

**U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons**



**PROGRAM STATEMENT
Printing, Distribution Management, and
Electronic Documents**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	ITDD
Number	1520.10
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Summary of Changes

Program Statement Rescinded:

- 1520.09 Electronic Documents, Printing and Distribution Management (5/21/1997)

Changes:

- Adds Copier Management section.
- Removes multiple attachments including; Attachment A Request for Printing and Design, Attachment B Special Publication Requirements, Attachment C Copying Duplicating Inventory, Attachment D Duplicating Production, Attachment E Publication Planning Guide, Attachment F Request for Duplicating Service, Attachment G Publication Planning Guide, Attachment H Stock Printed Item Requisition, Attachment I Request for Audio and Visual Services, Attachment J, Attachment K Universal Recycling Symbol, Attachment L Request for Copying/Duplicating, Attachment M Electronic Publications – CDROM Guidelines.
- Removes multiple sections including; Bureau of Prisons Documents Compact Disc Read Only Memory(BOPDOCS CDROM), UNICOR Graphics Support, Management Reports, Printing and Peripheral Services-Central Office, Request for Printing – Field Activities, Color Ink/Color Photographs, Government Paper Specifications Standards (GPO Circular Letter A-130), Publications Binding, Photography and Photographic Services, Obtaining Other Agency Publications, Distribution to Established and Newly Opened Institutions, Plaques, Seals, Awards, Publication Covers, Desktop Publishing and Document Automation.

1. PURPOSE AND SCOPE. To outline printing acquisition and distribution policies and provide general publication guidelines for electronic documents management.

This program statement applies to all the Federal Bureau of Prisons (Bureau) using appropriated funds to obtain printing and related services or making and distributing documents nationally.

Federal Prison Industries, Inc., also known as UNICOR, funding printing and related services, and used primarily to produce sales brochures and promotional material, are excluded from provisions of this program statement.

Bureau printing and copying is managed through the Document Distribution Section (DDS), Information Technology and Data Division (ITDD), Central Office. Printing in this program statement does not include local laser printing or other routine desktop uses; the intent is to manage jobs that would normally, because of size, complexity, or number of copies, require professional printing.

a. **Program Objectives.**

- All printing rules and regulations imposed by the Department of Justice (DOJ) and the Bureau will be understood and followed by Bureau staff.
- All publications and documents will be distributed in a timely manner.
- Access will be provided Bureau-wide to all pertinent electronic document information.
- The Bureau will follow DOJ cost-savings guidelines for the use of copiers.
- Printing and mailing functions will achieve greater cost-efficiency.

b. **Institution Supplement.** None.

2. DEFINITIONS

Printing. The use of multifunctional devices (MFD) to produce images and text on paper in quantities usually greater than 10,000 total impressions per job.

Duplicating. Reproduction using small offset presses and copiers to produce images on paper, usually less than 5,000 total impressions per job.

Publication. Informational material published as a single document or as required by law. This includes periodicals, pamphlets, and newsletters. Publications may be printed at the government's expense using offset printing or photocopier methods of production.

Impression. One side of an 8 1/2" x 11" sheet of paper with printed or photocopied text.

3. RESPONSIBILITIES

a. The DDS is responsible for providing guidance to staff regarding rules and regulations related to printing as well as document acquisition and related distribution, for both paper and electronic documents.

In addition, the DDS will:

- (1) Formulate budgets and control expenditures related to Central Office printing, acquisition, and expenditures for the acquisition of documents having system-wide distribution.
- (2) Serve as the liaison for all printing and publications issues between the Government Printing Office (GPO), DOJ, UNICOR, and other government agencies and between Central Office and field components.
- (3) Obtain or procure printed and electronic documents from government and the private sector, as required, for those publications receiving system-wide distribution.
- (4) Determine which printing/copying work will be produced in-house and which will be forwarded to UNICOR, DOJ, or other sources, for production based on:
 - the printing services requested,
 - the number of copies,
 - delivery time, and
 - confidentiality.
- (5) Contact the DOJ directly to obtain printing which is beyond UNICOR's capacity to produce. The DDS may also contact the DOJ directly, for photographic, graphic arts services, and supplies as necessary.

