

MS 898 Printing Policy and Publication Review

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Responsible Office: Publications and Public Affairs (D/C/PPA)

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[Table of Contents](#)

[Attachments](#)

[Printer Friendly Version \(PDF\)](#)

Table Of Contents

- 1.0 [Purpose](#)
- 2.0 [Responsibilities](#)
 - 2.1 [Director of the Office of Communications \(D/C\)](#)
 - 2.2 [Publications Manager \(D/C/PPA\)](#)
 - 2.3 [Printing Officer \(D/C/PPA\)](#)
 - 2.4 [Webmaster \(D/C\)](#)
 - 2.5 [Office Head](#)
 - 2.6 [Country Director](#)
- 3.0 [Printing Policy](#)
 - 3.1 [Peace Corps Printing Authority](#)
 - 3.2 [Identification of Publication](#)
 - 3.3 [Public Interest or Educational Publications Notification](#)
 - 3.4 [Free Distribution of Publications](#)
- 4.0 [Publication Review Process](#)
 - 4.1 [Printed Publication Review](#)
 - 4.2 [Electronic Publication Review](#)
 - 4.2.1 [New Web Materials](#)
 - 4.2.2 [Web Materials Already Approved for Printed Publication](#)
 - 4.2.3 [Other External Media](#)
 - 4.3 [Exclusion of the Office of the Inspector General](#)
- 5.0 [Printing and Binding Specifications](#)
 - 5.1 [Graphics Standards Manual](#)
 - 5.2 [Size](#)
 - 5.3 [Color](#)
 - 5.4 [Binding](#)
 - 5.5 [Paper](#)
 - 5.6 [Desktop Publishing](#)

- 5.7 Photocopy Limit
 - 6.0 Printing Request Processing
 - 6.1 Headquarters
 - 6.2 Regional Offices
 - 6.3 Overseas Posts
 - 7.0 Electronic Publication Requirements
 - 8.0 References
-

Attachments

- Attachment A Publication Review Form
 - Attachment B GPO Form 3868 -Notification of Intent to Publish
 - Attachment C GPO Form 2511 -Print Order
 - Attachment D SF-1 -Printing and Binding Requisition
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1.0 Purpose

It is the policy of the Peace Corps to follow government laws and regulations in printing procurement. The Peace Corps also strives to present a consistent, accurate picture of the Agency in both printed and electronic publications. For these reasons, requirements have been set for printing and a publication review process has been established for materials going to external audiences.

2.0 Responsibilities

2.1 Director of the Office of Communications (D/C)

- Oversees the Agency's printing policies and publication review program.

2.2 Publications Manager (D/C/PPA)

- Is responsible for clearance of printed publications developed for external audiences.

2.3 Printing Officer (D/C/PPA)

- Serves as the designated central printing authority for liaison with the Joint Committee on Printing (JCP) and the Public Printer.
- Enforces printing policies, standards, and procedures.
- Applies Peace Corps printing policies, procedures, and technical standards.
- Gives technical advice and assistance in planning and formatting.

- Authorizes all printing requests using the Peace Corps' printing authority.
- Furnishes copies of cost estimates on printing requisitions to the Staff Budget Officers for obligation of funds.
- Determines priorities and urgencies by negotiation with office representatives.
- Tracks production cost of printed jobs by office. Can supply offices with a list of their printing orders for the year, including costs.
- Prepares Agency responses to congressional questions about Peace Corps printing.
- Authorizes all requests for Headquarters' printing through the Government Printing Office (GPO) and private printers.
- Notifies GPO of any agency publications that might be of interest to the public.

2.4 Webmaster (D/C)

- Is responsible for clearance of electronic publications developed for external audiences.
- Receives materials and ensures appropriate clearances are met as described in paragraph 4.2.1 before placing them on the web.
- Applies Peace Corps electronic media policies, procedures, and technical standards.
- Gives technical advice and assistance in planning and formatting.
- Determines priorities and urgencies by negotiation with office representatives.

2.5 Office Head

- Implements the standards and policies of this Manual Section and approves all printing requisitions originated by his/her office.
- Is responsible for sending external publications to the Publications Manager to begin the publication review process (see paragraph 4.0).
- Is responsible for obtaining permission to reprint copyrighted materials when necessary.

