

U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

MD 3.13	REPRODUCTION AND DISTRIBUTION	DT-11-09
<i>Volume 3, Part 1:</i>	Information Management Publications, Mail, and Information Disclosure	
<i>Approved By:</i>	R. William Borchardt Executive Director for Operations	
<i>Date Approved:</i>	August 9, 2011	
<i>Expiration Date:</i>	August 9, 2016	
<i>Issuing Office:</i>	Office of Administration Division of Administrative Services	
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EXECUTIVE SUMMARY		
Directive and Handbook 3.13 have been revised to:		
<ul style="list-style-type: none"> • Incorporate Manual Chapters (MCs) 3203 and 3208 as well as the NRC copying and copier management program from MC 0260; • Reflect changes to responsibilities and authorities resulting from reorganizations; • Eliminate the policy for typesetting (no longer used in-house, formerly in MC 0260); • Add definitions to assist those who use printing services; • State the regulations governing the use of color printing; and • Specify that all printing services, whether requested by headquarters, the Technical Training Center (TTC), or the regions, are procured solely by the printing specialists at headquarters. 		
NOTE: Management Directive (MD) 3.6 was assigned as a place holder for the conversion of MCs 3203 and 3208. MD 3.6 is eliminated by incorporation of MCs 3203 and 3208 in MD 3.13.		

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I. POLICY

A. Printing, Reproducing, and Distributing Documents

It is the policy of the U.S. Nuclear Regulatory Commission that all documents printed, reproduced, or distributed by NRC in the course of its official business comply with the following:

1. "Public Printing and Documents" (Title 44 of the United States Code), and
2. Regulations of the Joint Committee on Printing (JCP).

B. Management of Copiers

The management of all copiers must comply with all Government regulations to ensure the following:

1. That equipment is used for official purposes only, or as otherwise provided for in Management Directive (MD) 2.7, "Personal Use of Information Technology."
2. That recycled paper is used in accordance with Executive Order (E.O.) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management."

II. OBJECTIVES

- Ensure that NRC obtains printing for NRC publications and other official business materials and documents in the most effective, efficient, and economical manner.
- Ensure that documents generated by the NRC staff and its contractors are made available to those persons or organizations with a programmatic or legal need for the information.

- Manage effectively all phases of distribution, including the following:
 - Mail list maintenance, under provisions of the Privacy Act, Systems of Records, NRC-38, “Mailing Lists.”
 - Physical packaging and initial shipment of documents.
 - Maintenance of limited hard copy inventory of documents for subsequent distributions and fulfilling of individual staff requests.
 - Compliance with Federal laws and regulations that govern accountability for distribution of Government information.
- Ensure NRC compliance with security regulations and copyright statutes.
- Ensure that all printing and copying is performed solely for NRC official business.
- Ensure that NRC copying equipment is acquired and used at minimal cost.

III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

A. Executive Director for Operations (EDO)

1. Oversees NRC’s printing operations as specified under U.S.C. Title 44 and JCP regulations.
2. Delegates the responsibilities for NRC’s printing operations to the Deputy Executive Director for Corporate Management (DEDCM) and the Inspector General (IG), as appropriate.

B. Deputy Executive Director for Corporate Management (DEDCM)

Is responsible for the following under U.S.C. Title 44 and JCP regulations, as delegated by the EDO:

1. Oversees an in-house and contracted printing program that uses conventional printing and binding methods.
2. Redelegates the following to the Director of Administration (ADM) as appropriate:
 - (a) Serves as head of the NRC printing program.
 - (b) Develops and maintains policies, procedures, standards, and guidelines for NRC printing operations.
 - (c) Determines programmatic and legal requirements established in the *Code of Federal Regulations* (CFR) for distribution of documents that are to be made available within the agency or publicly, or both.
 - (d) Approves or rejects requests from outside entities to be added to NRC mailing lists.
 - (e) Exercises oversight of NRC’s Central Printing Program Management Organization. This includes exercising oversight of all in-house and contracted printing and bindery services and operations.

- (f) Controls duplicating and copying machines.
- (g) Reviews, on a periodic basis, the efficiency of these activities as carried out by NRC and its contractors.

C. Chief Information Security Officer (CISO), Computer Security Office (CSO)

Reviews and approves copier requests to ensure that the agency meets computer security requirements.

