

FFAS
HANDBOOK

Publishing Services

For All FFAS Offices
Except County Offices

SHORT REFERENCE

15-AS
(Revision 9)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

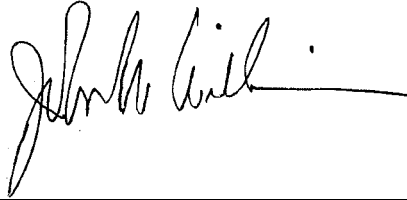
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Publishing Services
15-AS (Revision 9)

Amendment 1

Approved by: Deputy Administrator, Management



Amendment Transmittal

A Reason for Revision

This handbook is being revised to update references to MSD because of the reorganization.

B Obsolete Material

15-AS (Rev. 8) is obsolete.

Table of Contents

Page No.

Part 1 Basic Provisions

1	Overview	1-1
2	Authority and Related References	1-2
3	Printing and Distributing Management Responsibilities	1-3
4-14	(Reserved)	

Part 2 Publishing Services

15	Obtaining Standard and Specialty Publishing Services	2-1
16	EDS Publishing Services	2-3
17-26	(Reserved)	

Part 3 Printed Materials

27	Ordering and Receiving Accountable Forms	3-1
28	Stocking Published Materials	3-2

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook

Part 1 Basic Provisions**1 Overview****A Handbook Purpose**

This handbook provides instructions on:

- publishing services
- procuring related equipment and services.

B Authorization and Responsibility

MSD, IMB has the authority and responsibility for the FFAS and CCC publishing services program.

C Objectives

The objectives of the FFAS and CCC publishing services program are to provide efficient and effective dissemination of official documents to all internal and public customers.

D Definition of Publishing Services

Publishing services include the production and issuance of official FFAS paper or electronic documents to all internal and public customers. Recent advances in digital electronic publishing equipment has blurred the lines among traditional printing, duplicating, reproducing, and copying; therefore, publishing services will include these aforementioned disciplines, and include issuing, stocking, and distributing all official documents.

E Program Design

FFAS is designed as an electronic document dissemination model organization. FFAS EDS print-on-demand facilities, located in 32 State Offices and KCASB, will fulfill the publishing service needs of the Field Offices they serve.

2 Authority and Related References

A Sources of Authority

Authority for printing management is mandated by:

- 44 U.S.C. 502
- 44 U.S.C. 103
- CCC Charter Act.

B Related Handbooks

The following FSA handbooks relate to publishing services.

Handbook	Purpose
1-AS	Directives management.
3-AS	Forms and graphics management.
5-AS	Mail management.
27-AS	Acquisition management.
30-AS	Equipment use and replacement standards.
3-BU	Preparing agreements duplication services.
1-FI	Checking shipments of CCC-184's.
29-FI	Checking shipments of negotiable forms.
1-INFO	Information policies and procedures.

3 Printing and Distributing Management Responsibilities

A FSA Responsibility

The Administrator is responsible for establishing and directing publishing services programs. The responsibilities for these programs are delegated to the Chief, IMB, through:

- DAM
- Director, MSD.

B IMB, MSD Responsibilities

IMB, MSD shall manage the overall FFAS publishing services program, which includes:

- providing publishing services and technical support to FFAS National Office customers in meeting their published document needs

Note: IMB ensures a quality product, delivered in a timely manner, at the lowest overall cost to the Government.

- overall program management of the Field Office EDS on a nationwide basis, including the identification, procurement, and placement of all EDS equipment
- reviewing all office copier requests
- surveying EDS facilities for production efficiency and effectiveness
- using the most economical shipping methods.

Note: Faster, more costly methods may be used **only** if justified.

3 Printing and Distributing Management Responsibilities (Continued)

C Field Office Responsibilities

Field Offices shall:

- staff at least 1 full-time EDS operator and 1 trained backup
- provide on-site supervision and direction to authorized Field Office EDS operations
- use the most economical shipping methods.

Note: Faster, more costly, methods may be used **only** if justified.

Field Office EDS operations shall:

- maintain up-to-date distribution lists of all serviced FFAS and other agency Field Offices
- mail all FFAS electronically issued handbooks and amendments of 50 pages or more within 2 workdays.

Field Office publishing services shall be accomplished using in-house copiers and/or authorized EDS facilities.

Note: When publishing needs exceed in-house copiers and/or authorized EDS facility capabilities, Field Offices may procure publishing requirements up to \$2,500. Requirements exceeding \$2,500 shall be submitted by e-mail to either of the following:

- Kim Deal, IMB, Publishing Staff at kim.deal@wdc.usda.gov
- Jessie Bryan, IMB, Publishing Staff at jessie.bryan@wdc.usda.gov.

