

MPG 1490.1

REVISION K

EFFECTIVE DATE: May 12, 2003

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MARSHALL PROCEDURES AND GUIDELINES

AD01

PRINTING, REPRODUCTION, AND SELF-SERVICE COPYING SERVICES

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	I	8/19/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Updated format from MMI to MPG and changed ownership from CO01 to AD01; updated references; added definitions; changed procedures for authorizing printing and duplicating; and added applicable documents.
Revision	J	12/14/00	Changed procedural standards, organization responsibilities, and included policy allowing the procurement of NASA business cards through the GPO. Added "l" through "n" in applicable documents.
Revision	K	5/12/03	1) Changes organizational references from ISD to Office of the CIO; 2) corrects authority documents, applicable documents, and reference documents to directive usage format; 3) removes term "quick-copy" to standardize the service name; 4) adds "multifunctional devices to definitions and policy; 5) replaces reference to NASA Cost-per-Copy Contract with NASA Digital Copier Program; 6) modifies 3.2 Production Standards to include "standard turnaround times for in-house duplicating; 7) adds duplexing default to self-service copiers; 8) deletes use of MSFC Form 150 (and Appendix A; and 9) establishes the Service Request System (SRS) for ordering duplicating and printing services at MSFC.

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PREFACE

P.1 PURPOSE

This Marshall Procedures and Guidelines (MPG) implements NPG 1490.5, "NASA Procedural Guidance for Printing, Duplicating, and Copying Management," at Marshall Space Flight Center (MSFC). It assigns responsibilities at MSFC for printing, duplicating, and copying and establishes procedures for obtaining printing, duplicating, reproduction, and self-service copying equipment.

P.2 APPLICABILITY

This Directive applies to all organizational elements of MSFC including all NASA contractors and parties to cooperative agreements and grants acting on behalf of the government. Additionally, it applies to all entities implementing contracts or contract services on behalf of NASA/MSFC. It also applies to Michoud Assembly Facility (MAF) except for the request and approval of self-service copying equipment.

P.3 AUTHORITY

- a. NPD 1490.1, "NASA Printing, Duplicating, Copier, Forms, and Mail Management"
- b. NPG 1490.5, "NASA Procedural Guidance for Printing, Duplicating, and Copying Management"
- c. Policy memorandum, dated February 10, 1997, by Dr. Wayne Littles
- d. Policy memorandum, dated April 10, 2000, by Art Stephenson, "Limited Personal Use of Government Office Equipment"
- e. Policy memorandum, dated February 25, 2000, by Mr. William A. Hicks, MSFC Chief Counsel on GAO decision

P.4 APPLICABLE DOCUMENTS

- a. NPG 1490.5, "NASA Procedural Guidance for Printing, Duplicating, and Copying Management"
- b. 14 CFR 1221.1, "NASA Seal, NASA Insignia, NASA Logotype, NASA Program Identifiers, NASA Flags, and the Agency's Unified Visual Communications System," dated February 7, 1996

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- c. FAR Clause 52.204-4, Printed or Copied Double-Sided on Recycled Paper
- d. NPG 5800.1, "Grant and Cooperative Agreement Handbook"
- e. NPG 1620.1, "Security Procedures and Guidelines"
- f. MPG 1551.1, "Mail Management and Distribution"
- g. NASA Federal Acquisition Regulations (FAR) Supplement (NFS), clause 1852.208-81, "Restrictions on Printing and Duplicating"
- h. NASA FAR Supplement (NFS), Subpart 1808.8, Acquisition of Printing and Related Supplies
- i. Policy memorandum, dated February 10, 1997, by Dr. Wayne Littles
- j. NPG 1441.1, "NASA Records Retention Schedules (NRRS)"
- k. Federal Chief Information Officers (CIO) Council Policy Model, "Limited Personal Use of Government Office Equipment Including Information Technology," dated May 19, 1999
- l. Policy memorandum, dated April 10, 2000 by Art Stephenson, "Limited Personal Use of Government Office Equipment"
- m. NASA Graphics Standards published at <http://www.hq.nasa.gov/office/pao/insignia/text/Welcome.html>

P.5 REFERENCES

- a. Joint Committee on Printing (JCP) "Government Printing and Binding Regulations," No. 26, S. Pub. 101-9, dated February 1990
- b. Title 44 United States Code (U.S.C.) 103, 312, 501, and 502
- c. U.S. Department of Justice Memorandum, Office of Legal Counsel, dated August 11, 1997, re: Use of Appropriations to Purchase Employee Business Cards
- d. NASA Headquarters memorandum, "Model/Guidance on Limited Personal Use of Government Office Equipment Including Information Technology," dated December 6, 1999, by Lee Holcomb

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P.6 CANCELLATION

MPG 1490.1J, dated December 14, 2000

Original signed by
Axel Roth for

A. G. Stephenson
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Duplicating. Xerographic or electrostatic photocopying identified and established as a form of printing.