D. Office Directors and Regional Administrators

1. Ensure that requests for printing and related supplies and services are for official NRC business and comply with the provisions of this MD.
2. Inform NRC contractors and subcontractors of JCP regulations regarding the requirement that official business printing be procured through printers authorized by the Government Printing Office (GPO).
3. Procure all NRC official business printing through ADM staff whether requested by a headquarters office, regional office, or the Technical Training Center.
4. Determine those types of documents that should be made publicly available. For detailed guidance, see MD 3.4, "Release of Information to the Public."

E. Director, Office of Administration (ADM)

1. Performs the following functions as redelegated by the DEDCM:
 - (a) Serves as head of the NRC printing program.
 - (b) Develops and maintains policies, procedures, standards, and guidelines for NRC printing operations.
 - (c) Determines the programmatic and legal requirements established in the CFR for distribution of documents that are to be made available within the agency or publicly, or both.
 - (d) Approves or rejects requests from outside entities to be added to NRC mailing lists.
 - (e) Oversees NRC's Central Printing Program Management Organization. This includes overseeing all in-house and contracted printing and bindery services and operations.
 - (f) Controls duplicating and copying machines.
 - (g) Reviews, on a periodic basis, the efficiency of these activities as carried out by NRC and its contractors.
2. Redelegates the items specified in Section III.E.1 to the Director, Division of Administrative Services (DAS), as appropriate.

F. Director, Division of Administrative Services (DAS), ADM

1. Performs the following functions as redelegated by the Director, ADM:
 - (a) Serves as head of the NRC printing program.
 - (b) Develops and maintains policies, procedures, standards, and guidelines for NRC printing operations.
 - (c) Exercises oversight of NRC's central printing program management organization. This includes exercising oversight of all in-house and contracted printing and bindery services and operations.
 - (d) Determines the programmatic requirements, and in consultation with OGC, the legal requirements, established in the CFR for distribution of documents that are to be made available within the agency or publicly, or both.
 - (e) Approves or rejects requests from outside entities to be added to NRC mailing lists.
 - (f) Controls duplicating and copying machines.
 - (g) Reviews, on a periodic basis, the efficiency of these activities as carried out by NRC and its contractors.
2. Redelegates the items specified in Section III.G.1 to the Chief, Publications Branch (PB), DAS, ADM.

G. Chief, Publications Branch (PB), DAS, ADM

1. Publication Responsibilities
 - (a) Serves as head of the NRC printing program as redelegated by the Director, DAS, ADM.
 - (b) Provides printing and related services through GPO and GPO-authorized contractors to meet program requirements.
 - (c) Ensures coordination, when needed, among the offices and regions and the PB staff to facilitate timely submission of accurate material to produce manuscripts for publication.
 - (d) Prepares and submits to the JCP requests for Government Printing and Binding Regulations waivers.
 - (e) Represents the agency on printing and related activities with JCP and GPO, including submission of all required JCP and GPO reports.
 - (f) Approves the printing of all publications in the NUREG series and other official business materials and documents in accordance with JCP regulations and budget restrictions.
 - (g) Reviews and approves or disapproves requests for color printing, use of special paper stocks, and binding of agency publications in accordance with JCP regulations except that this authority is delegated to the IG for publications within that office (see Section III.H of this directive).

- (h) Determines which GPO commercial printing services are the most cost-effective for meeting NRC printing requirements.
 - (i) Ensures that when providing printing services involving classified or sensitive unclassified information, the information is handled in accordance with all applicable security regulations as well as the provisions of the following MDs:
 - (i) MD 12.1, "NRC Facility Security Program"
 - (ii) MD 12.2, "NRC Classified Information Security Program"
 - (iii) MD 12.5, "NRC Automated Information Security Program"
 - (iv) MD 12.7, "NRC Safeguards Information Security Program"
 - (j) Obtains concurrence of the Division of Facilities and Security, ADM, on any contract for printing that involves NRC classified or sensitive unclassified information.
 - (k) Determines the printing quality inspection procedures and assignments including when a press inspection is required, who should conduct or attend the inspection at the printing plant, and whether a review of proofs can be substituted for the inspection.
 - (l) Ensures that all printed material has been designed according to the official NRC branding standards.
2. Distribution Responsibilities
- (a) Provides central distribution services to NRC.
 - (b) Manages the Systems of Records, NRC-38, "Mailing Lists," and the NRC distribution category list.
 - (c) Maintains paper copy agency archives for pre-ADAMS (i.e., pre-November 1, 1999) NUREG series publications, which are official agency records.
 - (d) Ensures that the NRC complies with the following regulations and meets any related reporting requirements:
 - (i) U.S. Postal Regulations;
 - (ii) Government Printing and Binding Regulations, published by the Joint Committee on Printing (JCP), Congress of the United States, No. 23, October 1974; and
 - (iii) The Privacy Act.
 - (e) Develops and implements procedures and systems to ensure that all programmatic and legal requirements are met for the distribution of NRC staff- and contractor-generated documents.
 - (f) Conducts, as required by Federal regulations, an annual audit of those addresses maintained on the NRC Mailing Lists.
 - (g) Advises NRC offices and divisions on distribution matters.

