



U.S. ARMY



AMC, G2/6(CIO), US ARMY PRINT & MEDIA DISTRIBUTION CENTER, PRINTING MANAGEMENT DIVISION (PMD)

MARCH 2021

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Printing Management Division (PMD)

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APD Symposium 16 March 2021





Printing Management Division - Agenda

- ❑ Purpose
- ❑ Objectives
- ❑ PMD Mission, Vision and Roles
- ❑ Governing Authorities Policy and Guidance
- ❑ Facts
- ❑ Structure
- ❑ Print Request
- ❑ Discussion Points
- ❑ Backup Slides





Printing Management Division - Purpose

- ❑ Provide information to Army customers on Army Printing, Army Print procurement, and funding of Army Printing.
 - Army Print Management Division introduction to some and re-introduce to others.
 - When, How, and Where to submit the DA Form 260 and/or DD Form 282
 - When, How, and Where to submit the DD Form 448
 - When, How, and Where to submit the DD Form 7600





Printing Management Division - Objectives

- ❑ Information on resources available from Army Print Management Division so you can share with your organization.
- ❑ Information on completing a DD Form 282, DD Form 448 and an FS Form 7600. When to use these forms and where to submit them for processing.





Printing Management Division – Mission & Vision

- ❑ **Mission:** Printing Management Division (PMD) provides the most cost effective on-time procurement of printed material for the Army.

- ❑ **Vision:** It will leverage print specialist expertise and effective communication to promote print procurement savings across the Army. Composed of expert, well trained, and pro-active employees the Printing Management Division provides cost advantages over all other venues of print procurement for the Army.

- ❑ **Role:** PMD exists to save Army funding in print procurement, print to Army requirements, and provide print policy expertise to the Army. It cost effectively procures all printed departmental publications authenticated by the Army Publishing Directorate. PMD provides print procurement for HQDA, all Field Operating Agencies assigned to HQDA, the US Army Reserve, Army National Guard, and all Army print procurement within the Washington DC metropolitan area.





PMD - Governing Authorities, Policy, & Guidance

- ❑ Title 44 Public Printing and Documents
 - Stipulates that all government printing must be done by the Government Publishing Office(GPO) unless an exemption is given
 - Defense Logistics Agency (DLA) – Strategic Data Services (formerly Document Services) and UNICOR (Federal Bureau of Prisons) have exemptions

- ❑ DoDI 5330.03
 - DLA Strategic Data Services (Document Services) shall serve as the DoD single manager for printing and all printing must go through Document Services
 - US Army Print and Media Distribution Center, tactical activities, National Guard, Reserve organizations, and selected intelligence organizations are excluded





PMD - Governing Authorities, Policy, & Guidance

- ❑ AR 25-30/DA PAM 25-40 (new AR 25-38 and DA PAM 25-38 in staffing)
 - PMD will acquire or direct the procurement of all Departmental printing and all local or command printing originating in the Washington, DC, metropolitan area
 - Commands and agencies outside the Washington, DC metropolitan area will obtain local printing from PMD or the local DLA Document Services.
 - The following is included in the Washington DC metropolitan area: In Maryland: Calvert County, Charles County, Frederick County, Montgomery County, and Prince George's County. In Virginia: Arlington County, City of Alexandria, Clarke County, Culpeper County, Fairfax County, City of Fairfax, City of Falls Church, Fauquier County, Loudoun County, Prince William County, City of Manassas, City of Manassas Park, Rappahannock County, Spotsylvania County, City of Fredericksburg, Stafford County, and Warren County. In West Virginia: Jefferson County.





Printing Management Division - Facts

- ❑ Army Print and Media Distribution Center was reassigned in the fall of fiscal year (FY) 21, to the Army Materiel Command (AMC).
- ❑ Army Print and Media Distribution Center move from APD to AMC will be seamless for our customers.





Printing Management Division - Facts

- ❑ Through PMD, the Office of the Administrative Assistant to the Secretary of the Army funds printing for all HQDA Principle Officials, Principle Official staffs, and Field Operating Agencies assigned to HQDA.
- ❑ Through PMD, TRADOC funds printing for all “departmental” Training and Doctrine publications for the Army. AMC funds distribution.
- ❑ Through PMD, AMC or Materiel Developers fund printing and distribution of most other “Authenticated” and “Indexed” publications to include Technical Manuals, forms, certificates, checklists, and various other publications.
- ❑ HQDA and Army organizations in the Washington, D.C. metro area must utilize PMD for print procurement in accordance with AR 25-30 (AR 25-38).
- ❑ Print procurement of “Authenticated” and “Indexed” publications and publications distributed by the Media Distribution Division must utilize PMD.



