
CHAPTER 5. HEADQUARTERS' IN-HOUSE PRINTING AND RELATED SERVICES

- 5-1 General. In addition to in-house duplicating, printing procurement, and office copiers, the Printing Branch provides the following in-house services at no charge.
- A. Self service high speed copiers in room 5137;
 - B. Copier paper and supplies delivered to offices;
 - C. Folding, inserting, labeling, and mailing of letters;
 - D. 3-hole punching of printed material;
 - E. Booklet binding services (e.g. plastic comb, therm-a-binders, cloth with clear acetate front cover, and padding), and;
 - F. Mailing list management and maintenance.

Requests for copier paper and supplies can be made using cc:Mail to the Chief, Printing Branch, OAMSPPOST (consult HUD Telephone Directory for name of incumbent), or by submitting form HUD-21025, "Request for Copier Supplies" (see Appendix 3), to the Printing Branch. All other services can be obtained by submitting a Form HUD-20 or its equivalent to the Printing Branch.

- 5-2 Authority/Limits on In-house Printing. The in-house duplicating facility is regulated by the Joint Committee on Printing and must follow its regulations and restrictions as to allowable equipment, kinds of services, and types and quantities of products permitted.

The general limitation on in-house duplicating is a maximum of 5,000 production units of a single page, and 25,000 production units of a multiple-page product.

A production unit is one leaf of 8-1/2 x 11" paper printed on one side only. Requesters can determine if a job may be produced in-house by multiplying the number of pages (including blanks) times the number of copies required. If the total is greater than 25,000 or if a single page exceeds 5,000 copies, the job cannot be produced in-house and must be procured by the Printing Branch through the Government Printing Office.

- 5-3 Distribution. In-house distribution capabilities include both automated and manual operations for the mailing of printed material. Orders procured from commercial printers that require mailing will generally be procured from

contractors with mailing capabilities, thereby assuring timely and efficient distribution. Distribution by in-house facilities is limited to material prepared or procured by the Printing Branch.

For additional information on the distribution of printed matter, see HUD Handbook 2255.3 REV-1, Distribution of HUD Printed Material.