3. Reproduction Responsibilities

- (a) Provides onsite reproduction and duplication (from various sources such as hard copy or electronic files from a CD/DVD or the NRC Local Area Network) to support NRC program offices.
- (b) Provides a wide variety of bindery services to support reproduction activities including General Binding Corporation (GBC) binding, paper cutting, laminating, paper drilling, perforating, padding, perfect binding, and tabbing.
- (c) Provides CD/DVD reproduction and color-label printing.
- (d) Provides print-on-demand services to fill staff requests for paper copies of various NRC publications.
- (e) Provides wide-format (large drawings) reproduction.
- (f) Provides agency with classified reproduction services.
- (g) Reviews and approves or disapproves requests for color printing and for special paper and binding of agency publications in accordance with JCP authorizations.
- (h) Determines whether in-house or commercial printing services are the most cost-effective means to meet a printing requirement.

4. Copier Management Program Responsibilities

- (a) Manages contracts to provide maintenance for all copiers at headquarters buildings.
- (b) Reviews requests for new copiers.
- (c) Reviews and approves or disapproves all requests for copying equipment from Headquarters offices (including Commission offices). Processes all approved requests.

H. Inspector General (IG)

- 1. Reviews, approves, or denies agency publication requests for the following as described in U.S.C. Title 44 and JCP regulations, and as delegated by the EDO:
 - (a) Color printing,
 - (b) Special paper stocks, and
 - (c) Binding of agency publications.
- 2. Reviews, approves, or denies the Office of Inspector General (OIG) publication requests for the following as described in JCP regulations:
 - (a) Color printing,
 - (b) Special paper stocks, and
 - (c) Binding of agency publications.

IV. USE OF COLOR PRINTING

A. Criteria for Use of Color Printing

The Government guidelines on the use of color printing appear in paragraphs 18-1 through 18-3 of the Government Printing and Binding Regulations (see Section II.D of this handbook).

B. Request Color Printing

1. All color printing must be approved by the Chief, PB, DAS, ADM, or his or her designee. The requests must be routed through Graphics, PB, DAS, ADM, for proper file setup and to ensure that the official NRC branding standard is used.
2. Graphics, PB, DAS, ADM, will not accept any job that has been created in Microsoft (MS) Publisher or any other publishing software. All text for document layout and design must be in MS Word.

C. Request for Exceptions to Government Guidelines

Written requests for exceptions to Government guidelines on the use of color printing should be submitted to the Chief, PB, DAS, ADM.

V. APPLICABILITY

The policies and guidance in this directive and handbook apply to all NRC employees and their contractors.

VI. DIRECTIVE HANDBOOK

Directive Handbook 3.13 contains procedures and standards related to NRC printing procurement, in-house reproduction, copying, copier management, distribution, and publications inventory.

VII. REFERENCES

Code of Federal Regulations

10 CFR 1.34, "Statement of Organization and General Information."

10 CFR 1.53, "Use of NRC Seal or Replicas."

Congressional Committees

Joint Committee on Printing's Rules and Regulations, United States Congress. Government Printing and Binding Regulations, S. Pub. 101-9, February 1990.

Executive Orders

E.O. 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," January 26, 2007.

Government Accountability Office

Federal Chief Information Officers—Responsibilities, Reporting Relationships, Tenure, and Challenges.