Higher delegations of authority may be requested for offices with a demonstrated need and the requisite experience.

D FFAS National Offices Responsibilities

FFAS National Offices shall:

- engage in advance planning to help ensure adequate publishing services in support of their mission requirements
- consult with IMB if there are any questions or additional information is required.

4-14 (Reserved)

Part 2 Publishing Services

15 Obtaining Standard and Specialty Publishing Services for FFAS National Offices

A Categories of Publishing Services

There are 2 broad categories of publishing services.

- Standard publishing services include publishing using 8 1/2 x 11 or 11 x 17 standard paper sizes. The print is usually black and the paper stock may be white or color. Typical finishing includes collating, stapling, and/or punching.
- Specialty publishing services include publishing using continuous forms, snapouts, perforating, machine numbering, security features, sizes larger than 11 x 17, full color, cardboard displays, typesetting, etc.

B Obtaining Standard Publishing Services for FFAS National Offices

Obtain standard publishing services by completing AD-413 and taking it to 1 of the following sources:

- IMB, Publishing Staff's office located in the South Building, Room 5724

Note: All color work **must** be processed through IMB, Publishing Staff.

- Departmental centralized copy centers located strategically throughout the South Building

Note: These jobs should be short run, generally no more than 5,000 impressions, which is the number of originals times the number of copies.

- the Departmental printing plant located in the South Building, Wing 5, in the subbasement on the C Street side of the building.

Note: These jobs should be no more than 10,000 impressions, unless advance approval is given by IMB, Publishing Staff.

15 **Obtaining Standard and Specialty Publishing Services for FFAS National Offices (Continued)**

C Obtaining Specialty Publishing Services

Obtain specialty publishing services by completing AD-413 and taking it to:

IMB, Publishing Staff
1400 Independence Ave SW, Room 5724-S.

Attach detailed instructions and/or specifications, if necessary. Specialty items may take from a few days to 4 weeks or more to produce, so offices are asked to plan accordingly and discuss their needs with IMB, Publishing Staff early in the planning process.

Note: Most new or revised official FFAS documents, such as handbooks, notices, forms, etc., are available on the Internet or Intranet; no additional requests for publishing or distribution services are required.

D Example of AD-413

The following is an example of AD-413.

SHORT ORDER COPIER WORK REQUISITION			
FILL IN AGENCY/ DIVISION CODE	PLEASE CHECK APPROPRIATE BOX	FINISHING SERVICES	PLEASE COMPLETE THE FOLLOWING INFORMATION INCLUDING THE DATE AND TIME JOB IS REQUIRED:
<div style="border: 1px solid black; display: inline-block; padding: 2px;">0</div> <div style="border: 1px solid black; display: inline-block; padding: 2px;">5</div> <div style="border: 1px solid black; display: inline-block; padding: 2px;">0</div> <div style="border: 1px solid black; display: inline-block; padding: 2px;">0</div>	<p>PRINT 2 SIDES <input type="checkbox"/></p> <p>LEGAL SIZE <input type="checkbox"/></p> <p>DOCUMENTS OVER 11x17 <input type="checkbox"/></p> <p>TRANSPARENCIES <input type="checkbox"/></p> <p>TAPE BINDING MINIMUM 50 PAGES (EXTRA CHARGE) <input type="checkbox"/></p>	<p>COLLATE PUNCH & STAPLE <input type="checkbox"/></p> <p>COLLATE & STAPLE ONLY <input type="checkbox"/></p> <p>COLLATE & PUNCH ONLY <input type="checkbox"/></p> <p>COLLATE ONLY <input type="checkbox"/></p> <p>PUNCH ONLY <input type="checkbox"/></p>	<p>_____</p> <p>(PHONE NO.) (ROOM NO.)</p> <p>_____</p> <p>(NAME)</p> <p>_____</p> <p>(DUE DATE) (HOUR)</p> <p>_____</p> <p>SPECIAL INSTRUCTIONS:</p>
<p>NO. ORIGINALS</p> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>			
<p>NO. COPIES PER EACH ORIGINAL</p> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>			

FORM AD-413 (Rev. 11/93)

Note: Contact either of the following for copies of AD-413 and accurate agency/division codes:

- Kim Deal, IMB, Publishing Staff at kim.deal@wdc.usda.gov
- Jessie Bryan, IMB, Publishing Staff at jessie.bryan@wdc.usda.gov.

16 EDS Publishing Services

A Newsletters Printed on EDS Equipment

Newsletters are printed in black and white **only**.

