

For: FFAS National Office Employees

FSA Publishing Services

Approved by: Deputy Administrator, Management



1 FSA Publishing Services Program

A Background

The FSA Publishing Services Program:

- provides efficient and effective official document dissemination to all internal and public customers
- provides technical support to FFAS National Office customers in meeting their published document needs
- ensures that a quality product is delivered, in a timely manner, at the lowest overall cost to the Government.

B Purpose

This notice provides new guidance and procedure for FFAS National Office customers using the Office of Operations Departmental Printing Plant services.

FFAS National Office customers who want to obtain publishing services from the Office of Operations Departmental Printing Plant **must** first contact the FSA, MSD, Information Management Branch (IMB), Publishing and Program Support Section (PPSS).

PPSS will review the requirement, assign the requirement a log number, and record the requirement in the printing log. This is necessary to track all printing financial obligations through the Departmental Printing Plant.

C Contacts

Direct questions about this notice to FSA, MSD, IMB, PPSS, to either of the following:

- Kim Deal at kim.deal@wdc.usda.gov or 202-720-2341
- Jessie Bryan at jessie.bryan@wdc.usda.gov or 202-720-4777.

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