Government Printing Office

Government Printing Office Style Manual, 2008.

Nuclear Regulatory Commission Documents

ADM Web Site on Printing:

http://www.internal.nrc.gov/ADM/manuscriptdev_print/printing.html (printing procurement services)

http://www.internal.nrc.gov/ADM/manuscriptdev_print/dupl_copy.html (in-house reproduction and bindery information)

NRC Branding Standards Web Site:

<http://www.internal.nrc.gov/ADM/branding/>

<http://www.internal.nrc.gov/ADM/branding/logos.html> (NRC logos)

NRC Management Directives Web Site:

<http://www.internal.nrc.gov/ADM/DAS/cag/mandirs/index.html>

Guidance on Preparing and Processing Visual Information for Commission Briefings, transmitted via OEDO memorandum to Office Directors and Regional Administrators, September 1, 1989.

NRC Management Directives—

- 2.7, “Personal Use of Information Technology.”
- 3.2, “Privacy Act.”
- 3.4, “Release of Information to the Public.”
- 3.6, “Distribution of Unclassified NRC Staff- and Contractor-Generated Reports.”
- 3.7, “NUREG-Series Publications.”
- 3.11, “Conferences and Conference Proceedings.”
- 3.25, “Automated Graphics Services.”
- 11.1, “NRC Acquisition of Supplies and Services.”
- 12.1, “NRC Facility Security Program.”
- 12.2, “NRC Classified Information Security Program.”
- 12.5, “NRC Automated Information Security Program.”
- 12.7, “NRC Safeguards Information Security Program.”
- 13.1, “Property Management.”

NUREGs

NUREG/BR-0188, “Distribution List Descriptions for NRC Reports and Documents.”

NUREG/BR-0289, "U.S. Nuclear Regulatory Commission Technical Library."

NUREG-0544, "NRC Collection of Abbreviations."

NUREG-0650, Rev. 1, "Publishing Documents in the NUREG Series,"
November 1990.

NUREG-1379, Rev. 2, "NRC Editorial Style Guide," May 2009.

Staff Requirements Memorandum to COMSECY-08-0013, "Action Plans Regarding
Web Re-design and Publication Improvements," June 2008.

United States Code

"Copyrights" (17 U.S.C.), also known as Circular 92.

"Public Printing and Documents" (44 U.S.C.).

"Inspector General Act," as amended, Appendix 3 (5 U.S.C.).

U.S. NUCLEAR REGULATORY COMMISSION DIRECTIVE HANDBOOK (DH)

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- Reflect changes to responsibilities and authorities resulting from reorganizations;
- Eliminate the policy for typesetting (no longer used in-house, formerly in MC 0260);
- Add definitions to assist those who use printing services;
- State the regulations governing the use of color printing; and
- Specify that all printing services, whether requested by headquarters, the Technical Training Center (TTC), or the regions, are procured solely by the printing specialists at headquarters.

NOTE: Management Directive (MD) 3.6 was assigned as a place holder for the conversion of MCs 3203 and 3208. MD 3.6 is eliminated by incorporation of MCs 3203 and 3208 in MD 3.13.

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I. GENERAL

A. Purpose of This Handbook

1. All NRC employees must follow the procedures in this handbook to obtain printing services and to remedy neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications.
2. Management Directive (MD) 3.13 ensures that when the agency is providing printing services involving classified or sensitive unclassified information, the information is handled in accordance with all applicable security regulations as well as the provisions of the following MDs:
 - (a) MD 12.1, “NRC Facility Security Program,”
 - (b) MD 12.2, “NRC Classified Information Security Program,”
 - (c) MD 12.5, “NRC Automated Information Security Program,” and
 - (d) MD 12.7, “NRC Safeguards Information Security Program.”

B. Additional Resources

Additional printing procurement information is available on the Office of Administration's (ADM's) Web site at http://www.internal.nrc.gov/ADM/manuscriptdev_print/printing.html.

C. Employees in the Regions

Employees in the regions must coordinate their printing procurement requests with their respective Division of Resources Management before submitting their printing requests to ADM.

D. Employees at the Technical Training Center

Employees at the Technical Training Center must coordinate their printing requests with the Associate Director for Human Resources Training and Development, Office of Human Resources, before submitting their requests for printing procurement services to ADM.