1.2 Government Publications. Any informational matter that is published as an individual document at Government expense or as required by law.

1.3 Installation Printing Management Officer (IPMO). Individual required by NPG 1490.5 to administer printing management at each Center. The IPMO is locally known as the MSFC Printing Officer.

1.4 Newsletters/Periodicals. Recurring printed information financed fully or in part by Government funds and issued at least twice per year. Examples: Marshall Star, Password, Weekly Bulletin.

1.5 Printing. The process of composition, plate making, presswork, duplicating, silk-screen processes, production of an image on paper or other substrates by any processes, binding, and the end items of such processes and equipment.

1.6 Reproduction. Copies either from a plate or master by using a printing process or duplicator or making copies directly from original matter by using a copy machine.

1.7 Self-Service Copying. Low-volume reproduction produced on office copiers located across MSFC within work area vicinity. Also referred to as quick-copy machines and/or convenience copiers.

1.8 Multifunctional devices (MFD). Digital copying equipment that has connectivity to local area networks and phone systems to enable desktop print, scan, and facsimile capabilities.

2. RESPONSIBILITIES

2.1 Director, Center Operations Directorate, is responsible for overall management of printing, reproduction, and self-service copying services.

2.2 The MSFC Chief Information Officer is responsible for (1) the operational management and administration of MSFC printing, reproduction, and self-service copying, including: providing or obtaining printing, duplicating, and reproduction services from

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appropriate sources; reviewing requests for replacement, purchase, and rental of equipment for approval/disapproval; providing for maintenance, repair, and relocation of equipment through service contracts; and administering the rental of equipment; and (2) reviewing and approving procurement or lease of copying/printing-related equipment that has an interface, electronic or physical, with Center workstations, computer systems, and/or networks.

2.3 Directors/Managers of Directorates/Offices/Departments are responsible for informing all employees within their organizations of these procedures and guidelines. They are also responsible for economically determining their printing and copying needs, establishing priorities on required printing and copying, and effecting necessary controls over classified and other printing/copying necessary for the conduct of official business.

2.3.1 Appointing employees to approve color duplicating and commercial printing procurement for their organization. These employees will have positions (e.g., group lead, staff assistant; excludes cooperative education students and summer/temporary positions) of sufficient responsibility to certify that the use of color adheres to NPG 1490.5, paragraph 3.9 criteria and is essential to the needs of the organization.

2.3.2 Appointing contractor employees to approve Black & White (B&W) and color reproduction with concurrence of the appropriate MSFC Contracting Officer's Technical Representative (COTR).

2.3.3 Updating annually all civil service and contractor appointments during the month of September or as required. Appointments may be provided by letter or electronic mail to the MSFC Printing Officer, AD32R. For all appointments provide name, title, organizational code, and telephone number. Additionally, contractor appointments must include contract number.

2.3.4 Certifying individuals within their organizations who routinely conduct agency-related communications with outside or external organizations and require procurement of government business cards using appropriated funds.

2.4 Installation Printing Management Officer (IPMO), locally known as the MSFC Printing Officer, will provide technical assistance on all matters pertaining to printing and duplicating at MSFC; review and recommend approval/disapproval for all reproduction and copying equipment; determine the most economical and efficient method or process that will meet requirements of the requesting organization; serve as official liaison with the

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NASA Printing Manager, Government Printing Office (GPO), and other Government agencies on matters of printing, duplicating, and binding; provide advice and/or feedback to organizations on use of color or alternative methods for the necessary products; and perform all other IPMO responsibilities identified in NPG 1490.5.

2.5 Installation Copying Management Officer (ICMO) will manage and administer all matters pertaining to self-service copier equipment and MFD. The ICMO will review all requests for replacement, purchase, location, relocation, and distribution of self-service copiers and MFD equipment to comply with the mandatory NASA-wide Digital Copier Contract.

2.6 MSFC Reproduction Customer has the primary responsibility for justifying the need and manner in reproducing Government information. The MSFC reproduction requester will request only the reproduction of material necessary to conduct official business; minimize use of self-service copiers for large jobs; use electronic means for publishing or distributing information whenever possible; and print only the number of copies needed and request additional copies when necessary.