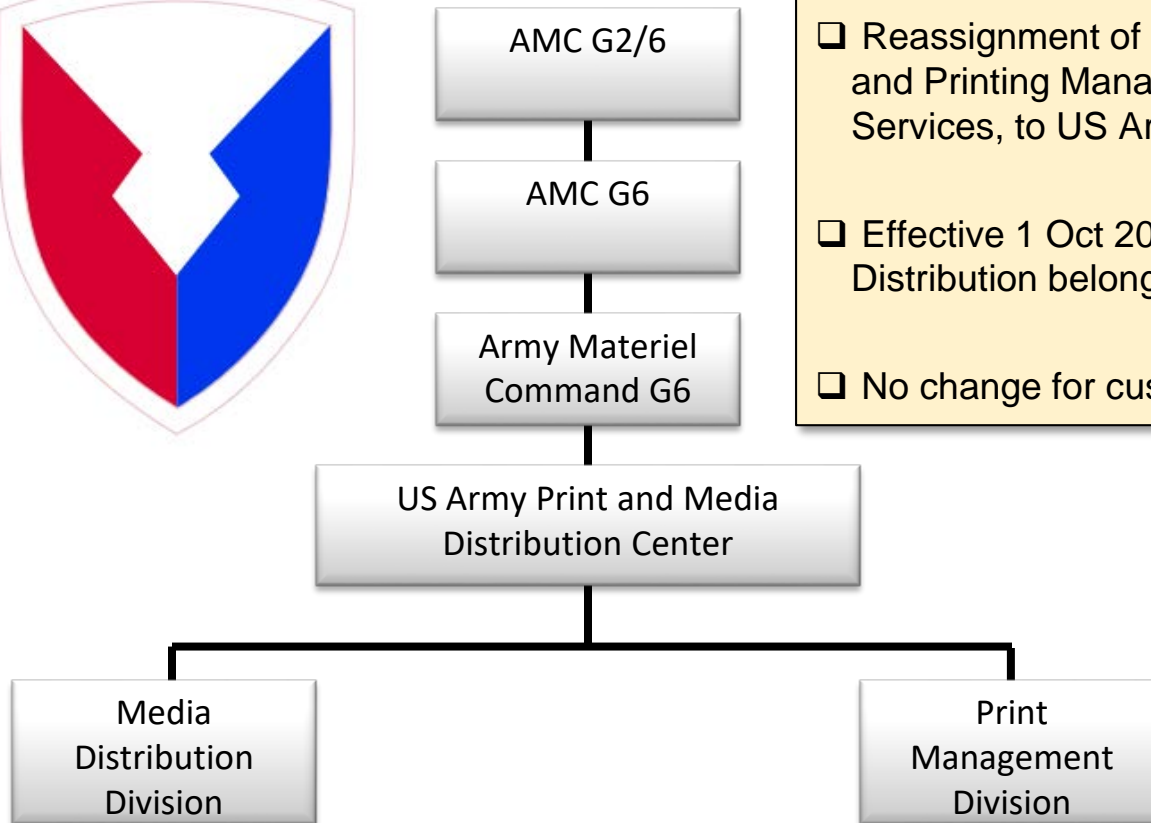


Printing Management Division - Facts

- ❑ Serve as authorizing official for Army departmental publications procurement through GPO.
- ❑ Determine new contract needs for Army publications and forms printing.
- ❑ Assist all army commands, agencies, and installations in the procurement of printing
- ❑ Provide technical assistance and support to Army proponents, users of publications and forms, and internal organizational elements for printing.
- ❑ Determine the most effective, economical method and source of printing.



Printing Management Division - Structure



- Army General Order 2020-12
- Reassignment of Passport Services, Media Distribution, and Printing Management from US Army Headquarters Services, to US Army Materiel Command (AMC)
- Effective 1 Oct 2020 Print Management and Media Distribution belongs to AMC Headquarters
- No change for customers





Printing Management Division – Print Request

- ❑ Submitting a new, revision or reprint request for procurement.
 - Authenticated DA administrative publications (magazines or professional bulletins) are submitted on a DA Form 260 (Request for Publishing - DA Administrative Publications), through the DA Form 260 mailbox: usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil,
 - Authenticated DA training, doctrinal, technical and equipment publications (technical publications) are submitted on a DA Form 260-1 (Request for Publishing - DA Training, Doctrinal, Technical and Equipment Publications), through the DA Form 260 mailbox: usarmy.pentagon.hqda-apd.mbx.daform260@mail.mil.