II. PRINTING PROCUREMENT SERVICES**A. Preapproval and Submission of Requests for Printing Procurement****1. Preapproval of Premium Printing Requests**

- (a) Request preapproval by e-mail message to the Chief, Publications Branch (PB), Division of Administrative Services (DAS), ADM, before drafting a document, new periodical, or publication in the NUREG series for which camera-ready copy will be produced if the publication requires—
 - (i) More than one color ink;
 - (ii) Coated (glossy) stock for the cover;
 - (iii) Coated (glossy) stock for the text;
 - (iv) Trimming or folding to a size other than standard 8.5 by 11 inches, 6 by 9 inches, or 5.5 by 8.5 inches, which can be trimmed or folded from an 8.5- by 11-inch sheet;
 - (v) Foldout pages; or
 - (vi) A special cover design.
- (b) For some requests, PB staff will meet with the office staff requesting preapproval before responding to a request. The response to the request will be documented in an e-mail message to the employee who requested the preapproval.
- (c) Preapprovals of premium printing requests are required to minimize costs for the following reasons:
 - (i) The printer adds a setup and press run charge for each extra color.
 - (ii) Coated cover stock costs about 25 percent more than standard offset stock.
 - (iii) Coated text stock costs between 300 to 400 percent more than standard offset stock.

- (iv) The printer charges for the expensive manual labor of folding and inserting foldout pages.
- (v) The printer charges for trimming or folding a publication to any size other than a standard size and for setting the presses to accommodate any nonstandard size. In addition, requests for nonstandard sizes must be submitted to the Government Printing Office (GPO) for their commercial subcontractors to bid on, usually taking 3 to 4 weeks.
- (vi) A special cover design requires use of the graphics staff's services as presented in MD 3.25, "Automated Graphics Services."

2. Submission of Requests

Submit to the Chief, PB, DAS, ADM, requests to print the material discussed in Section II.A.1(a) of this handbook and all other official business materials. The PB Chief will determine the most cost-effective means of meeting the printing specifications requested.

B. Preparation of Material To Be Printed

1. Reproduction of Originals

- (a) Submit the originals for all text and graphics or submit the best copy available if originals are not available.
- (b) If the best copy available will not print legibly, the requester may be required to authorize PB to print a disclaimer in the document about the quality of the copy used.

2. Printing and Copying Services

Submit all requests for printing or reprinting, except for NUREG-series publications, on a typed and signed NRC Form 20, "Request for Printing and Copying Services."

- (a) If the Informs version of the form is used, print, sign, and submit it with four copies. (The copies are for printing, publishing, and distribution services.)
- (b) Mail or deliver the form and the material to PB at Mail Stop OWFN-P1-33.

3. NUREG Series Publications

- (a) For NUREG-series publications, submit all requests for printing, reprinting, or distribution on one of the following forms:
 - (i) NRC Form 426, "Authorization to Publish a Manuscript in the NUREG Series," or
 - (ii) NRC Form 426A, "Release to Publish Unclassified NRC Contractor, Consultant, or Conference Proceedings Reports."
- (b) Send publication requests to PB at Mail Stop (Twinbrook) TWB-5-B01M. Direct questions by e-mail to PB (PUBS.Resource@nrc.gov).

4. Schedule and Priorities

Each request for printing is individually scheduled. Printing requests, other than two-color or four-color process printing, usually take 7 working days. Requests for two-color and four-color process printing usually take 4 to 6 weeks.

5. Press Sheet Inspections

(a) ADM staff conducts an inspection on most multicolor printing products and most high-profile products whether they include multicolor or single-color printing.

(b) This inspection is conducted to ensure that the quality of the printed product meets the requirements specified in both the printing request and in the contract agreement with the printer.

(c) Occasionally, a printed product also will require inspection by a technical expert from the program office.

6. Distribution

Staff can obtain assistance in determining the appropriate distribution codes for any printed materials other than NUREG-series publications. Direct questions by e-mail to DISTRIBUTION (DISTRIBUTION.Resource@nrc.gov).