2.7 Procurement Office will ensure that clauses and provisions specifying printing restrictions are included in contracts, grants, purchase orders, cooperative agreements, or other award documents when prescribed by FAR, NASA FAR Supplement (subpart 1808.8 and 1852.208-81), and NPG 5800.1, "Grant and Cooperative Agreement Handbook." The procurement of all duplicating and copying equipment will be approved by the MSFC Printing Officer.

2.8 Facility Manager (when authorized at MSFC component installations) is responsible through a Facility Printing Officer designated by him/her for the operational management of the printing program and self-service copying by the organization, in compliance with JCP and NASA regulations and under the overall direction of the MSFC Printing Officer.

3. PROCEDURE

3.1 Operating Procedures

3.1.1 Printing, duplicating, reproduction, and binding will be provided in support of all Center programs, missions, and activities. All printing and duplicating services will be obtained from the MSFC Printing Office. The In-house Duplicating Facility will complete most reproduction tasks (within its capabilities) to meet short delivery schedules. Larger tasks for

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B&W or color will be procured commercially through the GPO.

3.1.2 All printing and reproduction will be requested using the online "Service Request System" at <https://srs.msfc.nasa.gov/catalog/bin/home.asp>

3.1.3 All permanent badged NASA employees will be allowed to request B&W duplicating. This excludes cooperative education employees, summer internships, or other such temporary appointments. Onsite contractor personnel authorized by the appropriate Office or Department Director/Manager will also be allowed to request printing/duplicating.

3.1.4 Color duplicating and commercially procured printing will be accomplished when authorized by a person who has been appointed by the requester's Office or Department Director/Manager. The list of authorized individuals will be maintained by the MSFC Printing Office to ensure internal controls and can be viewed at <http://starbase.msfc.nasa.gov/reproduction/list.html>. In-house duplication of color originals will be limited to a one-time production of not more than 5,000 total copies.

3.1.5 Black & white and color printing/reproduction utilization data will be collected and reported to the originating organization. All reproduction will be supported through the Center General & Administrative (G&A) Pool upon implementation of full-cost accounting.

3.1.6 Classified material will be printed or reproduced in accordance with provisions outlined in NPG 1620.1, "Security Procedures and Guidelines," and the MSFC supplement thereto.

3.1.7 All commercial printing will be procured through the GPO by the MSFC Printing Officer and charged back to the requesting organization as specified by full cost policy. Printing will not be procured directly from any commercial sources unless a GPO waiver has been approved. Only the MSFC Printing Officer will seek waivers on behalf of MSFC.

3.1.8 Printing will be excluded from contracts and grants unless specifically authorized by the JCP. Contracts and grants will not be used as sources for printing, publishing, and/or related services except when authorized by the MSFC Printing Officer, through a waiver granted by the GPO.

3.1.9 Self-service copying equipment is located based on volume utilization and work area proximity to obtain maximum benefit and

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cost effectiveness. Self-service copy equipment is not for the exclusive use of any one element or organization. Self-service copiers should not be used for recurring reports or other copying that exceeds a total of 100 pages.

3.1.10 Personal use and applicable restrictions to personal use of photocopiers shall be in accordance with applicable policy guidance stated in Federal CIO Council, dated May 19, 1999, and implemented by Center Director's policy memorandum dated April 10, 2000.

3.1.11 Copyrighted material in which the Government has no property right should not be copied or otherwise reproduced without permission from the copyright owner unless permitted under the "fair use" doctrine. Guidance on the application of the "fair use" doctrine can be obtained from the Office of Chief Counsel.

3.1.12 Business cards will be procured through the MSFC Printing Office for individuals who "routinely conduct necessary agency-related communications with outside or external organizations." Directors/Managers of Offices/Departments will certify by standardized memorandum (see Appendix A) to the MSFC Printing Officer for any individual(s) who meets this criteria each time business cards are ordered (multiple name submission is allowed). Upon receipt of this memorandum, these individuals may request business card printing from the Printing Office through the online "Service Request System."

3.1.13 Each organization will fund the procurement of business cards prior to procurement initiation.

3.2 Production Standards

3.2.1 Standard turnaround time for printing requests will be:

3.2.1.1 Rapid Response time: one (1) day for duplicating tasks less than 5,000 total B&W units and less than 1,000 total color units.

3.2.1.2 Standard response time : three (3) days for duplicating tasks of 5,000–25,000 total B&W units and 1,000–5,000 total color units.

3.2.1.3 Large Job response time: five (5) days for duplicating tasks of more than 25,000 total B&W units. Color duplicating of greater than 5,000 total color units will be procured through the MSFC Printing Office from GPO commercial sources.