Acceptable sizes for newsletters are 8 ½ x 11 and 11 x 17.

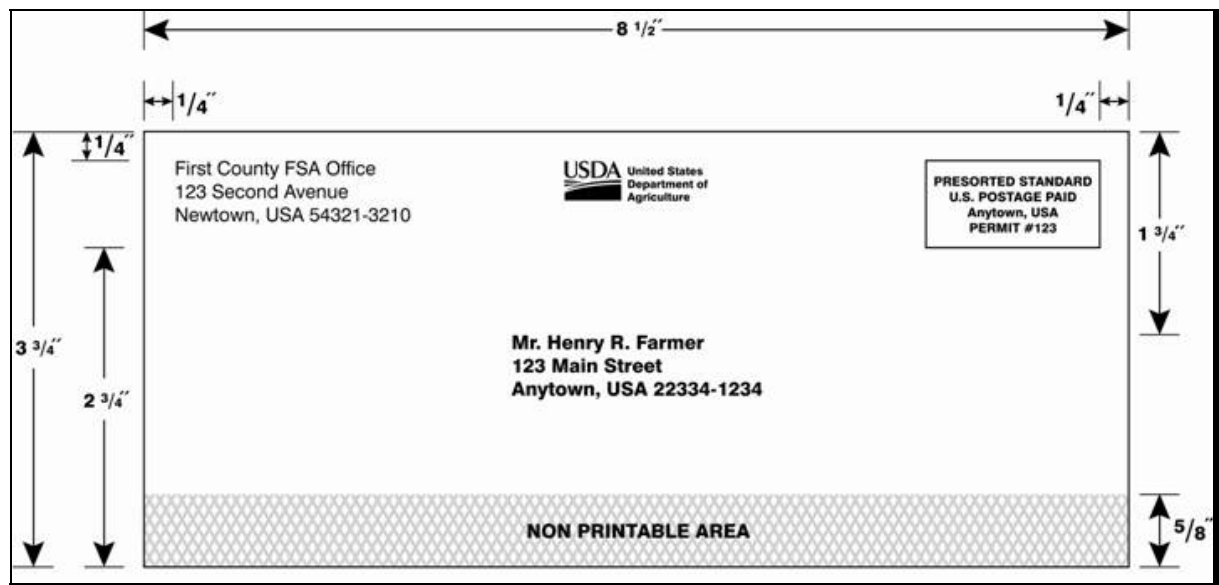
For mailing requirements, see the following:

- 5-AS
- EDS COMM user guide online at http://intra4.fsa.usda.gov/mo/moi/supportservices/comm/011906_COMM_manual.pdf.

B Address Location for Newsletters Printed on EDS Equipment

Newsletter restrictions for newsletters printed on EDS equipment are as follow:

- all addresses **must** be located on the reverse, top portion
- printing be a **minimum** of 1/4 inch from edge of paper
- return addresses must be **more** than 2 3/4 inch from bottom edge/fold
- mailing address must start at **least** 1 3/4 inch from top edge/fold.



16 EDS Publishing Services (Continued)

C EDS Equipment Moves and Alternative Sources of Printing

All EDS equipment moves or changes must be submitted to IMB, Publishing Staff, for approval.

Contact IMB, Publishing Staff, for alternative sources of printing, if needed.

Following are alternative sources of printing for KCASB:

- other State Offices
- printing plant (National Office, contact IMB, Publishing Staff)
- GPO
- GPO Express (FedEx or Kinko's, contact IMB, Publishing Staff)
- commercial printer.

Notes: A commercial printer should only be used as a last resort.

Copiers may be purchased **only** if essential to office operations. Offices **must** coordinate **all** copier purchases with IMB, Publishing Staff, to ensure that the best solution for the need is addressed at the best price for the government. Copiers over \$15,000 **must** be approved by IMB, before award.

D Report of EDS Publishing Services (MS-106R)

Field Office EDS facilities shall:

- prepare an annual Report of EDS Publishing Services (MS-106R) on FSA-952
- send FSA-952, by October 31 of each year, by either of the following:
 - e-mail to:
 - Kim Deal, IMB, Publishing Staff at kim.deal@wdc.usda.gov
 - Jessie Bryan, IMB, Publishing Staff at jessie.bryan@wdc.usda.gov.
 - FAX to 202-720-6543.

Note: When completing FSA-952's, when sheets are printed on both sides, an:

- 8 1/2 x 11 sheet is counted as **2** pages
- 11 x 17 sheet is counted as **4** pages.