C. Printing Resulting From Contracts for Services

1. The Joint Committee on Printing's (JCP) *Government Printing and Binding Regulations* prohibit NRC contractors from providing printing services and restrict the amount of duplicating they may perform for the NRC.
2. Accordingly, all contracts requiring a camera-ready manuscript in paper or on compact disk or other electronic media as a contract deliverable must stipulate that the report manuscript be sent to NRC for final printing and distribution.
3. See MD 3.7, "NUREG-Series Publications," and MD 3.11, "Conferences and Conference Proceedings," for detailed guidelines about requesting report manuscripts as contract deliverables.

D. Color Printing

1. The *Government Printing and Binding Regulations*, published by the JCP, govern the use of color in NRC publications.
 - (a) In essence, the JCP regulations require that any time you want to use more than one color of ink when printing, you must demonstrate value with regard to clarifying information or calling attention to special topics such as public safety.
 - (b) Because multicolor printing generally increases costs, the same guidelines clearly exclude the use of more than one color for decorative effect where other options, such as good design, will work as well.
 - (c) Note that black counts as a color so black and red ink on white paper, for example, counts as multicolor printing.

2. JCP regulations recognize the value of multicolor printing in the following applications:
 - (a) Maps and technical diagrams where additional color is necessary for clarity.
 - (b) Object identification (medical specimens, diseases, plants, flags, uniforms, etc.).
 - (c) Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting.
 - (d) Where multicolor use clearly can realize identifiable savings in costs.
 - (e) Printing for programs as required by law. The relative success or failure of such programs depends upon the degree of public response.
 - (f) Color for promotional or motivational purposes, such as programs concerning public health, safety, consumer benefits; or to encourage use of Government programs for Social Security, Medicare, and certain areas of need for veterans.
3. JCP regulations object to the lack of demonstrated value in the following, but not exclusively limited, applications:
 - (a) Printed items on which additional color is used primarily for decorative effect.
 - (b) Printed items on which additional color is used primarily in lieu of effective layout and design.
 - (c) Printed items on which additional color is used excessively, i.e., four colors when two or three will fulfill the need, three colors when two are adequate, and so on.
 - (d) Printed items on which using more than one color would not reflect careful, competent advance planning.
4. Examples of multicolor NRC publications that comply with JCP regulations include recruiting and informational or educational brochures and booklets, safety posters, technical reports related to public health and safety, compilations such as "Case Histories of Radiography Events" that show color photographs of the effects on humans of radiation overexposure, and photographs of X-rays of welds of a spent fuel pool.

E. NRC's Branding Initiative

1. NRC has specific standards for the NRC logo that have been designed for staff use when preparing official publications and presentations.
2. Use of the agencywide standards will help ensure that all NRC documents and printed material will look professional and be compatible with each other in appearance.
3. The regulations in 10 CFR 1.53, "Use of NRC Seal or Replicas," restrict the usage of the seal to official NRC publications.
4. Additional information about branding is available on ADM's Web site at <http://www.internal.nrc.gov/ADM/branding/index.html>.

III. IN-HOUSE REPRODUCTION AND BINDING SERVICES

The NRC Reproduction Center is located on the P-1 level of the One White Flint North (OWFN) building. In addition to the following services listed below, in-house reproduction and bindery information is available on ADM's Web site at http://www.internal.nrc.gov/ADM/manuscriptdev_print/dupl_copy.html.

A. Request Services

NRC staff should submit electronic requests and files to the dedicated e-mail address for the NRC Reproduction Center (REPRODUCTION.Resource@nrc.gov).

B. Reproduction Services

1. Duplication of hard copy to hard copy, including secure copying
2. Electronic duplication of CDs/DVDs, including CD/DVD labeling
3. Reproduction of hard copy documents from CDs/DVDs, thumb drives, and other electronic media
4. Acceptance and processing of electronic documents directly from NRC's Agencywide Document Access and Management System (ADAMS)
5. Large format black and white copying from hard copy
6. Color copying/duplicating, from various formats including secure copying
7. Tab production and insertion

C. Bindery Services

1. Cutting
2. Tape binding
3. Perfect binding
4. GBC (plastic spiral) binding
5. Padding
6. Saddle stitching
7. 3- and 2-hole punching
8. Tabbing (for mailing cost savings)
9. Folding
10. Perforating and laminating
11. Assembling and saddle stitching of offset leafs (11- by 17-inch papers)
12. Strapping

IV. COPIER SERVICES

Over 100 satellite copiers have been placed throughout NRC headquarters buildings for the convenience of staff. Approximately 20 copiers are replaced every year on a rotating basis with newer and more technologically advanced copiers.