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3.2.1.4 Delivery schedules for all requests requiring outsourcing to the GPO, will be established by the MSFC Printing Office and the customer

3.2.1.5 All requests under the standard turnaround times will need the approval of the MSFC printing officer prior to beginning. Expedited service usually incurs more cost.

3.2.2 In accordance with FAR Clause 52.204-4, "Printed or Copied on Double-sided on Recycled Paper," all multi-page work will be printed on both sides of the sheet unless a practical purpose will be served by one-sided production.

3.2.3 Self-service copiers will be configured to duplex as the default setting whenever possible to reduce paper consumption and save money.

3.2.4 Color should only be used to add "demonstrable" value. Examples of acceptable use of color are:

3.2.4.1 Maps and technical diagrams where color is necessary for clarity, such as global hydrology computer weather models or solar study images;

3.2.4.2 Object identification such as microgravity crystal growth, medical specimens, materials and metal structure, special equipment, flags, uniforms, etc.; or

3.2.4.3 Special promotional areas like personnel recruitment, safety promotion, fire prevention, or ISO 9000, etc.

3.2.5 All MSFC documents will follow all appropriate guidelines for publications, especially if being distributed to the public. All publications (excluding Scientific & Technical Information; i.e., STI, formal publications) produced for distribution to any external organization will be reproduced or printed with the appropriate publication number issued by the MSFC Printing Office as required by NPG 1490.5, section 2.11. Standard MSFC covers, MSFC Forms 454 and 454-1, are available but not required for such use. Special covers may be used for distinctive identification.

3.2.5.1 Special covers: When circumstances warrant special design covers, the following will apply: all publications, documents, forms, and other material printed for Government use shall identify the name of the Agency, Center, and date of publication. Names of organizational elements issuing or publishing material shall be subordinate to the name of the

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Agency, in size of type or in position, or both.

3.2.5.2 Publications will not contain the names of individuals who assisted in their preparation except for scientific and technical reports and technical standard products.

3.2.6 Official NASA letterhead stationery will be printed in accordance with approved design and printing standards. Electronic letterhead is not permissible. Continuation sheets will not be printed.

3.2.7 Use of the official NASA seal and NASA insignia will be in accordance with 14 CFR 1221.1, "NASA Seal, NASA Insignia, NASA Logotype Insignia, NASA Program Identifiers, NASA Flags, and the Agency's Unified Visual Communications System," latest revision and the NASA Graphics Standards published at <http://www.hq.nasa.gov/office/pao/insignia/text/Welcome.html>

3.2.8 Approval for new periodicals or newsletters will be requested by memorandum from the Office/Department Director/Manager to the Director, Center Operations Directorate. All periodicals or newsletters with onsite distribution will be published via electronic means whenever possible and only offsite copies will be reproduced for paper distribution.

3.2.9 The number of copies printed or duplicated should be minimized to avoid waste. Additionally, the following policies will apply for Standard Distribution Lists (SDL):

3.2.9.1 Distribution to all employees and onsite contractors or SDL-6 will be reproduced on white paper only, for recycling purposes, unless otherwise established.

3.2.9.2 Standard Distribution guidelines will be in accordance with MPG 1551.1, "Mail Management and Distribution."

3.2.10 Individuals requesting business cards can select from several graphic designs on file in the MSFC Printing Office. Business cards will use only the NASA Insignia for the conducting of official business as the official identifier for Marshall Space Flight Center organizations and programs/projects.

4. RECORDS

4.1 Service Orders. Disposition of completed work orders will be in accordance with NPG 1441.1, "NASA Records Retention Schedules," and the Printing Office Records Management Plan.

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4.2 Authorization List. Disposition of organizational appointments by the Office/Department Directors will be in accordance with NPG 1441.1, "NASA Records Retention Schedules," and the Printing Office Records Management Plan.

5. FLOW DIAGRAM

None

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APPENDIX A
STANDARD MEMORANDUM FOR BUSINESS CARDS

National Aeronautics and
Space Administration
George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812



Reply to Attn of Originating Organization Code Date

TO: AD32R/Rebecca Caneer
FROM: Organization Code/Director/Manager
SUBJECT: Official Business Cards

I certify that the following individual (s) routinely require the use of government-purchased business cards for conducting agency-related communications with external organizations. Please assist with this appropriation.

Names of Individual Organization Code Phone number

If you require further information, please contact (insert point of contact here) at 544-XXXX.

Director/Managers
Signature Block