

# **5 FAM 1320 PROCEDURES FOR PUBLISHING INFORMATION AT THE DEPARTMENT OF STATE**

## **5 FAM 1321 SERVICES AVAILABLE THROUGH THE CUSTOMER SERVICE CENTER**

*(TL:IM-18; 9-15-95)*

The Publishing Services Division, Customer Service Center (CSC) located in room 1758 at Main State provides a wide range of services to Department of State bureaus and offices. These services are listed below and procedures for obtaining these services are in 5 FAM 1322 . All services, except graphics services, require a transfer of funds.

(1) **Printing and Duplicating Services**—These include typesetting, photocomposition, duplicating, printing, finishing, and binding.

(2) **Editorial Services**—Editorial services are available for manuscripts. The editors follow the GPO Style Manual and the Department's Graphics Standards Handbook, 5 FAH-7 .

(3) **Graphics Services**—Graphics personnel can plan, design, produce, and procure camera-ready art for publications, exhibits, posters, charts, certificates, 35mm slides, and other graphics.

(4) **Distribution Services**—Publications can be distributed based on information provided by the requesting office. For public distribution the CSC refers the user's approval form to the Office of Public Communication (PA/PC).

(5) **Requests For Publication Copies**—Department offices can request copies of periodicals and non-recurring publications from the CSC. Requests from the public are referred to the Office of Public Liaison (PA/PL/PI). Note that the Department Library also has Department publications available for reference or loan.

(6) **Services Provided by the Government Printing Office (GPO)**—As appropriate, the CSC may use GPO resources. These resources include photocomposition, typesetting, and printing services. Requests which PS cannot reproduce because of quantity, size, color, illustrations, or unusual processes, are forwarded to the GPO, or to vendors under authorized contracts approved by PS.

## **5 FAM 1322 OBTAINING PRINTING, EDITORIAL, GRAPHICS, AND OTHER SERVICES, THROUGH THE CUSTOMER SERVICE CENTER**

*(TL:IM-18; 9-15-95)*

a. For requests for printing, duplicating, editorial, graphics, and distribution services visit the Publishing Services Division, Customer Service Center (CSC). Its location is room 1758, Main State and its mailing address is U.S. Department of State, Publishing Services Division, Customer Service Center, Room 1758, Washington, D.C. 20520-1853. The phone number is (202) 736-7470.

b. When users visit the CSC, they are advised of the available services and are assisted with filling out the necessary forms. These forms are for the approval, funding, and instructions for the requested services. The CSC will decide whether a request for printing, or other services, is done in-house or by commercial sources.

c. Note: The Publishing Services Division is responsible for coordinating all Department publication printing requests. All Department Bureaus and Offices must submit their printing and/or duplicating requests in the Washington D.C. area to the Customer Services Center and not to outside vendors (see 5 FAM 1315 ).

### **5 FAM 1322.1 Completing Approval And Funding Forms**

*(TL:IM-18; 9-15-95)*

When the user comes to the Customer Service Center, CSC personnel will select the necessary Department form for the user's request and assist the user in filling out the form. The forms to be used are:

(1) DS-1837A, Request For Approval Of New Or Recurring Publications. This form is used if the CSC determines approval is necessary (see 5 FAM 1322 Exhibit 1322.1 (1)).

(2) DS-5 Requisition For Publishing, Reproduction, And Distribution Services. This form is for funding for printing and/or duplicating (see 5 FAM 1322 Exhibit 1322.1 (2)) .

(3) DS-1141, Project Request. This form is used for graphics services (see 5 FAM 1322 Exhibit 1322.1 (3)) .

(4) DS-1837 Request For Approval Of New Or Recurring Information Dissemination. This form is for approval of printed or electronic information to be disseminated to the public (see 5 FAM 1322 Exhibit 1322.1 (4)) .

## **5 FAM 1322.2 Requesting Services By Mail**

*(TL:IM-18; 9-15-95)*

Under certain circumstances, users can request services, such as printing, by mail from the CSC. Call (202) 736-7470 for more information.

