying Equipment in the Field.

1. The JCP requires the central point of liaison in each Government department to maintain information on all of the department's duplicating and copying equipment.

2. Within 30 days following the end of the FY, commanders of MLCs, districts, and sectors for all units under their administrative control, commander deployable operations group, commanding officers of HQ units, Commander, Marine Inspection Offices Europe (MIO), and Commandant (HSC) for USCG Headquarters, shall forward to Commandant (CG-61) a report list describing the duplicators and copiers currently on hand. This would also include any auxiliary equipment in conjunction with Duplicating/Copying Equipment Inventory, Form CG-5610 (enclosure 3).

D. Submitting Reports. Completed reports can be either faxed to Commandant (CG-61) at (202) 475-3929 or emailed to hqs-smb-directives@uscg.mil.

GPO REGIONAL PRINTING PROCUREMENT OFFICES



Region	Office
1	**Boston Regional Printing Procurement Office** **Contact: Fred Garlick,** Manager **Phone** 617.720.3680 **Fax** 617.720.0281 infoboston@gpo.gov GPO REGIONAL PRINTING PROCUREMENT OFFICE 28 COURT SQUARE BOSTON, MA 02108-2504
2	**Washington, DC - Rapid Response Center** **Contact: Melvin R. Allen,** Assistant Manager **Phone** 202.512.2240 **Fax** 202.512.2257 inforrc@gpo.gov GPO REGIONAL PRINTING PROCUREMENT OFFICE ROOM C825, STOP RRC 732 NORTH CAPITOL STREET NW WASHINGTON, DC 20401-0003
2	**Philadelphia Regional Printing Procurement Office** **Contact: Ira L. Fishkin,** Manager **Phone** 215.364.6465 **Fax** 215.364.6479 infophiladelphia@gpo.gov GPO REGIONAL PRINTING PROCUREMENT OFFICE 928 JAYMORE ROAD, SUITE A-190 SOUTHHAMPTON, PA 18966-3820

Region	Office
2	**Washington, DC - Regional Operations Office** **Contact:** **Julie Hasenfus,** Assistant Director **Phone** 202.512.0412 **Fax** 202.512.0381 U.S. GOVERNMENT PRINTING OFFICE REGIONAL OPERATIONS OFFICE PRINTING PROCUREMENT DEPARTMENT ROOM C-842 732 N CAPITOL ST NW WASHINGTON, DC 20401-0003
2	**New York Regional Printing Procurement Office** **Contact: Ira L. Fishkin,** Manager **Phone** 212.620.3321 **Fax** 212.620.3378 infonewyork@gpo.gov GPO REGIONAL PRINTING PROCUREMENT OFFICE ROOM 709, SEVENTH FLOOR 201 VARICK STREET NEW YORK, NY 10014-4879
2	**Pittsburgh Customer Service Office** **Contact: Nancy Bednar-Escher,** National Account Manager **Phone** 412.395.6929 **Fax** 412.395.4894 nbednar-escher@gpo.gov GPO CUSTOMER SERVICE OFFICE 1000 LIBERTY AVENUE, ROOM 2032 PITTSBURGH, PA 15222-5000

3

Hampton Regional Printing Procurement Office
Contact: John Robert Mann, Assistant Manager

Phone 757.873.2800
Fax 757.873.2805
infohampton@gpo.gov

GPO REGIONAL PRINTING PROCUREMENT OFFICE
11836 CANON BOULEVARD, SUITE 400
NEWPORT NEWS, VA 23606-2555

4

Charleston Satellite Printing Procurement Office
Contact: John Robert Mann, Assistant Manager

Phone 843.743.2036
Fax 843.743.2068
infocharleston@gpo.gov

GPO SATELLITE PRINTING PROCUREMENT OFFICE
2825 NOISETTE BOULEVARD
N. CHARLESTON, SC 29405-1803

5

Columbus Regional Printing Procurement Office
Contact: Aurelio E. Morales, Manager

Phone 614.488.4616
Fax 614.488.4577
infocolumbus@gpo.gov

GPO REGIONAL PRINTING PROCUREMENT OFFICE
1335 DUBLIN ROAD, SUITE 112-B
COLUMBUS, OH 43215-7034

4

Atlanta Regional Printing Procurement Office
Contact: Gary C. Bush, Manager

Phone 404.605.9160
Fax 404.605.9185
infoatlanta@gpo.gov

GPO REGIONAL PRINTING PROCUREMENT OFFICE
1888 EMERY STREET, SUITE 110
ATLANTA, GA 30318-2542

5

Chicago Regional Printing Procurement Office
Contact: Clint Mixon, Assistant Manager

Phone 312.353.3916
Fax 312.886.3163
infochicago@gpo.gov

GPO REGIONAL PRINTING PROCUREMENT OFFICE
200 NORTH LA SALLE STREET, SUITE 810
CHICAGO, IL 60601-1055

6

St. Louis Regional Printing Procurement Office
Contact: Clint Mixon, Assistant Manager

