

## PRINTING AND REPRODUCTION MANAGEMENT

- 1. REASON FOR ISSUE:** This Veterans Health Administration (VHA) Handbook establishes procedures and guidance for the procurement of printing, binding, reproduction, and related services provided by the Department of Veterans Affairs (VA), General Printing Office, or external vendors.
- 2. SUMMARY OF CONTENT:** This is a new Veterans Health Administration (VHA) Directive for the procurement of printing, binding, graphic arts, reproduction (copying), and related services conducted throughout VHA program offices, Veteran Integrated Service Networks (VISNs), and VA medical facilities. This Directive establishes policy to ensure compliance with printing laws and regulations, and to ensure design printing and reproduction services are competitively priced.
- 3. RELATED ISSUES:** VA Directive 7003, VHA Handbook 1118.01.
- 4. RESPONSIBLE OFFICE:** The Office of Regulatory and Administrative Affairs (10B4) is responsible for the content of this Directive. Questions may be referred to 202-461-6050.
- 5. RESCISSIONS:** None.
- 6. RECERTIFICATION:** This VHA Directive is scheduled for recertification on or before the last working day of November 2020.

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Under Secretary for Health

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## PRINTING AND REPRODUCTION MANAGEMENT

### 1. PURPOSE

This Veterans Health Administration (VHA) Directive establishes procedures and guidance for the procurement of printing, binding, reproduction, and related services provided by the Department of Veterans Affairs (VA), General Printing Office (GPO), or external vendors. **AUTHORITY:** 44 U.S.C.

### 2. BACKGROUND

a. As authorized by Title 44, United States Code (U.S.C.), the GPO is the only authorized source of printing services for the Federal government. All printing, binding and blank-book work for executive departments will be procured through GPO (Washington, DC) or through the regional Government Printing Office nearest to the facility (see Appendix A). Unless there is authority under a specific exception (see VHA Handbook 1118.01, paragraph i and j), VA is not authorized to purchase, use, or own any printing press or plant.

b. The JCP, a Congressional joint committee authorized by 44 U.S.C. to ensure effective and efficient printing throughout the Federal government, may use any measure it considers necessary to remedy neglect, delay, duplication, or waste in public printing. GPO has employed this provision and seized VA property under this authority in the past. VA ceased operations at its Federal printing plant in 1984 at the direction of the GPO and the JCP. Failure to comply with 44 U.S.C. is a violation of Federal law and is punishable by fines, imprisonment, and/or removal from Federal service.

### 3. POLICY

It is VHA policy that all VA publishing, printing, binding, duplication and blank-book work comply with all applicable laws and regulations, and with this Directive and VHA Handbook 1118.01.

### 4. RESPONSIBILITIES

a. **Under Secretary for Health.** The Under Secretary for Health is responsible for:

- (1) Ensuring VHA compliance with VA Directive 7003.
- (2) Ensuring VHA compliance with this Directive.
- (3) Designating a VHA Publication Control Officer (VHA PCO).

b. **Deputy Under Secretary for Health for Operations and Management.** The Deputy Under Secretary for Health for Operations and Management (10N), or designee, is responsible for:

(1) Ensuring that any instances of non-compliance by VHA field facilities with this Directive or 44 U.S.C. are addressed and resolved.

(2) Communication and reporting of any requested information to the VHA PCO by VA Field Based PCO liaisons (FPCO).

c. **VHA Publication Control Officer.** The VHA PCO is responsible for:

(1) Ensuring this Directive is compliant with applicable statutes, regulations, and VA policy.

(2) Facilitating communications between Hines Service and Distribution Center (SDC) and VHACO program offices to ensure adequate stock of print materials.

(3) Facilitating communications between VACO program offices and equivalent offices, VA medical facilities, and VA Publication Services Division to facilitate compliance with sections 504 and 508 of the Rehabilitation Act of 1973, as amended, translation requirements, and printing and design services through appropriate VA and VHA offices.

(4) Maintaining an accurate list of FPCO liaisons.

