

Chapter 1. Authority and Responsibilities

1-1. Purpose. This Handbook identifies and describes the printed stationery items authorized for Departmental use.

1-2. Authority. Federal Property Management Regulations, Government Printing and Binding Regulations, and U.S. Postal Service Regulations provide the basis for the specifications and requirements in this Handbook.

1-3. Applicability. The Handbook applies to all Departmental components in Headquarters, Regional, and Field Offices.

1-4. Objectives. Through the Handbook, the Department can have uniform standards for printed stationery items. It can provide adequate kinds and sizes of stationery items to organizational components within the restrictions imposed by the Regulations cited above. This Handbook will also permit the Department to keep the number of stock items to a minimum, reduce costs, and eliminate waste and duplication.

1-5. Responsibilities.

a. In the Headquarters Office of Administration, the Management Information Branch, Management Services Division, Office of Administrative and Management Services (OAMS), has the following responsibilities:

(1) Promulgating and maintaining standards for Departmental printed stationery.

(2) Managing the printed stationery system in accordance with those standards.

(3) Reviewing and approving or disapproving requests for new or revised printed stationery items.

(4) Budgeting for and requesting visual arts services for new or revised printed stationery.

(5) Maintaining official camera copy for all Headquarters printed envelopes.

(6) Reviewing and approving all Headquarters requests for printed envelopes, attaching print of official camera copy, and forwarding requests to the Office of Procurement and Contracts or to the Printing Branch, Management Services Division, as appropriate, for procurement.

(7) Assigning warehouse stock numbers to authorized printed stationery items in conjunction with the OAMS Property and Supply Branch.

(8) Reviewing and approving or disapproving all requests for special logos or imprints on printed stationery items.

(9) Serving as an information clearinghouse for all questions about

printed stationery.

b. The Visual Arts Branch, Management Services Division, OAMS, has the following responsibilities:

- (1) Monitoring Departmental stationery for effectiveness of graphic design and suggesting appropriate changes.
- (2) Producing new or revised camera copy for authorized printed stationery items.
- (3) Referring questionable requests to the OAMS Management Information Branch for review.

c. The Printing Branch, Management Services Division, OAMS, has the following responsibilities:

- (1) Printing or procuring authorized Headquarters printed letterheads, address labels, and special stationery items.
- (2) Maintaining official camera copy for all Headquarters printed letterheads.
- (3) Processing requests for small quantities of envelopes and letterheads not suitable for ordering through the Office of Procurement and Contracts.

d. The Property and Supply Branch, Facilities Operations Division, OAMS, has the following responsibilities:

- (1) Storing and issuing warehouse stock of authorized printed stationery items.
- (2) Tracking inventory levels and usage data, and generating and issuing stock replenishment notices.
- (3) Coordinating the disposition of obsolete printed stationery items with the OAMS Management Information Branch and the program office sponsoring the obsolete item.

e. The Mail and Transportation Branch, Facilities Operations Division, OAMS, has the following responsibilities:

- (1) Monitoring the printed stationery system to ensure compliance with U.S. Postal Service Regulations and Departmental Mail Management policies and procedures.

(2) Alerting the Management Information Branch to any changes in postal regulations that might affect the format of printed stationery items.

(3) Checking and approving all mailing envelopes, labels, and post cards required within Headquarters.

(4) Approving all special emblems and magnetic, optical scanner and other coding marks on either side of a mailing piece.

f. In the Headquarters Office of Administration, the Administrative Support Division, Office of Procurement and Contracts, has the following responsibilities:

(1) Processing all requests for printed envelopes that have been cleared by the OAMS Management Information Branch.

(2) Referring any questionable or uncleared requests to the Management Information Branch for review.

g. Regional Offices have the following responsibilities:

(1) Complying with Departmental standards for printed stationery.

(2) Maintaining current camera copy for Regional and Field Office printed stationery items, and requesting revisions or new copy from the Headquarters Visual Arts Branch.

(3) Procuring authorized Regional and Field Office printed stationery.

h. Field Offices are responsible for initiating requests for authorized stationery items and forwarding the requests to the appropriate Regional Office.

i. All offices are responsible for maintaining adequate stocks of printed stationery items (at least a 60-day supply), and for providing ordering offices with as much advance notice as possible of any special need for mass mailings or unusual mailings.