



# Washington Headquarters Services

## **ADMINISTRATIVE INSTRUCTION**

**NUMBER 58**

April 15, 2008

Incorporating Change 1, July 6, 2017

---

---

FSD

SUBJECT: Printing and Reproduction Services

- References:
- (a) Administrative Instruction 58, "Printing and Reproduction Services," June 8, 1966 (hereby canceled)
  - (b) DoD Directive 5110.04 "Washington Headquarters Services (WHS)," March 27, 2013
  - (c) DoD Instruction 5025.01, "DoD Issuances Program," August 1, 2016, as amended
  - (d) DoD Instruction 5330.03, "Defense Logistics Agency (DLA) Document Services," February 8, 2006, as amended
  - (e) Federal Acquisition Regulation, Part 8 (Subpart 8.8), "Acquisition of Printing and Related Supplies," current edition
  - (f) DoD Manual 5110.04, Volume 1, "DoD Manual for Written Material: Correspondence Management," October 26, 2011, as amended
  - (g) Administrative Instruction 105, "OSD Washington Headquarters Services (WHS) Government Purchase Card (GPC) Program," September 20, 2016

### 1. PURPOSE

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

### 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 Defense Logistics Agency (DLA) Document Services Washington Office Group (DLA/WOG), in accordance with Reference (d). DLA/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](http://www.daps.dla.mil/dapsonline)) or through the DLA 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 DLA. 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/Facilities Services Division (FSD), under the authority, direction, and control of 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 DLA.

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 DLA/WOG Action Officer to WHS shall:

5.2.1. Provide printing and reproduction services, including digital color quality and various binding options at the DLA 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 (e)).

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 DLA 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 Volume 1 of DoD Manual 5110.04 (Reference (f)).

5.3. The WHS/FSD PM shall:

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

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 DLA Customer Service Web Site, located at <http://www.daps.dla.mil/dapsonline>, or an alternate mechanism as developed by DLA and the PM.

5.3.5. Assure printing services, including letterhead, are accomplished by DLA. The purchase of printing services shall remain centralized, regardless of dollar value, and shall be accomplished by submission of a Supply Requisition System to the appropriate office in WHS in accordance with AI 105 (Reference (g)).

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 DLA office.

5.3.9. Ensure that customers can pick up completed jobs or incur additional cost for delivery, unless otherwise coordinated through WHS/FSD or DLA.

## 6. PROCEDURES

Refer to the Standard Operating Procedures Guide for OSD Printing and Duplicating Service<sup>1</sup> for the Integrated Services Division under delegated authority of WHS/FSD.

7. RELEASABILITY. **Cleared for public release.** This AI is available on the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. SUMMARY OF CHANGE 1. The changes to this issuance are administrative and update organizational titles and references for accuracy.

9. EFFECTIVE DATE. This AI is effective April 15, 2008.



Michael L. Rhodes  
Director, WHS

Enclosure

E1. Definitions

---

<sup>1</sup> 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. DLA Document Services Washington Office Group (DLA/WOG). DLA/WOG automates and produces documents for OSD, WHS, and those entities within the NCR supported by WHS. DLA 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 DLA/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 DLA/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 DLA/WOG production facility without outsourcing to either GPO or other third-party.

E2.11. Job Number. A requisition number assigned by the WHS/FSD Integrated 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/FSD 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 via the Supply Requisition System for a document to be reproduced or automated.