b. Central Office Program Managers. Central Office program managers will:

- (1) Contact the DDS as soon as a printing requirement is identified to obtain assistance in planning, scheduling, funding, preparing the document for printing, and controlling the production and distribution process.
- (2) Consult with the DDS when planning the issuance of publications.
- (3) Coordinate with the Office of General Counsel (OGC) when drafting periodicals or pamphlets which contain information related to rules language in Bureau program statements.
- (4) Process purchase request authorizations for related DOJ Form 2, Request for Printing and Design, signed by the DDS, when the DDS requests printing and publications services from the DOJ.
- (5) Refer all Central Office staff requesting printing, copying, graphic arts, or electronic publication services to the DDS.

c. Staff Training, Printing, and Reproduction

(1) Staff Training Centers (STC) are not required to consult with the DDS prior to obtaining printed products from UNICOR. However, STCs will prepare printed materials in substantial conformance to the Joint Committee on Printing (JCP), GPO, DOJ, printing rules and DOJ graphic standards.

(2) The Staff Training Center at Glynco, Georgia, may obtain printing support from UNICOR to produce training materials for use at Glynco.

(3) The Management Specialty Training Center at Aurora, Colorado, may obtain their printing requirements directly from the UNICOR print plant.

4. COPIER MANAGEMENT

a. The DDS has approval authority for leasing copiers through department-wide standardized contracts. This applies to all Bureau operations, with the following exceptions:

- Federal Prison Industries promotional/marketing materials are exempt.
- Operations using non-appropriated funds (Trust Fund) are not allowed to use the Mail Center's Cost Center for printing/copying. The DDS will still have approval authority for leasing copiers.

b. Other Bureau institutions and offices must obtain the DDS approval to acquire copier-based multifunction devices using a DOJ Form 450, Request for Printing/Duplicating Equipment.

c. The DDS will approve the types of copier-based multifunction device best suited to particular situations. For example, high-speed devices or color devices are rarely needed in office settings.

d. Reduce the amount of desktop printers and standardize equipment at all institutions with devices with a maximum speed of 45 pages per minute.

e. Reduce contracts by using blanket purchase agreements (BPA) to standardize contract terms and control pricing for cost reduction.

5. PHOTOGRAPHY AND PHOTOGRAPHIC SERVICES.

a. Photographs will be included in Bureau printed documents only when they:

- Relate entirely to the transaction of public business and are in the public interest.

- Relate directly to the subject matter and are necessary to explain the text.
- Do not serve to aggrandize an individual.
- Are in good taste and do not offend proper sensibilities.
- Are restricted to the minimum size necessary to accomplish their purpose.
- Illustrate employees engaged in an act or service related to their official duties.

b. Photographs of the President, Attorney General, and the Director may be obtained by sending a memorandum from the Warden to the Office of Public Affairs, Central Office. These photographs are for official use only and are normally used for display in executive offices or general visiting areas.

6. ORDERING AND FUNDING PRINTING

- a. Bureau branches, offices, sections, etc. will not contract directly with a private vendor for printing and graphic arts services without the Documents Distribution Section's prior approval.
- b. For the Central Office, the DDS will submit an approved request for purchase to UNICOR for ordering and funding printing, binding, and graphic arts services. The DDS will submit the DOJ Form 2 to obtain printing and publications services from the DOJ.
- c. Printing for regional offices, institutions, and staff training centers, unless otherwise Central Office funded, will be budgeted and funded by the requestor. Except as noted herein, the initial source of acquisition will always be from the UNICOR Print Factory.

7. RECEIPT AND DELIVERY OF PRINTING AND PRINTING PERIPHERALS

- a. **Central Office.** When ordering printing or printing peripherals for Central Office staff, the DDS, ITDD will direct the materials to be sent to the Central Office Warehouse. The Central Office Warehouse staff will receive the materials and deliver them according to the instructions contained with the shipping material or invoice. In all cases, the Central Office Warehouse staff bills of lading and other shipping documents will be forwarded to the DDS to verify receipt and certify payment.
- b. **Field Locations.** Field locations should be aware that the Central Office funds and directs delivery of many printed documents, including Bureau forms and other nationally distributed publications or documents. Often, these materials will arrive absent a local purchase request or other local ordering or procurement documentation but are accompanied by a shipping notice as to the quantity delivered. The Central Office Warehouse staff will complete internal redelivery.

