

**Minerals Management Service
Interim Policy Document**

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Series: Administrative

Title: Government Printing Office Express Program

Originating Office: Support Services, Chief of Staff, Administration and Budget

1. Purpose. This Interim Policy Document describes the responsibilities of the Minerals Management Service (MMS) printing coordinators as regards to the Government Printing Office (GPO) Express Program. The GPO Express Program is a nationwide GPO Convenience Contract with FedEx Kinkos that allows the MMS employees with a GPO Express card to use a FedEx Kinkos Print Center day or night, including weekends, to obtain small printing services at GPO negotiated rates. Printing services may also be submitted online.

2. Objectives. The GPO Express Program offers a new tool for printing specialists/coordinators to use when acquiring printing services. However, it is not intended to be the only tool for satisfying an office's printing needs.

3. Authority. 314 DM 5 – GPO Regional Printing

4. References. U.S. Department of the Interior (DOI) Service Guide for GPO Express.

5. Definitions.

A. The DOI GPO Express Program is managed by the DOI Publishing Council, which is comprised of Bureau printing officers. The Council Chair serves as the DOI Program Coordinator and Liaison for the Program with GPO. The Council members serve as Bureau GPO Express Coordinators.

B. The Bureau GPO Express Coordinators are responsible for administering the program within their respective Bureaus and completing the necessary requirements for their Bureau's participation in the program.

C. The GPO Express Account Manager is the office manager requesting participation in the GPO Express Program and assumes the responsibilities for managing the GPO Express accounts for the offices acquiring the services under this contract. The GPO Express Account Manager designates the employee to receive the GPO Express cards on DOI GPO Express Program Participation – DI Form 3311 (see Appendix A).

D. The GPO Express Card, issued to designated employees as determined by the GPO Express Account Manager, is the only means by which offices may obtain FedEx Kinko's services at special contract prices significantly lower than retail. Therefore, the Government charge card may not be used to obtain GPO Express services.

6. Policy. It is the policy of the MMS to establish and maintain an active and continuing printing and publications management program to ensure effective printing, duplication, and distribution of documents.

GPO Express cardholders shall:

- A. Use the GPO Express card in a prudent manner and for official Government use only.
- B. Place all orders under this contract and shall not allow anyone else to use their assigned GPO Express card.
- C. Ensure that only materials and services that relate to the job(s) at hand are purchased and that those materials are included in the contract.
- D. Not split jobs that would exceed their authorized limit.
- E. Not divert work to GPO Express for which a GPO term contract already exists to produce the work.
- F. Order print products to be produced on recycled paper which meets or exceeds the standard of a minimum 30 percent post-consumer content.
- G. Resolve disputes and defective issues directly with FedEx Kinkos.
- H. Ensure that third party billing account numbers are provided to the FedEx Kinkos salesperson to ensure the financial assignment of charges to the appropriate customer.
- I. Be aware that unauthorized purchases may result in any or all of the following:
 - (1) The cardholder being billed the full cost of the purchase plus interest and administrative debt collection fees as authorized by the Debt Collection Act;
 - (2) Unauthorized purchases will be referred to the Office of the Inspector General for investigation and/or prosecution; and
 - (3) Disciplinary actions, up to and including removing the employee from Federal service. Intentional use of this card for unauthorized purposes shall be considered as an attempt to commit fraud against the U.S. Government.

7. Responsibilities. The DOI Publishing Council has overall authority and provides direction as appropriate for those participating in the newest of the (GPO) printing procurement tools – GPO Express.

8. Procedures. See the DOI's GPO Express Service Guide, dated May 2007.

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