## **5 FAM 1322.3 User Responsibilities For The Manuscript**

*(TL:IM-18; 9-15-95)*

When submitting a manuscript for services, the user ensures that the following is done:

(1) The manuscript follows the guidelines contained in the GPO Style Manual and in the Graphics Standards Handbook, 5 FAH-7 .

(2) The user sends recurrent reports and publications requiring extensive work to CSC at least 3 to 4 months, (when possible) before the desired delivery date for the printed publication.

(3) The user must always send the best available copy of the manuscript to CSC.

(4) If CSC requires it, the user brings a computer disk with the manuscript in the software that CSC requests.

## **5 FAM 1322.4 Printing Publications For Dissemination to the Public**

*(TL:IM-18; 9-15-95)*

Requests for printing and/or duplicating that contain material for dissemination to the public, and dissemination of electronic information to the public, require the approval of the Office of Public Affairs. The CSC assists the user in filling out the approval form for PA and forwards the form to PA for approval. For electronic information approval and dissemination, see 5 FAM 1322 (some examples of electronic information dissemination include the INTERNET and electronic bulletin boards).

## **5 FAM 1322.5 Approval Of Recurring Publications**

*(TL:IM-18; 9-15-95)*

Recurring publications are those that must be produced annually. Users must request approval of recurring publications each year, normally by the beginning of the fiscal year. Contact CSC for procedures. See 5 FAM 1322.3 for user responsibilities for recurring reports.

## **5 FAM 1322.6 Surplus Publications**


*(TL:IM-18; 9-15-95)*

If an office has extra copies of current or outdated publications which are no longer needed, send the copies to Distribution Services, Publishing Services Division, Room B-648, telephone (202) 647-2518. Distribution Services will return the copies to stock or dispose of them. Offices must tell their message centers to reduce the number of copies that the message center receives for routine distribution.

## **5 FAM 1323 THROUGH 1329 UNASSIGNED**


# 5 FAM 1322 Exhibit 1322.1(1)

## FORM DS-1837A

 UNITED STATES DEPARTMENT OF STATE REQUEST FOR APPROVAL OF NEW OR RECURRING PUBLICATIONS	
<b>GUIDELINES FOR USE OF FORM DS-1837A FOR PUBLICATIONS</b> a) Publications must adhere to the Department's Graphics Standards Handbook. Exceptions to the standards contained in the handbook must be justified and then approved by the Chief of Publishing Services. b) After approval, a form DS-5, Requisition for Reproduction and Distribution Services is required to initiate production (editing, printing, reproduction and distribution). Form DS-1141, Project Request, is required for design, illustrations, photography, and graphic services. c) For electronic information dissemination to the public only — complete Form 1837 and submit to: Director, PA/PC, Room 6805 Main State. d) For electronic and hard copy publishing for public dissemination — complete Forms 1837 and 1837A and submit to Publishing Services Division (IS/OIS/PS), Room 1758 Main State.	
<b>PART I (To be completed by originating office)</b>	
1. Title of Publication _____	2. Date of Request _____
3. Type of Request <input type="checkbox"/> New <input type="checkbox"/> Recurring	
4. Justification and Purpose: (If more than three colors, justification memo must be attached) _____	5. Intended Audience: <input type="checkbox"/> Public <input type="checkbox"/> Dept. Personnel
6. Method of Evaluating Final Product: Reader Survey <input type="checkbox"/> Internal Review <input type="checkbox"/> Unsolicited Reader Response <input type="checkbox"/> Other <input type="checkbox"/>	
7. Measures Taken to Ensure That No Other Publication Could Satisfy Users. _____	
8. Date Publication would be ready for printing _____	9. Is this Publication likely to be reprinted in one year. Yes <input type="checkbox"/> No <input type="checkbox"/>
10. If yes, would you want PS to store Publication electronically and print when needed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
11. Public Access through GPO (Sales Program) Yes <input type="checkbox"/> No <input type="checkbox"/>	12. Who will provide Editorial and/or Graphic Services (If not performed by PS, a waiver must be signed) _____
13. Bureau Internal Costs to produce publication (Hrs. and Grade Level of persons involved, contactors costs etc. _____)	
14. _____ Contact Person _____ Office _____ Telephone No. _____ Date _____	
<b>PART II (To be completed by PS)</b>	
15. Number of manuscript pages _____ Number of copies _____ Number of colors to be printed: Cover _____ Text _____	
16. Method of Binding: Side Staples _____ Perfect Binding _____ Saddle Stitch _____ Other _____	
17. Composition Method to be Performed by PS/GE: Desk Top Publishing _____ Graphic Services _____ Disk/Tape conversion _____ Editorial Review _____ Typesetting and/or Graphic Services (outside contractor) _____ Cost _____	
18. Printing Costs _____	19. Publication No. _____
20. _____ Approved (Public Affairs – PA/PC) _____ (Date) _____	21. _____ Approved (Publishing Services – OIS/PS) _____ (Date) _____
Copies of forms DS-1837 and DS-1837a are available from the Office of Public Communication (PA/PC) or the Publishing Services Division (AIS/OIS/PS).	

