

**For:** FFAS Employees

**FFAS Printing Services**

**Approved by:** Deputy Administrator for Management

**1 Overview**

**A Background**

The FFAS printing services program:

- provides printing and dissemination services for official government publications to all internal and external customers,
- provides technical support to FFAS customers in meeting their printing needs,
- provides material and supplies for copying services to include the purchase of copiers,
- maintains printing, copier, and maintenance contracts,
- provides information for the printing of forms, pamphlets, handbooks, posters, business cards, letters, and any specialized items,
- provides FFAS with a variety of cost-effective distribution services, shipping small and bulk packages, mass mailings and recurring shipments, and
- ensures printing services are implemented in accordance with industry standards and federal government regulations.

**B Purpose**

This notice provides guidance for FFAS customers to obtain printing services through the printing services program.

<b>Disposal Date</b>	<b>Distribution</b>
June 1, 2016	All FAS, FSA, and RMA employees; State Offices relay to County Offices

## 2 Requesting Printing Services

### A MSD Policy

FFAS customers who want to obtain printing services must contact FSA, Management Services Division (MSD), Information Management Branch (IMB), Publishing and Program Support Section (PPSS). PPSS will review the request to determine the most cost effective method of printing by either in-house printing operations or Government Printing Office (GPO) approved sources.

MSD is the liaison between FFAS and GPO. MSD also tracks all printing financial obligations to ensure that they stay within the guidelines of the Federal Acquisition Regulation (FAR), Section 8.802, and GPO regulations.

### B Printing Services

Printing services may be obtained from a variety of sources within FFAS by working with MSD's printing specialists. Any services obtained outside of MSD are in violation of the FAR and GPO's Joint Committee on Printing (JCP). FFAS senior management has asked to be informed when these violations occur.

Depending on the printing requirements, MSD will determine the appropriate source from either of the following.

- In-house printing services:
  - USDA Office of Operations (OO) Print Shop. All headquarter customers must work through PPSS to obtain printing services from OO, or
  - FSA Electronic Distribution System (EDS) locations. The following 13 approved EDS locations are required to print newsletters for state and county offices and can be utilized to provide printing services for other FSA offices.
    - Alabama
    - Arkansas
    - California
    - Illinois
    - Iowa
    - Kansas
    - Louisiana
    - Columbia, Missouri (state office)
    - Kansas City, Missouri (MSD)
    - Montana
    - Nebraska
    - North Carolina
    - South Carolina.

## 2 Requesting Printing Services (Continued)

### B Printing Services (Continued)

- GPO approved source.

These services are determined based on the requirements of the printing request, which is the type of service, quantity, and timeframe. An MSD printing specialist will place a contractual agreement with a GPO approved vendor. This service is used to support **all** printing needs for all FFAS offices nationwide.

**Note:** Any printing that requires postage will be funded by the national postage permit managed by MSD or the state office postage funds.

### C Copier Services

MSD manages the following copier services for FFAS.

- Purchase. MSD provides market research and up-to-date industry research of copier equipment from vendors. The printing specialist will work directly with the Acquisition Management Division (AMD) for the purchase of all copier equipment.
- Maintenance. MSD will ensure that service maintenance agreements are in place and work with copier vendors to request timely repairs to minimize equipment breakdown.
- Supplies. Additional supplies for copiers can be ordered by contacting PPSS.

### D Reporting

EDS locations are required to track and monitor all production and equipment maintenance. Each location must submit forms FSA-952, Report of EDS Publishing Services (Exhibit 1) and FSA-1121, Electronic Distribution System Monthly Maintenance Report (Exhibit 2) to MSD using the information in subparagraph E by the seventh day of each month.

### E Contacts

For printing services contact either of the following:

- Sam Johnson by:
  - e-mail to [samuell.johnson@wdc.usda.gov](mailto:samuell.johnson@wdc.usda.gov), or
  - telephone at 202-720-4777
- Alita Jordan by:
  - e-mail to [alita.jordan@wdc.usda.gov](mailto:alita.jordan@wdc.usda.gov), or
  - telephone at 202-401-5517.

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### 2 Requesting Printing Services (Continued)

#### E Contacts (Continued)

For questions regarding this notice contact either of the following:

- Kim Deal by:
  - e-mail to [kim.deal@wdc.usda.gov](mailto:kim.deal@wdc.usda.gov), or
  - telephone at 202-720-2341
  
- Angela Coln by:
  - e-mail to [angela.coln@wdc.usda.gov](mailto:angela.coln@wdc.usda.gov), or
  - telephone to 202-690-3798.

**FSA-952, Report of EDS Publishing Services**

The FSA-952 **must** be submitted **by the seventh of each month** to one of the contacts in subparagraph 2 E.

This form is available electronically.

<b>FSA-952</b> (10-22-07)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		
<b>REPORT OF EDS PUBLISHING SERVICES</b>		1. FISCAL YEAR		
		2. OFFICE		
RPT-I-00-AS-07-02				
3. RETURN TO:				
FSA/MSD/IMB STOP 0563 1400 INDEPENDENCE AVENUE, S.W. WASHINGTON, DC 20250-0563				
4. AGENCY	5. COPIES	6. COST PER COPY	7. DISTRIBUTION COST (if any)	8. REIMBURSEMENTS ON AD-672
FSA				
NRCS		X	+	=
RD		X	+	=
		X	+	=
		X	+	=
		X	+	=
		X	+	=
<b>TOTALS:</b>			\$	\$
9. REMARKS				
10. NAME OF PREPARER		11. TITLE OF PREPARER		PHONE NUMBER (Include Area Code)
13. SIGNATURE OF PREPARER				14. DATE (MM-DD-YYYY)

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