

## **5 FAM 960 PUBLICATIONS**

### **5 FAM 961 GENERAL**

*(TL:IM-4: 6-30-92)*

- a. The Library (DS/IMIS/OIS/LR) acquires foreign and domestic foreign affairs publications for the central library.
- b. The Library's annual acquisition plan estimates the general use information needs of the Department and funds purchases.
- c. Bureaus and offices fund exclusive-use acquisitions made through the Library.
- d. All publications funded by the Department are government property. Bureaus and offices must send no-longer-needed exclusive-use publications to the Library for review and ultimate disposal.

### **5 FAM 962 PRINTING AND COPYING SERVICES**

*(TL:IM-4: 6-30-92)*

Under Title 44, U.S.C. (Printing and Binding Act), Government printing must be done by or through the Government Printing Office (GPO) unless;

- (1) The GPO cannot provide the printing services;
- (2) The printing is done in field printing plants operated by an executive agency;
- (3) The printing is acquired by an executive agency from allotments for contract field printing; or
- (4) The printing is specifically authorized by statute to be done by someone other than GPO.

## **5 FAM 962.1 Department Services**

*(TL:IM-4: 6-30-92)*

- a. The Publishing Services Division (DS/IMSO/OIS/PS) is the designated central printing authority for the Department. DS/IMSO/OIS/PS offers or provides for the following services:
  - (1) Printing services—general printing, reproduction and photocopying for stationery, and publications;
  - (2) Typesetting services—page composition by photo typesetting or computerized page/publication and mark up;
  - (3) Graphic services—art work, designs, presentations, charts and slides;
  - (4) Editorial services—reviews manuscripts to ensure readability, corrects, grammar, eliminates superfluous and sexist language; coordinates artwork in publications; consults and advises Bureaus on editorial and production matters; and
  - (5) Distribution services—distributes publications issued by and on behalf of the Department, distributed Congressional publications, provides reference services for Department publications.
- b. The Office of Information Services (DS/IMIS/OIS) offers or provides for filming services such as microfilm and microfiche.

## **5 FAM 962.2 Acquiring Publishing Services**

*(TL:IM-4: 6-30-92)*

- a. Use Form DS-5R (Department of State Requisition for Publishing, Reproduction, and Distribution Services) to request printing, editorial, and distribution services; copies of Government publications; and paper and supplies for photocopiers. Attach materials for printing or editorial service to the DS-5R.
- b. Obtain blank copies of Form DS-5R from DS/IMIS/OIS/PS or bureau budget offices.
- c. Offices are charged for the editorial, reproduction, and distribution services that are provided by or through the Publishing Services Division (DS/IMIS/OIS/PS). Rates are listed in the Working Capital Fund Price Schedule.

## **5 FAM 962.3 Graphics Services**

*(TL:IM-4: 6-30-92)*

- a. Use Form DS-1141 (Project Request) to request graphic services from the Graphics and Editorial Services Branch (DS/IMIS/OIS/PS/GE). Attach materials for graphics service to Form DS-1141. Blank copies of Form DS-1141 may be obtained from that office.
- b. Request services for exhibits from A/OPR/FMSS/GS/TS. Use Form DS-1141 (Project Request) to request exhibit services from Technical Services Branch (A/OPR/FMSS/GS/TS) six weeks in advance of the event. Deliver materials for the exhibit to GS/TS three weeks in advance.

## **5 FAM 962.4 Microfilming Services**

*(TL:IM-4: 6-30-92)*

- a. The Micrographic Records Handbook (5 FAH-8 ) provides guidance on acquiring and using micrographic equipment and services.
- b. Send Form DS-1751, Microfilm Project Proposal, to DS/IMIS/OIS/RA/RD to obtain approval for micrographic equipment and services including compute output microfilm and micropublishing. DS/IMIS/OIS/RA/RD forwards approved requests to A/OPR/ACQ.

## **5 FAM 962.5 Non-Department Services and Equipment**

*(TL:IM-4: 6-30-92)*

DS/IMIS/OIS/PS evaluates contractor proposals and reviews the work in progress. DS/IMIS/OIS/PS must also approve any product cost increases and substantive modifications and ensure compliance with all pertinent policies.

## **5 FAM 962.6 Photocopying**

*(TL:IM-4: 6-30-92)*

- a. DS/IMIS/OIS/PS establishes common copy centers, reviews and approves photocopier acquisition requests, and reviews procurement methods and sources of supplies, such as paper, toner, ink and duplicating masters.
- b. Bureaus needing under 60,000 copies a month may submit a

memorandum to DS/IMIS/OIS/PS requesting approval to rent or purchase a photocopier. DS/IMIS/OIS/PS review considers the direct and indirect costs of copying when deciding whether contracting or in-house services are more economical. Send DS/IMIS/OIS/PS Form DS-1863 (Request for Acquisition of Photocopier) that states:

- (1) The location (building and room number) of the photocopier;
  - (2) The estimated number of copies per month;
  - (3) Special features required, such as copying from bound books, reduction, sorting, or two-sided copying;
  - (4) A list of offices that will use the photocopier; and
  - (5) The name of the key operator.
- c. When ordering a photocopier through the Acquisition Division (A/OPR/ACQ), attach a copy of the DS/IMIS/OIS/PS approval memorandum.

## **5 FAM 963 ELECTRONIC AND DESKTOP PUBLISHING EQUIPMENT**

*(TL:IM-4: 6-30-92)*

- a. Electronic and desktop publishing equipment may include integral or component equipment with graphics and word processing capabilities, later printers, and systems that merge text and graphics; and is available through Federal Supply Schedule contracts.
- b. To request electronic and desktop publishing equipment, send DS/IMIS/OIS/PS a memorandum with the following:
  - (1) Projects designed for production on the equipment;
  - (2) How the project is currently being produced and by when office (if not the requesting office);
  - (3) How long the equipment will be used;
  - (4) Expected operational efficiencies;
  - (5) Analysis of leasing costs and purchase options; and
  - (6) Analysis of training costs.

- c. DS/IMIS/OIS/PS will evaluate the request and respond with a memorandum indicating approval or disapproval, modifications, and/or suggestions. When ordering electronic and desktop publishing equipment through the Acquisition Division (A/OP/ACQ), attach a copy of the DS/IMIS/OIS/PS approval memorandum.

## **5 FAM 964 THROUGH 969 UNASSIGNED**