

U.S. Department of  
Homeland Security

United States  
Coast Guard



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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

## CHAPTER 2. PRIMARY RESPONSIBILITIES

A. Heads of Printing Management Organizations. In conforming with Coast Guard publishing and printing policy, responsibilities include the following:

1. The propriety and accuracy of matter to be printed, micro-published or duplicated;
2. Determining the necessity for printing, micropublishing, duplicating, and distribution;
3. Assuring 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 waiver 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. Procedures for requisitioning printing services are published by the GPO and are forwarded to all Coast Guard field units responsible for providing printing and duplicating services.

d. 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.

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) or Simplified Purchase Agreement (SPA) Work Order, Form 4044. 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 or SPA Work Order, Form 4044 from GPO, containing annotated statement from the public printer, stating that action taken is in accordance with the provision of section 504, title 44 United States Code shall a waiver be considered as 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 so 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.