Property and Warehouse staff questions concerning redelivery of materials received as a result of a national distribution should be directed to the DDS.

8. COPYRIGHTS

a. Copyrights do not exist in any Bureau publication, or in any reprint, in whole or in part. Bureau publications prepared as a part of official duties are not subject to copyright laws unless copyrighted material is used in their production.

If copyrighted material is used in a Bureau publication, the editor or project officer is responsible for obtaining all required clearances, in writing, and providing a copy to the DDS when a request for printing is submitted. No printing of copyright material will be undertaken until the DDS is in possession of a copyright release.

b. An existing copyright is not impaired because the government publishes or republishes the work. The owner of copyrighted material has a proprietary right in such material, and copyrighted material will not knowingly be incorporated into publications prepared by or for the Bureau except with the copyright owner's written consent.

c. Publications produced through a contract or grant may not be copyrighted. Should the use of copyrighted material be required to complete the requirements of a contract or grant, it will be the contractor's or grantee's responsibility to obtain the rights and to pay any required fees. If the Bureau is to print any material as a result of a grant or contract, the program manager or the individual monitoring the contract or grant will obtain a copy of the copyright releases or approvals and provide them to the DDS, along with a camera ready copy of the material to be printed.

d. To assure a copyright owner's identification and protection, the copyright credit notice should be incorporated within the related text, captions, or legends, given as a footnote for text, or cited with the author's name. When applicable, a listing of all copyrighted material, by page and paragraph number, will be included on an acknowledgement page inside the front cover or on a front flyleaf. Copyright notices will be subordinate in size or type to that of both the text and the legends for illustrations.

9. COURTESY CREDIT LINES AND BYLINES

a. **Courtesy Credit Lines.** Courtesy credit lines are not used in Bureau documents unless the material has not been copyrighted and was donated to the government. When an organization or individual has written or produced material under a government grant or contract using government funds, credit lines will not be used.

Courtesy credit lines for free or non-copyrighted materials contributed or loaned by non-governmental parties will be subordinate in size or type to that of both the text and the legends for illustrations. When all materials have come from a single non-governmental source, credit lines will be acknowledged in a footnote on the page containing the material.

b. **Bylines.** The use of government employees' bylines in Bureau publications is permitted and encouraged. Bylines will be confined to authors of the articles and to the photographers who photographs. Any authors' and photographers' byline will be printed in juxtaposition to the article or picture to which they relate.

c. **Publication Banner or Masthead.** The printed banner or masthead of government publications will include only:

- the name of the publishing department or agency;
- its issuing bureau, branch, or office; and
- the name of the head of the bureau, branch, or office.

Only the names of the editors can be added, unless otherwise authorized by the DDS.

10. DEPARTMENT OF JUSTICE AND BUREAU OF PRISONS NAMES AND SEALS

a. The logo and seals of the DOJ, Bureau, UNICOR, and National Institute of Corrections (NIC) will appear on all publications, as appropriate, and as outlined in DOJ Graphics Standards. Normally, only the Bureau seal is used for official identification purposes. When a seal is employed for purposes related solely to UNICOR or NIC operations, however, the separate UNICOR or NIC seal may be used alone or in conjunction with the Bureau seal.

b. The various seals authorized to identify activities of the Bureau, UNICOR, and NIC are official identifications and will be used for official purposes only. The seals may not be used in any manner which would tend to demean the Bureau's mission or staff.

Wardens and/or Regional Directors may grant use of the seals for other than direct official identification purpose (e.g., employee clubs, awards, and business cards purchased at the employees' expense). However, Regional Directors and Wardens may not authorize the use of the seals and logos for commercial purposes. Clarifications as to propriety of use will be directed to the DDS.

c. All publications UNICOR prints for the Bureau will include a reference to the plant producing the document, in small print on the back cover.