Phone 312.353.3916
Fax 312.886.3163
infochicago@gpo.gov

GPO REGIONAL PRINTING PROCUREMENT OFFICE
200 NORTH LA SALLE STREET, SUITE 810
CHICAGO, IL 60601-1055

7

Dallas Regional Printing Procurement Office
Contact: Arthur Jacobson, Manager

Phone 214.767.0451
Fax 214.767.4101
infodallas@gpo.gov

GPO REGIONAL PRINTING PROCUREMENT OFFICE
1100 COMMERCE STREET, ROOM 731
DALLAS, TX 75242-1027

7

San Antonio Satellite Printing Procurement Office
Contact: Arthur Jacobson, Manager

Phone 210.675.1480
Fax 210.675.2429
infosanantonio@gpo.gov

GPO SATELLITE PRINTING PROCUREMENT
1531 CONNALLY STREET, SUITE 2
LACKLAND AFB, TX 78236-5514

7

New Orleans Satellite Printing Procurement Office
Contact: Gerard Finnegan, Assistant Manager

Phone 504.589.2538
Fax 504.589.2542
infoneworleans@gpo.gov

GPO SATELLITE PRINTING PROCUREMENT OFFICE
U.S. CUSTOMS BLDG, ROOM 310
423 CANAL STREET
NEW ORLEANS, LA 70130-2352

7

Oklahoma City Satellite Printing Procurement Office
Contact: Tim Ashcraft, Assistant Manager

Phone 405.610.4146
Fax 405.610.4125
infooklahomacity@gpo.gov

GPO SATELLITE PRINTING PROCUREMENT OFFICE
3420 D AVENUE, SUITE 100
TINKER AFB, OK 73145-9188

8

Denver Regional Printing Procurement Office
Contact: Barbara Lessans, Assistant Manager

Phone 303.236.5297
Fax 303.236.5304
infodenver@gpo.gov

GPO REGIONAL PRINTING PROCUREMENT OFFICE
DENVER FEDERAL CENTER
BLDG 53, ROOM D-1010
DENVER, CO 80225-0347

9

Los Angeles Regional Printing Procurement Office
Contact: John J. O'Connor, Manager

Phone 562.863.1708
Fax 562.863.8701
infolosangeles@gpo.gov

GPO REGIONAL PRINTING PROCUREMENT OFFICE
12501 EAST IMPERIAL HIGHWAY, SUITE 110
NORWALK, CA 90650-3136

9

San Diego Satellite Printing Procurement Office
Contact: John J. O'Connor, Manager

Phone 619.497.6050
Fax 619.497.6055
infosandiego@gpo.gov

GPO SATELLITE PRINTING PROCUREMENT OFFICE
2221 CAMINO DEL RIO SOUTH, SUITE 109
SAN DIEGO, CA 92108-3609

10

Seattle Regional Printing Procurement Office
Contact: Michael J. Atkins, Manager

Phone 206.764.3726
Fax 206.764.3301
infoseattle@gpo.gov

GPO REGIONAL PRINTING PROCUREMENT OFFICE
FEDERAL CENTER SOUTH
4735 EAST MARGINAL WAY SOUTH
SEATTLE, WA 98134-2397

9

San Francisco Regional Printing Procurement Office
Contact: John J. O'Connor, Manager

Phone 707.748.1970
Fax 707.748.1980
infosanfran@gpo.gov

GPO REGIONAL PRINTING PROCUREMENT OFFICE
536 STONE ROAD, SUITE I
BENICIA, CA 94510-1170

COMMERCIAL PRINTING REPORT

JCP FORM NO. 2 (Rev. 3-71)

Department headquarters shall submit two copies to the JOINT COMMITTEE ON PRINTING within 30 days after the close of each fiscal quarter. Report all composition, printing, binding, and blank-book work procured from commercial sources through department contracts during such period. Do not include work procured through GPO sources in this report. Do not include tabulating cards or printed envelopes ordered through GSA contracts, or rebinding publications of any description. Use additional sheets if necessary.

NAME OF DEPARTMENT OR AGENCY	NAME OF SERVICE	CITY AND STATE	FOR PERIOD ENDED

DESCRIPTION (List each job separately)	JCP or GPO waiver number and date (if applicable)	Total number of copies	Number of pages per copy	Style of binding (if any)	Total cost, including paper
					$
TOTAL COST					

SIGNATURE	TITLE	DATE SUBMITTED

GPO : 1976 O - 76-027

U.S. DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
CG-5610 Rev. (12-07)

Duplicating/Copying Equipment Inventory

Unit Address	Point of Contact	Email Address	Phone Number	Date Submitted

Type of Equipment	Manufacture	Model Number	Accessories	Serial Number	Date Installed	Own: Purchase Cost	Leased: Monthly Cost	Average Monthly Volume

Reporting Official: _____ Page _____ of _____ Signature: _____

Reset