# 5 FAM 1322 Exhibit 1322.1(2)

## FORM DS-5

 U. S. DEPARTMENT OF STATE <b>REQUISITION FOR PUBLISHING, REPRODUCTION,                  AND DISTRIBUTION SERVICES</b>		SECURITY CLASSIFICATION	WORK ORDER NO.	DATE OF REQUEST	DUE DATE		
JOB TITLE AND SUBJECT			BUREAU/ROOM NO.				
			TELEPHONE				
Publication Approval Submitted - Y <input type="checkbox"/> N/A <input type="checkbox"/> If Department Notice, combine? Y <input type="checkbox"/> N <input type="checkbox"/>			PERSON FAMILIAR WITH JOB				
<b>JOB SPECIFICATIONS</b>			<b>EDITORIAL SERVICES REQUIRED</b>				
NO. OF PAGES	NO. OF COPIES	EDIT COPY	PROOF TEXT				
KIND & COLOR OF PAPER & INK	FINISHED SIZE	COLLATE TEXT	COMPILE DATA	DESIGN LAYOUT			
	DISTRIBUTION	REVIEW PAGE PROOFS		COMPOSE COPY	SCAN TEXT		
			CONVERT DISKS	OTHER			
<b>PRINTING AND BINDERY SPECIFICATIONS</b>							
ONE SIDE ONLY	HEAD TO HEAD	HEAD TO FOOT	ADDITIONAL INSTRUCTIONS				
ASSEMBLING	STAPLING	SADDLE STITCH					
PUNCHING/SPIRAL BINDING	FOLDING	FOLD AND PASTE					
APPROPRIATION	ALLOTMENT	OBLIGATION NO.	ORGANIZATION CODE	FUNCTION CODE	OBJECT CODE	WCF ACCOUNT NO.	AMOUNT
SIGNATURE OF AUTHORIZED OFFICIAL			DATE	EDITORIAL ESTIMATE		PRINTING ESTIMATE	
FUNDS AVAILABLE <i>Signature</i>			FUNDS ENTERED CFMS (Date)		<i>Signature</i>		
<b>ORIGINAL</b>							

# 5 FAM 1322 Exhibit 1322.1(3)

## FORM DS-1141

USE TYPEWRITER WHEN FILLING OUT THIS FORM

PERSON REQUESTING		OFFICE SYMBOLS	DATE	Security Classification of Project	
PERSON TO BE CONTACTED		TELEPHONE NO.	ROOM NO. OR LOCATION	OFFICE USE ONLY	
SERVICE CATEGORY				PROJECT DIRECTOR	
Electronics	Exhibit	Client Consultation		DATE INITIATED	
Special Equipment	Posters	Other		Electronics	TS #
Engraving	Photography	FINISHED SIZE		Exhibit	
Simultaneous Interpreting	Prints	NO. OF COPIES		Photo	
Flags	33 MM Slides				
Charts	Mounting				
Silkscreening	Framing				