(5) Coordinating the collection of reporting of requirements, as required. **NOTE:** See *VHA Handbook 1118.01, paragraph 8.*

(6) Maintaining the VHA Forms and Publication Web site and Archives (see <http://vaww.va.gov/vhapublications/publications.cfm?Pub=2> and <http://vaww.vhaco.va.gov/pubarchives/>). **NOTE:** *These internal VA Web sites are not available to the public.*

d. **VHA Central Office Chief Officers and Equivalent Directors.** VHA Central Office Chief Officers and equivalent Directors are responsible for the development of printing material and:

(1) Ensuring the content of the material to be printed is in accordance with governing laws and policies, including but not limited to the Rehabilitation Act of 1973, as amended.

(2) Ensuring the material has been properly coordinated with interested officials and obtain the necessary approvals.

(3) Ensuring the most economical and efficient method of printing and reproduction is selected and that only the quantity of material actually needed is printed, distributed and stored.

(4) Ensuring the development of all materials is in conformance with VA printing policies and with this Directive.

(5) Designating a VHA program office based PCO (POPCO) liaison to coordinate printing and reproduction issues under the jurisdiction of the Chief Officer, or equivalent Director, and providing the name, telephone number, and email address to the VHA PCO.

e. **VA Office of Logistics Supply Chain Management, VA Office of Publication Services Division, and Office of Logistics Support Service.** The responsibilities of the VA Office of Logistics Supply Chain Management (003A3), VA Office of Publication Services Division (003A3B2), and Office of Logistics Support Service (003A3B), or designees, are defined in VA Directive 7003. **NOTE:** See *VHA Handbook 1118.01 for additional information.*

f. **VHA Veteran Integrated Service Network Director.** Each Veteran Integrated Service Network (VISN) Director, or designee, is responsible for:

(1) Ensuring that VISN printing and duplication processes, as well as those facilities under their jurisdiction, are compliant with all statutes, regulations, and VA and VHA policy.

(2) Issuing any supplemental VISN instructions necessary to carry out this Directive and VHA Handbook 1118.01.

g. **Medical Facility Director.** Each medical facility Director, or designee, is responsible for:

(1) Establishing local printing and duplication processes that are compliant with applicable statutes, regulations, VA and VHA policy.

(2) Issuing any supplemental facility instructions necessary to carry out this Directive and VHA Handbook 1118.01.

(3) Designating a FPCO liaison that is responsible for coordinating the printing and reproduction within their facility.

(4) Providing the name of the designated FPCO liaison to the VHA PCO, and ensuring that any change to the designation is reported to the VHA PCO.

(5) Ensuring the FPCO liaison:

(a) Maintains an appropriate supply of forms and publications for the medical facility.

(b) Communicates with the local GPO-RPPO for the procurement of any printing or reproduction services outside the Director's authority (see VHA Handbook 1118.01, paragraph 5.i.).

(c) Coordinates the reporting of information as required by the VHA PCO. **NOTE:** See *VHA Handbook 1118.01, paragraph 8.*

## 5. REFERENCES

- a. 31 U.S.C. 1350.
- b. Federal Acquisition Regulation (FAR) 8.802 (b).
- c. GPO Contract Terms (GPO Publication 310.2).
- d. VA Manual MP-1, Part II, Chapter 9, Printing and Reproduction.
- e. OF Bulletin 03GA1.01, Policy on Obligating Printing.
- f. GPO Printing Procurement Regulations (GPO Publication 305.3).
- g. Public Law 102-392.
- h. 44 U.S.C.
- i. VA Directive 0023, Tier 1 Graphic Standards.
- j. VA Directive 7003, Printing and Reproduction Management.
- k. VA Handbook 7408, Acquisition of Printing and Related Services.
- l. VA Financial Policies and Procedures Obligations Policy, Volume II, Chapter 5, Appendix C, Printing and Obligations.
- m. Veterans Affairs Acquisition Regulation (VAAR) 808.801.
- n. Government Printing and Binding Regulations of the Joint Committee on Printing, 2-1.

**GPO REGIONAL PRINTING AND PROCUREMENT OFFICES**

The GPO Regional Printing and Procurement Office map may be located at <http://www.gpo.gov/customers/offices.htm>. **NOTE:** *This linked document is outside of VA control and may or may not be conformant with Section 508 of the Americans with Disabilities Act.*