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PRINTING, DUPLICATING/COPYING,  
AND PUBLICATIONS DISTRIBUTION  
MANUAL

*Office of Administrative Services and Property Management  
Office of the Assistant Secretary for Administration  
Office of the Secretary of Transportation*

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PRINTING, DUPLICATING/COPYING, AND  
PUBLICATIONS DISTRIBUTION MANUAL

TABLE OF CONTENTS

Chapter 1 - General Information

Section 1-1	References.....	Page 1-1
Section 1-2	Reporting.....	Page 1-1

Chapter 2 - Printing, Duplicating/Copying, and Publications  
Distribution Program

Section 2-1	Departmental Program.....	Page 2-1
Section 2-1.1	Directive Implementation.....	Page 2-1
Section 2-1.2	Organization and Staffing.....	Page 2-1
Section 2-1.3	Prepublication Review, Planning, and Preparation.....	Page 2-1
Section 2-1.4	Distribution System.....	Page 2-1
Section 2-1.5	Standards and Limits.....	Page 2-1
Section 2-1.6	Cost Effectiveness.....	Page 2-2
Section 2-1.7	Equipment and Supplies.....	Page 2-2
Section 2-1.8	Management Information Systems..	Page 2-2
Section 2-1.9	Records.....	Page 2-2



CHAPTER 1  
GENERAL INFORMATION

1-1 REFERENCES.

- 1-1.1 Title 44 of the United States Code (U.S.C.), Public Printing and Documents, provides policy and standards for Government printing and binding and establishes the responsibilities and authority of the Joint Committee on Printing (JCP).
- 1-1.2 Government Printing and Binding Regulations, published by the JCP, provide detailed policy, procedures, and standards for the management of Federal printing, duplicating/copying, and publications distribution programs.
- 1-1.3 Title 49 of the U.S.C., Section 301(4) (formerly section 4(a) of the Department of Transportation (DOT) Act, as amended), directs the Secretary of Transportation to develop, collect, and disseminate technological, statistical, economic, and other information relevant to domestic and international transportation.
- 1-1.4 DOT 1000.17, Administrative Services Policy Functions, dated 5-15-95, prescribes basic policy and assigns responsibilities for these functions which include printing.

- 1-2 REPORTING. The departmental Central Printing and Publications Management Organization, which is in the Office of Administrative Services and Property Management, is required, within 60 days of the end of each fiscal year, to submit an annual Printing Plant Report and a Plant Inventory Report. Other reports are prepared as required.



CHAPTER 2

PRINTING, DUPLICATING/COPYING, AND  
PUBLICATIONS DISTRIBUTION PROGRAM

- 2-1 DEPARTMENTAL PROGRAM. Listed below are the minimum components of an ideal printing, duplicating/copying, and publications distribution program.
- 2-1.1 Directive Implementation. Procedures and any additional guidance developed to implement the printing, duplicating/copying, and publications distribution program shall be in accordance with this Manual and all applicable laws, regulations, and other departmental guidance.
  - 2-1.2 Organization and Staffing. Train staff in methods to ensure compliance with all applicable guidance related to the printing, duplicating/copying, and publications distribution program. Establish ongoing awareness programs to educate employees on cost-effective practices.
  - 2-1.3 Prepublication Review, Planning, and Preparation. Ensure adequate prepublication review, planning, and preparation on actions affecting the printing, duplicating/copying, and publications distribution program. Provide technical assistance and advice as required. Appropriate clearances and coordination and, in particular, timely requests for services allow mission requirements to be met without incurring additional costs.
  - 2-1.4 Distribution System. DOT publications and other issuances shall be provided in a timely manner in appropriate quantities only to those organizations or individuals requiring them. Support shall be provided in the most efficient and effective manner based on cost and other factors. Mailing lists shall be periodically verified for continuing need and purged, as necessary, to eliminate duplication.
  - 2-1.5 Standards and Limits. Procedures shall be established and implemented to ensure printing, duplicating, copying, and publications distribution comply with all applicable standards and limits. Standards include but are not limited to: use of both sides of the sheet; use of white, recyclable paper whenever possible; use of recycled paper



whenever possible; and criteria for letterhead stationery. Limits include such things as: duplicating limitations; printing production limitations; use of colored paper or color printing, duplicating, and copying only when critical; and the exclusion of printing in grants and contracts unless the JCP authorizes it.

- 2-1.6 Cost Effectiveness. Program managers, administrative personnel, and other involved persons shall be trained in sound practices relating to the printing, duplicating/copying, and publications distribution program to ensure timely delivery of these services at the lowest possible cost. They should also provide timely feedback on problems or changes, and follow up to check on satisfaction with the quality of the final product.
- 2-1.7 Equipment and Supplies. Equipment for the printing, duplicating/copying, and publications distribution program shall be fully justified and properly authorized. All personnel using this equipment shall receive detailed instructions on the operation of the equipment. Paper and other supplies should be obtained only through authorized sources.
- 2-1.8 Management Information Systems. As much as possible, computer systems and other automated applications should be used to enhance the control, efficiency, and effectiveness of the printing, duplicating/copying, and publications distribution program. This may include contracted automation services, in-house system development, or off-the-shelf software purchases.
- 2-1.9 Records. Records shall be maintained of costs, volume, and other relevant factors related to the printing, duplicating/copying, and publications distribution program. These records will facilitate preparation of timely and reliable reports.