Printing Management Division – Print Request

- ❑ Non authenticated print requests are submitted to the Print Management Division (PMD), on a DD Form 282 (DoD Printing Requisition/Order), through the PMD mailbox: usarmy.belvoir.usamc.mbx.apmdc-printing-management-division@mail.mil. (Sample on slide 14). When submitting the DD Form 282, please complete the below fields. Once PMD receives the DD Form 282, the Print Specialist will be able to provide you with a quote and will be able to answer any questions about your print request.
 - Date of request.
 - Requested delivery date.
 - Form/Publication Number and Title (Nomenclature for your print request).
 - Quantity and Page Count
 - Delivery to (Location).
 - Sign the Liaison Office Approval block (Requesting POC).
 - Sign the Approving Office block (Organization's Publishing Champion (PC) or Publication Control Officer (PCO)).



Printing Management Division – DD Form 282



| | | | | |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| DOD PRINTING REQUISITION/ORDER | | CLASSIFICATION (Requisition automatically becomes "UNCL" when detached from classified material.) | | JOB NO. |
| REQUISITION NO. | DATE OF REQUEST Any Date | REQUESTED DEL'Y Any Date | EST. COST | |
| FOR REFERENCE CONSULT | | | PHONE | (PLANT JOB NUMBER) |
| ACCOUNTING DATA | | | SCHEDULED COMPLETION DATE | ESTIMATED COST |
| FORM/PUBLICATION NO. AND TITLE (In that order) VIP Posters | | | | |
| QTY. (Specify shts, sets, etc.) 50 | PAGES 1 | QTY. WILL LAST MOS. | JOB TO BE REPRINTED <input type="checkbox"/> YES <input type="checkbox"/> NO | JOB IS <input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> A REPRINT |
| ENCLOSURES (Submit clean, well protected copy) | | PLATES | | PROOFS (Specify only if necessary) <input type="checkbox"/> NOT REQ'D |
| SPECIFICATIONS | FINISHED SIZE <input checked="" type="checkbox"/> | MARGINS (Top) (Left/Bind) | INK (If not black) | |
| | FOLD TO (Size) <input checked="" type="checkbox"/> | PRINT <input type="checkbox"/> ONE SIDE <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> OTHER (SEE COPY ATTACHED) | GRADE OF PAPER | |
| | ASSEMBLE <input type="checkbox"/> IN SETS <input type="checkbox"/> PAGE SETS | WIRE STITCH (Staple) Number Stitches: <input type="checkbox"/> UPPER LEFT <input type="checkbox"/> TOP <input type="checkbox"/> OTHER (Specify) | WEIGHT | |
| | STANDARD PUNCH (DRH) <input type="checkbox"/> 2-HOLE TOP <input type="checkbox"/> 3-HOLE LEFT | OTHER (Diameter) (Ctr. to ctr.) (Location) | COLOR | |
| | PERFORATE/SCORE <input type="checkbox"/> SEE COPY | PAD (Location) SHTS SETS <input type="checkbox"/> TOP <input type="checkbox"/> LEFT | FRONG FASTENERS <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| | COMPOSING/PROCESSING (Prepare/alter copy; fotolast offset; etc.) | WRAP (No. per pkg.) | DISPOSITION OF NEGS. _____ ORIG. _____ H-HOLD D-DESTROY R-RETURN | |
| | FOR PLANT USE ONLY | | | SPECIAL INSTRUCTIONS/REMARKS |
| NUMBER ORIG. | LINE H.T. | SERIAL NUMBERING, REGISTRATION, ETC. | | |
| IMAGE SIZE <input checked="" type="checkbox"/> | | | | |
| PRESS | PLATES IMP | | | |
| PRESS SHEET SIZE | | | | |
| TRIM SIZE | | | | |
| PLANNED BY | | | | |
| ORDERING OFFICE (If other than delivery address) | | | | |
| LIAISON OFFICE APPROVAL (Signature and date) | | DELIVER TO (Complete address) 810 Schrieder St. Suite 100 Public Affairs Office Fort Detrick, MD 21702 | | |
| APPROVING OFFICE (Signature and date) | | POC's Phone Numbers | | |
| SEND CONFIRMATION/BILLING COPY TO (Insert complete mailing address) | | DISTRIBUTION REQUIRED <input type="checkbox"/> LIST / <input type="checkbox"/> LABELS ATTACHED | | |
| | | WILL PICK UP - PLEASE NOTIFY: (Ext.) <input type="checkbox"/> HOLD | | |
| | | MATERIAL RECEIVED (Signature and date) | | |





Printing Management Division - Funding

Two ways to provide funding to PMD

- DD Form 448 (Military Interdepartmental Purchase Request (MIPR))
 - MIPRs for print requests are to be sent to the Print Management Division (PMD), through the following email address: usarmy.belvoir.usamc.mbx.apmdc-printing-management-division@mail.mil. PMD processes all MIPRs through Defense Logistics Agency (DLA) or Federal Prison Industries (UNICOR). MIPRs cannot be sent directly from the customer to DLA/UNICOR. The MIPR will be received by PMD and PMD will send the MIPR directly to DLA/UNICOR. DLA/UNICOR will then provide PMD with the signed DD Form 448-2, acceptance MIPR. PMD will then provide the signed DD Form 448-2, to the customer. When submitting the MIPR to PMD, please add the below address, from the corresponding vendor below, in the TO block (Block 7) of the MIPR. PMD will not procure print requests until funding is in place.

