



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO

BUMEDINST 5603.3A

BUMED-M09B12

26 May 15

BUMED INSTRUCTION 5603.3A

From: Chief, Bureau of Medicine and Surgery

Subj: PRINTING, DUPLICATING, AND REPRODUCTION

Ref: (a) SECNAVINST 5720.44C
(b) BUMEDINST 5030.3
(c) DoD Instruction 5330.03

1. Purpose. To establish basic guidance, procedures, and responsibilities for obtaining printing, duplicating, and reproduction services. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 5603.3.

3. Background. The Bureau of Medicine and Surgery Headquarters (BUMED HQ), Support Services Department is responsible for procuring printing services from the Government Printing Office (GPO), Navy Publications and Printing Service, and the Defense Logistics Agency (DLA) Document Services. Support services will provide oversight for all printing and ensure best printing practices and most economical process is followed. All government printing services are to be in compliance with references (a) through (c).

4. Policy. Government printing services must be used for official purposes only. An official purpose is one that is essential to accomplish the mission of the command. Strict compliance with this principle is the rule, and a liberal interpretation is not authorized. In determining what an authorized use is, the following non-exclusive principles apply; non-authorized personal use includes, but is not limited to, private functions and individual promotions or non-profit publications.

5. Services. All codes are prohibited from acquiring printing and/or document services directly from commercial vendors. Per reference (c), all printing and document services shall be obtained in the following order of precedence: First preference Support Services and second preference DLA. All detachments shall obtain printing and document services via their installation DLA services.

Per reference (a), external printing and document services must be approved by Public Affairs Office (PAO).

a. Printing/Copying. Print jobs above 100 pages should be redirected to Support Services for processing.

b. Special Requirement. Print jobs requiring more than 5,000 production units may not be produced on a Multi-Functional Device (MFD). Support Services will procure large and specialty printing/binding service from DLA.

c. Ceremonial Printing. Special printing requests for command official functions will be coordinated by Supports Services. Allow 60 days for proper planning and finalization of request.

6. Responsibilities

a. The Chief of Staff (COS) shall ensure the following policy and designation are established to ensure compliance with the references.

b. The Director for Administration (DFA) shall approve all printing requests.

c. Support Services shall:

(1) Review and coordinate all external requests.

(2) Manage all budgeting and procurements related to printing services, including materials, and supplies.

(3) Maintain and update records relative to printing requests.

d. PAO shall provide guidance to COS in relation to all external publications in accordance to reference (b).

e. BUMED codes shall:

(1) Submit all special or mass production print request forms to DFA for approval.

(2) Budget for all special and high volume duplications.

f. Information Technology and Communication Services (ITACS) shall procure and manage MFD for BUMED HQ via approval of DLA.

7. Procedures

a. Requests:

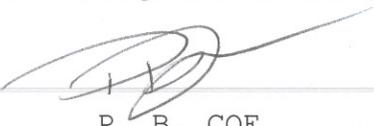
(1) All requests for printing services must be based upon justified and approved needs.

(2) All requests for printing services require a completed Command Printing Service Request. This form must be completed and signed by the code's Executive Assistant or their designee and digitally forwarded to the Support Services email address: usn.ncr.bumedfchva.mbx.binkos@mail.mil.

8. Action. Effective with the issuance of this instruction, all codes will adhere to the provisions of this guidance before requesting any printing services.

9. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

10. Form. The BUMED 5603/1 (04-2015), Command Printing Request Form is available at:
<http://www.med.navy.mil/directives/Pages/BUMEDForms.aspx>.



P. B. COE
Chief of Staff

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDHQInstructions.aspx>