11. USE OF ILLUSTRATIONS.

Illustrations may be used in Bureau printed matter only when they are functional and:

- Relate entirely to the transaction of public business and are of public interest.
- Relate directly to the subject matter, i.e., necessary to explain the text.
- Illustrate employees actually engaged in an act or service related to their official duties.
- Do not aggrandize any individual.
- Are in good taste.
- Are restricted to the minimum size necessary to accomplish their purpose.
- Are not extraneous nor used only to frivolously draw attention or fill space.

12. LETTERHEAD, STATIONERY, ENVELOPES, MEMO, AND ROUTING PADS

- a. All letterhead stationery and envelopes will be ordered only from UNICOR. A location's correct current address should be provided, particularly for an initial order for a newly opened institution. However, the design should be consistent with DOJ Graphics Standards.
- b. Personalized stationery will be obtained from appropriated funds only for the "Office of the Director." Any other use of official stationery with personalized names, titles, places or lines is not authorized.
- c. Appropriated funds will not be used to print personal names or titles of individuals on memo pads, personalized routing slips, business cards, etc. These items, if used, must be purchased at the user's expense.
- d. If a specialized printer (e.g., laser) is used to produce a document in its entirety, the printer may also be used to produce the document's masthead portion. When done in this manner, masthead type size and style will be according to DOJ graphics standards.

13. RECYCLING SYMBOL. The Bureau supports the use of recycled paper whenever feasible. When recycled paper is used to produce Bureau publications, the recycling symbol will be placed unobtrusively on the publication, ordinarily on the back cover or last page.

14. UNLAWFUL REPRODUCTION.

Reproduction of the following material is generally unlawful under federal or state statutes:

- Adjusted compensation certificates for veterans.
- Automobile registrations, driver's licenses, and automobile titles in certain states.
- Certificates of citizenship or naturalization.
- Certificates of war necessity.

- Immigration papers.
- Licenses issued to Marine officers.
- Obligations of any foreign government, bank, or corporation.
- Obligations or securities of the United States government including: bonds, certificates of indebtedness, National Bank currency, coupons, United States notes, Treasury notes, gold certificates, silver certificates, fractional notes, certificates of deposit, bills, checks, or drafts for money drawn by or upon authorized officers of the United States, passports, and Selective Service System registration certificates.
- Official badges, identification cards, and other insignia of the design prescribed by the head of any department or agency of the United States government.
- Copyrighted material without the copyright owner's consent.

15. OBTAINING PRINTING, COPYING, AND RELATED EQUIPMENT

a. All requestors must obtain advance approval from DOJ to acquire copier-based multifunction devices. Devices acquired for trial or demonstration purposes, for 60 days or less, requires the local Business Administrator's approval.

(1) The UNICOR Print Factory will obtain equipment used in its printing production plants by consulting directly with the DOJ or GPO, as appropriate.

(2) The Central Office, regional offices, institutions, staff training centers, and residential reentry offices will forward requests using the DOJ Form 450, Request for Printing, Copying/Duplicating Equipment for printing and copying equipment to the Central Office.

The DDS will process and forward these requests to DOJ for final determination and return the results to the requestor. The DDS, ITDD, will consult with staff and process the requests to obtain approval for Central Office equipment.

b. The requesting location will prepare a DOJ Form 450 and forward it to the Central Office for processing including:

- (1) Name, model number, etc., of the equipment desired;
- (2) Name, model number, serial number, location, date acquired, etc., of equipment to be replaced;
- (3) Reason for new or replacement equipment (e.g., more economical operation, cheaper supplies);
- (4) Monthly volume, as accurate as possible, for existing and proposed new equipment;

- (5) Any other justification which is pertinent to an understanding of the need for the new equipment;
- (6) Method of acquisition (i.e., purchased, rented, updated, obtained from surplus, etc.);
- (7) Organization or activities serviced by requested equipment compared to existing equipment.
- (8) Availability of responsive service and maintenance.
- (9) Manpower savings, if any; and
- (10) Impact if authorization is not furnished.

REFERENCES

Program Statements

None

Forms

DOJ Form 450

DOJ Form 2

ACA Standards

None

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.