16 EDS Publishing Services (Continued)

D Report of EDS Publishing Services (MS-106R) (Continued)

The following is an example FSA-952.

REPRODUCE LOCALLY: Include form number and date on all reproductions.

FSA-952 (02-16-01)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. FISCAL YEAR 2001	
REPORT OF EDS PUBLISHING SERVICES				2. OFFICE PENNSYLVANIA	
3. RETURN TO: FSA/MSD/PUBLISHING BRANCH STOP 0563 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250				REPORT NO: MS-106R	
4 AGENCY	5 COPIES	6. COST PER COPY	7. DISTRIBUTION COST (if any)	8. REIMBURSEMENTS on AD-672	
FSA	7,800,000	X	-----	+	\$ ----- = \$ -----
NRCS	400,000	X	.03	+	1,000 = 13,000
RD	200,000	X	.03	+	500 = 6,500
Others ES	100,000	X	.03	+	250 = 3,250
APHIS	100,000	X	.03	+	250 = 3,250
		X		+	=
		X		+	=
TOTAL:	8,600,000			\$	2,000 \$ 26,000
9. REMARKS					
10. NAME OF PREPARER John Doe		11. TITLE OF PREPARER Administrative Officer		12. PHONE NO. (222) 555-5555	
13. SIGNATURE OF PREPARER /s/ John Doe				14. DATE 09-31-XX	
<small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-4410 or call (202) 720-5464 (voice or TDD). USDA is an equal opportunity provider and employer.</small>					

17-26 (Reserved)

Part 3 Printed Materials

27 Ordering and Receiving Accountable Forms

A Receiving and Checking Shipment

Upon receipt of a shipment of accountable forms, check carefully using this table. For CCC-184's, follow 1-FI or 29-FI, as applicable.

Step	Action
1	Examine address labels.
2	Refuse cartons not consigned to the receiving office.
3	Ensure that the correct numbers of items have arrived.
4	Identify form number and quantity missing, if the shipment is short.
5	Note errors or damage on reverse of the Government Bill of Lading before releasing it to the carrier.
6	Advise IMB, Publishing Staff, of any discrepancies.
7	Verify serial numbers.

B Transportation Charges

Do **not** pay transportation charges. Send any invoices received from the carrier to IMB.

28 Stocking Published Materials

A Policy and Operations

FFAS is designed as an electronic document dissemination organization. EDS print-on-demand facilities will fulfill the published document needs of the Field Offices they serve.

Field Offices shall:

- make every effort to use electronically published documents that are available from sources, such as the FFAS Internet
- stock only a minimum amount of forms and other published documents needed to perform assigned activities.

Note: Stocking electronically-published documents is forbidden.

28 Stocking Published Materials

B Web Sites

This table provides important web sites for electronically published documents.

Web Site Address	Web Site Title
http://forms.sc.egov.usda.gov/eforms/mainervlet	eForms
www.fas.usda.gov	Foreign Agriculture Service
www.fendonline.com	Federal Daily
www.archives.gov	The National Archives
http://165.221.16.90/dam/ffasforms/forms.html	FFAS Employee Forms Online Website
www.fsa.usda.gov/pas	Farm Service Agency
http://intranet.fsa.usda.gov/fsa	Farm Service Agency (FSA) Intranet Note: This site contains links to handbooks, notices, forms, publications, etc.
www.gpoaccess.gov/index.html	GPO Access
www.opm.gov	U.S. Office of Personnel Management
www.rma.usda.gov	Risk Management Agency
www.usda.gov	United States Department of Agriculture

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists all required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
MS-106R (FSA-952)	Report of EDS Publishing Services	Annually	October 31	None	15

Forms

This table lists all forms referenced in this handbook.

Number and Date	Title	Display Reference	Reference
AD-413	Short Order Copier Work Requisition	15	
CCC-184	CCC Check		2, 27
FSA-952	Report of EDS Publishing Services	16	

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
EDS	Electronic Distribution System	1, 3, 16, 28
IMB	Information Management Branch	1, 3, 15, 16, 27
KCASB	Kansas City Administrative Services Branch	1, 16

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
The Administrator redelegates authority for the FFAS publishing services program to the Chief, IMB, MSD and Director, MSD through DAM.	3

Definitions of Terms Used in This Handbook**Publishing Services**

Publishing services include the production and issuance of official FFAS paper or electronic documents to all internal and public customers. Recent advances in digital electronic publishing equipment has blurred the lines between traditional printing, duplicating, reproduction, and copying; therefore, publishing services will include these aforementioned disciplines, and include issuing, stocking, and distributing all official documents.