DLA DOCUMENT SERVICES
 HOFFMAN BLDG 1 14TH FLOOR
 STE 1400
 ALEXANDRIA, VA 22331
 Tel:
 DoDAAC: SA7021

FEDERAL PRISON
 INDUSTRIES, INC
 3301 Leestown Rd
 Lexington, KY 40511-8702
 Tel:
 DoDAAC: 1XFF6

- FS Form 7600A (United States Government General Terms & Conditions) & FS Form 7600B (United States Government Interagency Agreement (IAA)).
 - The FS Form 7600A&B Interagency Agreement is an optional form that can be used. It encompasses both an authorized agreement (FS Form 7600A) and an order/funding document (FS Form 7600B).
 - The FS Form 7600A&B can be used with DLA but is not recommended at this time because the financial system that DLA uses, the General Fund Enterprise Business System (GFEBS). GFEBS is not fully compatible for uploading the form into the GFEBS system. The FS Form 7600A&B will not be fully implemented until a future fiscal year.
 - UNICOR currently is unable to accept the FS Form 7600A&B.

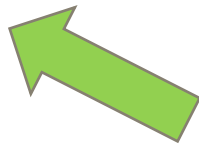




Printing Management Division – POC's

□ Printing Management Division Points of Contact

- Printing Management Division Chief; Mr. Steven Johnson (steven.j.johnson68.civ@mail.mil; (703) 614-3779)
- Program Analyst; Mr. Wesley Mulhollem (wesley.s.mulhollem.civ@mail.mil; (703) 614-3860)
- Printing Management Division, usarmy.belvoir.usamc.mbx.apmdc-printing-management-division@mail.mil.



Your primary venue to contact PMD





QUESTIONS ?'s





BACK-UP





Printing Management Division - Functions

- ❑ Serve as the Army's representative on inter-service publishing committees and groups.
- ❑ Use a case tracking database (ePubs) to retrieve and process acquisition items.
- ❑ Control and schedule requests for printing.
- ❑ Procure all printing of departmental publications and forms.
- ❑ Procure all printing in the Washington DC metropolitan area.
- ❑ Serve as Department of the Army Printing Officer.
- ❑ Serve as liaison with the DLA-Document Services, GPO, JCP, other Governmental department/agency printing officials.
- ❑ Provide print guidance on departmental products.





Printing Management Division – Functions

- ❑ Manage Army print budget – execution and planning.
- ❑ Manage the HQDA and MACOM Publications and Printing Program.
- ❑ Verify proponent's recommended distribution (quantity and customers).
- ❑ Ensure integration of printing and publishing with Army, and other military departments, and DOD information systems.
- ❑ Audit and review bills for printing services and maintain cost records.
- ❑ Evaluate printing contractor's performance and recommend necessary corrective action.
- ❑ Establish procedures for the Quality Assurance Program for Army printing. Establish quality levels, coordinate printing and inspection with GPO, perform press inspections at contractor facilities, and inspect printing after receipt.
- ❑ Provide guidance, advice, and recommendations on the formulation of policies, procedures, and standards for printing procurement.





Printing Management Division – Forms Index

| FORM | TITLE | PURPOSE |
|--------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| DA Form 260 | Request For Publishing - DA Admin Pubs | If print request is a new Pub to be stored at the MDD (St. Louis, Media Distribution Division) for issue, or if it needs to be Authenticated and Indexed. |
| DA Form 260-1 | Request For Publishing - DA Training, Doctoral, Technical, & Equip Pubs | If print request is a new Pub to be stored at the MDD (St. Louis, Media Distribution Division) for issue, or if it needs to be Authenticated and Indexed. |
| DD Form 282 | DoD Printing Requisition/Order | If print request is a new single purchase, local printing, a reprint action or other services riding a Pub. |
| APD Form 314 | Initial Distribution Sheet and Shipping Instructions | Utilized for all shipping and distribution purposes. |
| DD Form 448 | MIPR (Military Interdepartmental Purchase Request) | Initiates the transfer of funds from the proponent. |
| FS FROM 7600A FS FROM 7600B | U.S. Government General Terms & Conditions U.S. Government Interagency Agreement | They encompass both an authorized agreement (FS Form7600A) and an order/funding document (FS Form 7600B). |

