



# United States Department of the Interior


OFFICE OF THE ASSISTANT SECRETARY  
POLICY, MANAGEMENT AND BUDGET  
Washington, DC 20240



JUN 01 2007

Memorandum

To: Heads of Bureaus and Offices

From: Nina Rose Hatfield   
Deputy Assistant Secretary – Business Management and Wildland Fire

Subject: **GPOExpress<sup>SM</sup>** in the Department of the Interior

I am pleased to announce the implementation of the new Government Printing Office (GPO) printing procurement program with FedEx Kinko's through the Department of the Interior. **GPOExpress<sup>SM</sup>** is a nationwide Government Printing Office convenience contract with FedEx Kinko's that allows Interior employees with a **GPOExpress<sup>SM</sup>** card to obtain small printing services at GPO negotiated rates.

Attached is the Department of the Interior **GPOExpress<sup>SM</sup>** Service Guide outlining the policy and procedures that Interior bureaus and offices are to follow in order to participate in the program. All applications are to be processed through the designated bureau or office **GPOExpress<sup>SM</sup>** Coordinator as identified in Appendix B of the guide. The **GPOExpress<sup>SM</sup>** Service Guide may also be found on the Office of Acquisition and Property Management website.

Questions regarding the **GPOExpress<sup>SM</sup>** policy may be referred to the Department's **GPOExpress<sup>SM</sup>** Liaison, Bert Simon at (730) 648-7283 or electronically to [bsimon@usgs.gov](mailto:bsimon@usgs.gov).

Attachment

cc: Bureau Procurement Chiefs  
Interior Publishing Council  
Bureau Finance Officers  
Integrated Charge Card Program Agency/Organization Coordinators Bureau Leads