A. Environmental Conservation Program for NRC Copiers

In keeping with the importance of conserving valuable resources, users of satellite NRC copiers are asked to comply with the following guidelines:

1. Use the two-sided copy feature to copy on both sides of the paper to reduce the amount of paper used whenever possible.
2. Make only the number of copies needed.
3. Circulate a hard copy when possible rather than producing multiple individual copies or distribute electronically whenever practical.
4. Dispose of all white and colored waste paper in the designated paper recycling bins located near all copiers.

B. Use of Colored Paper

The NRC Reproduction Center located on the P-1 level of the OWFN building keeps a limited supply of colored paper to fulfill staff requests. If offices elect to procure their own colored paper, the office should be aware that the satellite copiers will jam if run with greater than 90-pound card stock.

C. Management of NRC Copiers

PB, DAS, ADM, is responsible for managing contracts to provide maintenance for all copiers at headquarters buildings. All copier contracts include quick turn-around response times for service, so NRC staff promptly should report any copier problems to COPIERS (COPIERS.Resource@nrc.gov) to take advantage of quick service and reduce downtime.

D. Requests for New Copiers

1. Requests for new copiers must be submitted in writing or via e-mail to the Chief, PB, DAS, ADM, with a copy to the Chief Information Security Officer (CISO) Computer Security Office (CSO). Each request must include the information specified in Sections IV.D.2 and IV.D.3 below.
2. The Chief, PB, DAS, ADM, will review requests to evaluate the following:
 - (a) Current copying needs of the requesting office;
 - (b) Special copying requirements needed, including information security requirements;
 - (c) Current use of equipment;

- (d) Whether the requesting office should share existing equipment, acquire its own, upgrade other existing equipment, or a combination of these alternatives; and
 - (e) Cost versus benefit of all feasible alternatives including lease versus purchase.
3. The CISO, CSO, will review requests in accordance with the security requirements in MD 12.7. Specifically, the CISO will review requests to evaluate the following required information:
- (a) The intended use of the copier with respect to information sensitivity,
 - (b) Copier location, and
 - (c) The physical controls that will be in place.
4. PB will respond to the requester with its evaluation results and recommendations. CISO review and approval is required for new copier requests. The CISO review will ensure computer security requirements are met.

V. DISTRIBUTION SERVICES

A. Initial Dissemination of Formal NRC Publications

The NRC Distribution Category List is a computerized compilation of many mailing lists designed to provide maximum flexibility for the distribution of NRC documents. Distribution can be made by selecting separately or in combination the appropriate two-character distribution codes. Selected distribution code data can be sorted and categorized, as appropriate.

1. Indicate on the NRC Form 20 or the NRC Form 426 the NRC distribution category code to which the document being printed or reproduced in-house should be distributed. Distribution codes are listed in NUREG/BR-0188, "Distribution List Descriptions for NRC Reports and Documents."
 - (a) How many paper copies should be returned to you.
 - (b) How many paper copies should be made available to GPO.
 - (c) How many paper copies required for standard distribution. This figure is available from PB as explained above.
2. For internal NRC distribution, select one or more of the following:
 - (a) Chairman and Commissioners
 - (b) Executive Director for Operations and Deputies
 - (c) Office Directors and above
 - (d) Deputy Office Directors and above
 - (e) Division Directors and above

- (f) Deputy Division Directors and above
 - (g) Assistant Directors and above
 - (h) Branch Chiefs and above.
3. In most instances, you will need a combination of codes. For example, if you wish to distribute the document to people who receive “Research – Safeguard Research” information, as well as all NRC division directors, you would select the distribution code “RS” and the title “Division Director.”
 4. If there is no applicable code or you require a special or custom distribution, contact PB, DAS, ADM, for assistance.

