



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

Memorandum

APR 13 1998

To: Deputy Secretary  
Solicitor  
Assistant Secretaries  
Heads of Bureaus and Offices  
Inspector General

From: John Berry  
Assistant Secretary - Policy, Management and Budget

Subject: Procurement of Business Cards

Until recently, it has been Governmentwide policy that business cards should be procured at the expense of each individual and not with appropriated funds. On August 11, 1997, the Department of Justice issued an opinion that allows the use of an agency's general appropriation (an appropriation not earmarked for a specific purpose) for purchasing business cards and left to the agency head the approval authority for this type of procurement. Business cards charged to an agency's general appropriation are to be used to facilitate agency-related business communications.

Most word processing software applications, e.g., WordPerfect and Microsoft Word, have the capability of formatting and printing business cards. By using inexpensive card stock, small quantities of business cards can be produced quickly and cheaply to benefit both employees and their organizations. Additionally, business cards are produced by SKILCRAFT, the registered name for products made by the blind, deaf-blind, or multi-disabled under the Javits-Wagner-O'Day Act. This act was enacted by Congress to promote opportunities for people with mental or physical disabilities to benefit from productive work and a more independent life style. The Department is now in the process of revitalizing this important special emphasis area.

I have decided to authorize the purchase of business cards in accordance with the August 11, 1997, opinion of the Department of Justice. I believe these purchases will aid the overall mission of the Department and its employees, and will potentially aid the economic and personal independence for employees of SKILCRAFT industries. Therefore, effective immediately, heads of bureaus and offices are given the authority to permit the printing of business cards using currently-owned government software and government-purchased paper/card stock or acquiring them from the GSA single award schedule SKILCRAFT vendor, Seattle Lighthouse for the Blind, Inc., telephone 1-800-799-0402. Also, care should be taken to follow reasonable quality and design guidelines. Bureau and office heads may delegate this authority to lower management levels as they deem appropriate. Employees should be reminded that they may use business cards only in connection with the operations and official activities of the Department or its bureaus and offices.

Please ensure that this memorandum is made available to all personnel. If you have any questions concerning this policy, please contact Roy Francis, Departmental Printing Officer, Office of Information Resource Management, at (202) 208-5424. For more information on SKILCRAFT products and services please contact Cindy Maltby, Office of Administration at (202) 208-5562.