2.6 Country Director

- Acts as the Publications Manager, responsible for the review, approval, and printing of all publications at his/her Post.
- Implements the standards and policies of this Manual Section and authorizes all printing requisitions originating at Post.
- Procures local printing services. When facilities are not available, printing work may be sent to the Country Desk Officer for processing through the Headquarters Printing Officer.

3.0 Printing Policy

Office heads should plan their printing with sufficient lead time to permit the economical printing of materials and should print sufficient stock of materials to cover program requirements.

3.1 Peace Corps Printing Authority

The Peace Corps adheres to the Government Printing and Binding Regulations, which require agencies to procure printing from the Government Printing Office (GPO) or other sources approved by the GPO. Although section 15(a) of the Peace Corps Act (22 USC 2514) states that "Funds made available for the purposes of this Act may be used for . . . printing and binding without regard to the provisions of any other law," the Peace Corps uses this exception sparingly. It may be used for printing procured overseas, when the GPO cannot meet the schedule requirements of the domestic offices, or when the Printing Officer can procure the printing more economically through commercial sources.

When print orders over two thousand five hundred dollars (\$ 2,500.00) must be ordered through commercial (non-GPO) sources due to the schedule requirements of a domestic office, the Office Head must provide written justification to the Printing Officer that explains why the circumstances require this.

3.2 Identification of Publication

All Peace Corps documents and publications printed at Government expense must contain the name "Peace Corps." The originating office name may also be included.

3.3 Public Interest or Educational Publications Notification

If a publication may have public interest or educational benefits, the originating office should fill out GPO form 3868 (see Attachment B) and submit it to the Printing Officer three weeks before submitting their print request. This allows GPO time to consider publication of additional copies for their depository libraries and documents sales program.

3.4 Free Distribution of Publications

With the exception of recruitment and other promotional publications produced by the Agency, free distribution to any private individual or private organization must not exceed 50 copies, unless the production cost of the publications to be distributed is less than \$100.00. Otherwise, prior approval (listing the name of the publication, the name of the person or organization desiring the same, and the number of copies desired) must be obtained from the Joint Committee on Printing (JCP) through the Printing Officer.

Approval is required for free distribution of recruitment and promotional bulk materials when the distribution is to organizations or private individuals for redistribution on a mailing list. Note: RPCVs are private individuals.

4.0 Publication Review Process

This review process applies to publications developed for an external audience.

A publication is written material for distribution in paper or electronic format. This includes brochures, pamphlets, reports, newsletters, books, and articles.

An external audience includes but is not limited to Returned Peace Corps Volunteers, State Department counterparts, Embassy officials, Agency for International Development counterparts, Congressional members, Non-Governmental Organization counterparts, private sector partners, and the general public. An external audience does not include Peace Corps headquarters staff, regional recruiting office staff, overseas staff, Volunteers/Trainees, invitees, nominees, or applicants-of-record.

These publications must be reviewed and approved for publication prior to submission to the Printing Officer or to the Webmaster and the review shall be performed expeditiously. The publications review process is intended to maintain a high standard in content, message, and design for all Peace Corps publications. For printed publications, the review will be directed by the Publications Manager. For electronic publications, it will be directed by the Webmaster.

NOTE: Office Heads producing internal publications which may be sensitive or may reach an external secondary audience are encouraged to send the publication through the publication review process.

4.1 Printed Publication Review

To receive approval for publications destined for an external audience:

1. The originating office submits the documents and the Publication Review Form to the Publications Manager (see Attachment A).
2. The Publications Manager determines the signatures necessary for review and approval. The Publications Manager then tells the originating office what approvals are being sought and gives an estimated return date.
3. The Publications Manager routes the documents and Publication Review Form for comments and signatures.
4. Documents which require content or design editing will be returned to the originating office by the Publications Manager for changes. After changes are made, the originating office should resubmit the documents and the Publication Review Form to the Publications Manager to complete the review. Only significant changes, as determined by the Publication Manager, will warrant beginning the process again.
5. Once all signatures are obtained, the originating office submits the document and the signed Publication Review Form to the Printing Officer for printing.

NOTE: Office Heads should continue to discuss text that affects another office with that office before beginning the electronic or printed publication review process. A note such as "VSPS has reviewed page 8" should be attached to the publication when it is submitted for review.

4.2 Electronic Publication Review

Electronic materials have a review process similar to printed publications.