DESCRIPTION OF PROJECT AND PURPOSE FOR WHICH NEEDED

REQUESTED DATE OF DELIVERY

SIGNATURE OF AUTHORIZING OFFICER

PROJECT LOCATION

FORM 12-93 DS-1141

U.S. DEPARTMENT OF STATE  
**TECHNICAL SERVICES**

FILE COPY

# 5 FAM 1322 Exhibit 1322.1(4)

## FORM DS-1837

UNITED STATES DEPARTMENT OF STATE						
REQUEST FOR APPROVAL OF NEW OR RECURRING INFORMATION DISSEMINATION						
<p><b>GUIDELINES FOR USE OF FORM DS-1837 AND 1837A FOR PUBLIC INFORMATION DISSEMINATION</b></p> <p>a) Submit Form DS-1837 to Director, PA/PC, for approval of public dissemination of hard copy and electronic information dissemination request (i.e., on-line, CD-ROM, or other methods of electronically providing information to the public). If hard copy printing is required, a copy of approved form DS-1837 will be forwarded to the Publishing Services Division for you.</p> <p>b) In addition, if you request hard-copy printing for public release, submit Form DS-1837A directly to the Publishing Services Division (which cannot process your request until form DS-1837 has been received from PA/PC). Publications for internal State Department distribution only do not require PA approval.</p>						
<b>PART I (To be completed by originating office)</b>						
1. TITLE OF INFORMATION PRODUCT/SERIES	2. DATE OF REQUEST	3. TYPE OF REQUEST <input type="checkbox"/> New <input type="checkbox"/> Recurring				
4. DISSEMINATION METHOD <input type="checkbox"/> Hard Copy <input type="checkbox"/> Electronic	5. DATE READY FOR DISSEMINATION	6. EST. NO. OF DOUBLE SPACED MANUSCRIPT PAGES				
7. <b>Dissemination Frequency</b> <input type="checkbox"/> One time only <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semiannually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____	8. JUSTIFICATION, PURPOSE, AND COMMENTS:					
9. NAME OF PERSON TO BE CONTACTED	10. OFFICE	11. TELEPHONE NUMBER				
<b>PART II (To be completed by PA/PC)</b>						
12. PUBLIC ACCESS						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Hard Copy:</b>  <input type="checkbox"/> Depository library program  <input type="checkbox"/> GPO sales program  <input type="checkbox"/> Press Office  <input type="checkbox"/> Other _____            _____         </td> <td style="width: 50%; vertical-align: top;"> <b>On-Line Services:</b>  <input type="checkbox"/> Internet  <input type="checkbox"/> Other _____            _____         </td> </tr> <tr> <td style="vertical-align: top;"> <b>CD-ROM:</b>  <input type="checkbox"/> "US Foreign Affairs on CD-ROM"  <input type="checkbox"/> Other _____         </td> <td style="vertical-align: top;"> <b>Other Dissemination Recommendations:</b>            _____            _____         </td> </tr> </table>			<b>Hard Copy:</b> <input type="checkbox"/> Depository library program <input type="checkbox"/> GPO sales program <input type="checkbox"/> Press Office <input type="checkbox"/> Other _____ _____	<b>On-Line Services:</b> <input type="checkbox"/> Internet <input type="checkbox"/> Other _____ _____	<b>CD-ROM:</b> <input type="checkbox"/> "US Foreign Affairs on CD-ROM" <input type="checkbox"/> Other _____	<b>Other Dissemination Recommendations:</b> _____ _____
<b>Hard Copy:</b> <input type="checkbox"/> Depository library program <input type="checkbox"/> GPO sales program <input type="checkbox"/> Press Office <input type="checkbox"/> Other _____ _____	<b>On-Line Services:</b> <input type="checkbox"/> Internet <input type="checkbox"/> Other _____ _____					
<b>CD-ROM:</b> <input type="checkbox"/> "US Foreign Affairs on CD-ROM" <input type="checkbox"/> Other _____	<b>Other Dissemination Recommendations:</b> _____ _____					
13. Promotion Efforts						
<input type="checkbox"/> Ad in "U.S. Department of State Dispatch" <input type="checkbox"/> Other _____						
14. APPROVED (Public Affairs-PA/PC)						
_____ (Signature)		_____ (Date)				
Copies of forms DS-1837 and DS-1837a are available from the Office of Public Communication (PA/PC) or the Publishing Services Division (A/IS/OIS/PS).						