



Washington Headquarters Services

ADMINISTRATIVE INSTRUCTION

NUMBER 58
April 15, 2008

DFD

SUBJECT: Printing and Reproduction Services

- References:
- (a) Administrative Instruction 58, "Printing and Reproduction Services," June 8, 1966 (hereby canceled)
 - (b) DoD Directive 5110.4 "Washington Headquarters Services (WHS)," October 19, 2001
 - (c) DoD Instruction 5330.03, "Document Automation and Production Service (DAPS)," February 8, 2006
 - (d) Federal Acquisition Regulation, Part 8 (Subpart 8.8), "Acquisition of Printing and Related Supplies," current edition
 - (e) DoD Instruction 5330.2, "Specifications for DoD Letterheads," February 13, 1984
 - (f) Administrative Instruction 105, "Office of the Secretary of Defense (OSD)/Washington Headquarters Services (WHS) Purchase Card Program," October 19, 2006

1. PURPOSE

This Administrative Instruction (AI) reissues Reference (a) under the authority of Reference (b) to implement Reference (c).

2. APPLICABILITY

This AI applies to the Office of the Secretary of Defense (OSD), the Washington Headquarters Services (WHS), and those entities within the National Capital Region (NCR) supported by WHS.

3. DEFINITIONS

The terms used in this AI are defined in Enclosure 1.

4. POLICY

4.1. All Government printing and reproduction will be accomplished by the Document Automation and Production Service/Washington Office Group (DAPS/WOG), in accordance with Reference (c). DAPS/WOG provides printing, copying, duplicating, document conversion, Compact Disk Read-Only Memory (CD-ROM), letterhead printing, and Web services to the Federal Executive Branch. Services shall be obtained through the DAPS online order system (www.daps.dla.mil/dapsonline) or through the DAPS Express Services Center located in the Pentagon or an alternate mechanism as developed by DAPS and the Program Manager (PM) (see subparagraph 5.2.1.).

4.2. Copy machines available in offices may be used to reproduce printed material when time, cost, or an emergency precludes using the services of DAPS. Normally, office copy machines should not be used for duplicating more than 20 sets of documents or more than 25 pages per set, unless otherwise specifically authorized locally within the office.

5. RESPONSIBILITIES

5.1. The Director, WHS/Defense Facilities Directorate (DFD), under the Director, WHS, shall:

5.1.1. Manage the printing and reproduction services assigned to the Director, WHS, in Reference (b).

5.1.2. Appoint a PM and an alternate PM to regulate and carry out the responsibilities of requesting services through DAPS.

5.1.3. Act as the OSD point of contact for all printing and reproduction matters.

5.1.4. Control the expenditure of funds for all printing and reproduction services.

5.2. The DAPS/WOG Action Officer to WHS shall:

5.2.1. Provide printing and reproduction services, including digital color quality and various binding options at the DAPS office, to OSD, WHS, and those entities within the NCR supported by WHS.

5.2.2. Accomplish all printing and reproduction requirements through in-house resources or through the Government Printing Office (GPO) in accordance with Part 8 of the Federal Acquisition Regulation (Reference (d)).

5.2.3. Provide walk-up duplicating and printing procurement services at the Pentagon Express Services Center location.

5.2.4. Perform service on a first-come, first-served basis or by special arrangements made through WHS.

5.2.5. Accept payments for Express Service using the purchase card as preferred payment in order to expedite transactions and ensure the authorized limit is not exceeded.

5.2.6. Accept payment for jobs procured through the GPO via Military Interdepartmental Purchase Requests (MIPRs) or DoD Printing Requisition/Order (DD Form 282).

5.2.7. Determine as well as coordinate the requirements and delivery of any contracted requirement through the GPO based on cost, time, and best value to WHS and its customers.

5.2.8. Print and distribute orders throughout DAPS worldwide locations, when possible, to eliminate shipping and ensure security of printed classified materials.

5.2.9. Produce envelopes and letterhead printed materials of a quality associated with camera-ready art for official use by personnel designated in DoD Instruction 5330.2 (Reference (e)).

5.3. The WHS/DFD PM shall:

5.3.1. Determine the need for printing or reproduction in accordance with Reference (c).

5.3.2. Appoint an authorized user to manage and monitor the organization's on-line account.

5.3.3. Ensure funding is available before placing orders.

5.3.4. Retrieve budget information and place orders through the DAPS Customer Service Web Site, located at <http://www.daps.dla.mil/dapsonline>, or an alternate mechanism as developed by DAPS and the PM.

5.3.5. Assure printing services, including letterhead, are accomplished by DAPS. The purchase of printing services shall remain centralized, regardless of dollar value, and shall be accomplished by submission of an SD Form 474 to the appropriate office in WHS in accordance with AI 105 (Reference (f)).