4.2.1 New Web Materials

Materials that have not previously been reviewed must have the approval of the originating office head, Communications, and General Counsel. The originating office should request an electronic approval form from the Webmaster, send the approval form with the materials to the required offices, and finally send the materials and approval form back to the Webmaster.

4.2.2 Web Materials Already Approved for Printed Publication

External materials that have already gone through the review process in paragraph 4.1 need not go through it again for the Web. Submit materials with a copy of the Publication Review Form to the Webmaster.

4.2.3 Other External Media

Other external electronic media must also be cleared through General Counsel and Communications. Contact the Webmaster for details.

4.3 Exclusion of the Office of the Inspector General

Publications of the Office of the Inspector General are not subject to the review process described in paragraph 4.0.

5.0 Printing and Binding Specifications

Printing and binding costs are increased by rush schedules, unnecessary use of multi-color and illustrations, expensive text and cover stocks, non-standard trim sizes and binding methods, and inaccurate determination of required quantities. These practices are to be avoided unless requesting offices can verify that exceptions are necessary due to the purpose, urgency, or nature of the issuance and that such exceptions are to the advantage of the Peace Corps.

5.1 Graphics Standards Manual

Offices should write and design publications in accordance with the Agency's *Graphics Standards Manual* and *Writer's Guide*. These can be obtained from the office of Communications (D/C).

5.2 Size

The Government Paper Specification Standards establish specifications for printing and binding for the U. S. Government. The standard paper size is 8-1/2 x 11 inches, or derivatives thereof. The Printing Officer will furnish technical advice to departments for special requirements necessitating deviation from standard sizes.

5.3 Color

The JCP requires that "all multi-color printing shall contribute demonstrable value toward achieving a greater fulfillment of the ultimate end-purpose of whatever printed item in which it is included."

5.4 Binding

Binding on publications (comb binding, side or saddle-stitching, perfect binding, loose-leaf, drilled), will be treated on an individual-need basis by the ordering department and on a cost-benefit basis as determined by the Printing Officer.

5.5 Paper

Executive Order 12873 established that the following products should contain no less than 20% post-consumer material: High speed copier paper, offset paper, bond paper, computer printout paper, carbonless paper, file folders, white woven envelopes and other uncapped printing and writing paper, book paper, and cover stock.

5.6 Desktop Publishing

Offices should submit all publications for printing to the Printing Officer as camera-ready copy or on disk. Design and/or layout work can be done by personnel in the ordering department or departments can utilize the designers on contract with the Publications Office.

5.7 Photocopy Limit

Offices may use Agency photocopiers to reproduce materials totaling up to 600 pages. Reproductions over 600 total pages should be processed as a print request by the Printing Officer.

6.0 Printing Request Processing

6.1 Headquarters

The originating office should submit the appropriate printing request form, as described below, to the Printing Officer. These forms are stocked by the Printing Officer (see Attachments C and D).

Form	Job	Turnaround
SF-1 GPO (Headquarters)	Large dollar amount orders, special or unusual items, riders, and open requisitions.	6 to 8 weeks
SF-1 GPO (Rapid Response Center)	Most printed items - books, forms, envelopes, duplicating work, tab dividers, etc.	3 to 6 weeks
2511	(Direct-Deal Contractor) Duplicating work.	1 to 10

Form (Print Order)		workdays
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6.2 Regional Offices

Regional Offices may submit the appropriate SF-1 or 2511 form directly to the regional GPO print shop.

6.3 Overseas Posts

Posts may prepare a procurement request for local printing or send jobs to Country Desk Officers for processing at Headquarters.

7.0 Electronic Publication Requirements

Submissions to the Webmaster must:

- Use current Agency formatting standards available from the Webmaster.
- Include the following disclaimer on external links:

Disclaimer: The reader should be aware that the non-Peace Corps links listed do not represent the work of Peace Corps Volunteers, Peace Corps staff in their official capacity, or official Peace Corps policy, but may provide you with helpful information.

A *Web Submittal Procedures Manual* is available from the Webmaster.

8.0 References

Government Printing and Binding Regulations, as published by the Joint Committee on Printing (JCP) Congress of the United States.

Government Paper Specification Standards, as published by the Joint Committee on Printing (JCP) Congress of the United States.

United States Code, Title 44, Public Printing and Documents.

United State Code, Title 22, Foreign Relations.