B. Print-on-Demand (Document Requests From Electronic Inventory)

1. After initial hard-copy distribution is made, NRC printing specialists enter each NUREG-series document in electronic form into ADAMS where it resides as the official agency record. At the same time, PB saves two hard copy documents and an electronic version that is compatible with in-house duplicating equipment to fulfill future staff requests. The two hard copies are kept in PB inventory in case electronic files are corrupted or lost. The PB inventory also holds those documents designated as NRC’s official agency records for all formal NUREG-series publications printed before ADAMS (November 1, 1999). All other agency documents (e.g., MDs, rules and regulations, memoranda) should be in ADAMS. Hard copy inventory is no longer maintained.
2. Staff can request copies of documents by e-mail to DISTRIBUTION (DISTRIBUTION.Resources@nrc.gov) or by completing an NRC Form 20 and sending it to PB at OWFN-P1-33.
3. Since the implementation of ADAMS on November 1, 1999, distribution services staff is no longer responsible for providing publically available documents to the public through NRC’s Public Document Room. Documents are made available on NRC’s public Web site through the process of entering documents into the ADAMS Publicly Available Records System (PARS) Library.

C. Changes, Additions, or Deletions to NRC Mailing Lists

1. Any NRC office that wants to make modifications to the NRC mailing lists should forward changes to the Chief, PB, DAS, ADM, in writing or by e-mail. PB will evaluate the request, take any necessary action to incorporate the changes or to create a new list, and notify you when changes are made.
2. Certain standard mailing lists are controlled by designated NRC staff offices so approval of changes may be required before mail list changes can be made.
3. To develop a new mailing list, staff should contact the Chief, PB, DAS, ADM.

D. Other Distribution Services

Staff can obtain specifics on the following services by e-mail to DISTRIBUTION (DISTRIBUTION.Resources@nrc.gov) or calling 301-415-2070.

1. Ordering Mailing Labels

You can order labels from the NRC mailing lists in two forms—

- (a) Paper copy for review purposes only, or
- (b) Peel-off, computer-printed labels for mailing purposes.

2. Inserting Items into Envelopes

PB provides this onsite service at headquarters.

3. Requesting Special Packaging Services

PB is equipped to package bulk items for distribution and to tie-wrap packages with multiple items.

E. NRC's Privacy Act Systems of Records, NRC-38, "Mailing Lists"

Title 10, Section 1.34, *Code of Federal Regulations* (CFR), assigns ADM the management of the agency's facility functions. MD 3.2, "Privacy Act," sets forth the responsibilities of system managers for systems of records. Specifically in the management of NRC-38, "Mailing Lists," PB system managers will—

1. Maintain systems of records within their jurisdiction, developing and applying Privacy Act guidelines and procedures which provide for—
 - (a) Assignment of responsibility for files supervision, maintenance, and servicing, and the training of personnel assigned such duties in their responsibilities;
 - (b) Methods of access to information;
 - (c) Physical safeguards governing confidentiality and protection of data within systems of records; and
 - (d) Periodic review of records within systems for accuracy, completeness and relevancy, and proper records disposition.
2. Process requests to access, correct, or amend records within the time period stated in MD 3.2.
3. Maintain accounting of record disclosures as prescribed by MD 3.2.
4. Recommend, as necessary, amendments to the systems of records.
5. Assure that those who are requested to supply information for mailing lists are informed of the authority for soliciting the information; whether disclosure of such information is mandatory or voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information; and the effect on the individuals, if any, of not providing all or any part of the information.

VI. GLOSSARY

Code Count

The quantity of copies needed to distribute documents by identified NRC mail list code(s).

Contractor Document

A document prepared in accordance with the provisions of a contract or an interagency agreement.

Copy, Duplicate, or Reproduce

Process of automated copy processing or copy duplicating machines.

Distribute

1. To send documents to specific organizations and individuals using standard NRC mail lists established and maintained by PB, DAS, ADM.
2. The distribution process accomplishes the following:
 - (a) Ensures broad participation by NRC stakeholders in the regulatory process;
 - (b) Promotes research and the exchange of technical, engineering, and scientific information.

Document

A printed record or report, or a copy of such a document.

Inventory of Documents

A supply of hard copy and electronic documents (print on demand) retained by NRC to respond to staff and public requests, when appropriate.

Mailing List

A central automated mailing list maintained and managed, subject to provisions of the Privacy Act, by PB, DAS, ADM, in cooperation with NRC offices, regions, and the Technical Training Center.

Print

Processes of composition, platemaking, presswork, binding, and microform.

Proof

Test sheet made by the printer to reveal errors and flaws, predict results, and record how a printing job is intended to appear when finished.