5.3.6. Properly coordinate and verify sensitivity level of materials to be reproduced. These considerations include security, copyrights, and proprietary rights.

5.3.7. Ensure large deliveries received from outside sources into the Pentagon are coordinated through the Dock Master Remote Delivery Facility for clearance and security procedures.

5.3.8. Follow the proper channels to receive approvals on waivers for requests by contacting the local DAPS office.

5.3.9. Ensure that customers can pick up completed jobs or incur additional cost for delivery, unless otherwise coordinated through DFD or DAPS.

6. PROCEDURES

Refer to the Standard Operating Procedures Guide for OSD Printing and Duplicating Service¹ for the Program and Services Division under delegated authority of WHS/DFD.

7. RELEASABILITY. UNLIMITED. This AI is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE

This AI is effective immediately.



Michael L. Rhodes
Director, WHS

Enclosure
E1. Definitions

¹ The Guide is located in the Programs and Services Division at (703) 693-3768 with the Deputy Director of Services.

E1. ENCLOSURE 1

DEFINITIONS

- E2.1. Camera-ready Art. Photographs and art fully prepared for reproduction according to the technical requirements of the printing process being used.
- E2.2. Copyright. A form of protection provided by the laws of the United States to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works.
- E2.3. Document Automation and Production Service Express Service Center. The center which provides walk-up services to OSD, WHS, and those entities supported by WHS within the NCR.
- E2.4. Document Automation and Production Service/Washington Office Group (DAPS/WOG). DAPS/WOG automates and produces documents for OSD, WHS, and those entities within the NCR supported by WHS. DAPS is not the proponent or supplier of such documents and their informational content.
- E2.5. Document Automation and Production Service/Washington Office Group Action Officer to OSD/WHS. A representative from DAPS/WOG responsible for providing internal (Pentagon) and external (GPO) printing and reproduction support to OSD, WHS, and those entities supported by WHS within the NCR. The DAPS/WOG Action Officer provides walk-up service through special arrangement via WHS at the Pentagon Express Service Center location.
- E2.6. Dock Master Remote Delivery Facility. A designated delivery point at the Pentagon where merchandise is received and screened prior to being forwarded to the final destination at the Pentagon.
- E2.7. DoD Printing Requisition Order Form (DD Form 282). An approved form used for requesting printing and reproduction materials within the Department of Defense.
- E2.8. Duplicating or Copying. Reproducing printed materials using equipment that employs a lithographic process and automatic copy-processing. A report must be forwarded to the Joint Committee on Printing no later than 30 days after the end of the quarter for all requisitions exceeding 25,000 production units.
- E2.9. Government Printing Office (GPO). An agency of the legislative branch of the Government that prints and provides access to documents produced by and for all three branches of the Government. The primary mission of the GPO is to inform citizens by making government publications widely available by gathering, cataloging, providing, and preserving published information in all forms. The GPO provides information to the public through GPO Access, which contains a searchable database of government information, and through the

Federal Depository Library Program, which is a partnership with hundreds of libraries throughout the country.

E2.10. In-House. Within the DAPS/WOG production facility without outsourcing to either GPO or other third-party.

E2.11. Job Number. A requisition number assigned by the WHS/DFD Programs and Services Division to enable both the Requesting Official and the PM to respectively track printing documents and reconcile the printing budget.

E2.12. Military Interdepartmental Purchase Request (MIPR). An accepted method of funds transfer within the Department of Defense. A MIPR is a funding instrument that can be used as a single or open order thus allowing DAPS to bill over a sustained period of time. The funds allocated to the MIPR are obligated immediately, allowing time to procure items needed to complete a project without losing the funding.

E2.13. OSD Central Liaison. A representative from WHS/DFD responsible for addressing all matters regarding OSD printing and reproduction services.

E2.14. Production Service or Production Run. Press run intended to manufacture products as specified or as compared to make ready.

E2.15. Program Manager. An appointee from WHS responsible for providing oversight, guidance, and direction to the OSD/WHS printing, reproduction, and publication programs. Develop and monitor policies, procedures, and special projects required to ensure the OSD/WHS printing program operates in an effective and responsive manner. Coordinate with various agencies to reduce production cost, resolve billing quandaries, and completing the necessary printing documents.

E2.16. Proprietary Rights. Individual right to hold property; ownership by personal title; property.

E2.17. Purchase Card. Internationally accepted purchase card which allows a card holder to make simplified acquisition under an established Delegation of Authority. The card is distinctively designed and bears the legend "For Official Government Use Only."

E2.18. Reproduce. To make copies of the original version of a document, or to make copies of previous copies of documents

E2.19. Requesting Official. An individual who initiates or submits a requisition (SD Form 474) for a document to be reproduced or automated.