



Headquarters
Army National Guard
Arlington, VA 22204-1373
1 October 2023

STANDARD OPERATING PROCEDURES

INFORMATION MANAGEMENT PRINTING FOR THE NATIONAL GUARD (STATES AND TERRITORIES)

1. INTRODUCTION

a. The purpose of ARNG-CSO-FBP (NGB Publications Management Center) is to provide the National Guard with cost free, high quality printing and distribution services that provide cost savings in both QNMG and/or MU1P MDEPs. This SOP provides guidance to our National Guard customers in the 54 States and Territories. It will assist you in the preparation of requests for printing services.

b. Conservation of resources should be considered when preparing your request. We ask that you request the least expensive materials, construction, processes, and quantity to meet your needs.

c. ARNG-CSO-FBP is funded by appropriation, therefore, only material in support of programs funded by appropriation may be reproduced.

d. All requests for printing must be directed through respective State Publications Offices. The Publications Office will ensure all required information and/or documentation accompanies the request. (i.e., DD Form 282, authorization to reproduce copyright material, etc.)

e. Turn-around times:

1. In-house, 1-3 weeks
2. GPO(Commercial) or Army Printing Management Division (PMD) of the Army Material Command (AMC), 6-8 weeks
3. Expedited printing may be negotiated on a case by case basis.

f. Any recommendations, questions or comments should be directed to the Printing Services Specialist, Publications Management Center, Augusta, Maine at 207-430-5635.

NOTE: In accordance with AR 25-38 and US Code Title 44, it is unlawful to purchase any printing or duplicating outside of this channel.

2. SUBMISSION REQUIREMENTS

Complete DD Form 282 for each document you need reproduced. For guidance on completing DD Form 282, see instructions in Appendix A. Forms are available at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0282.pdf>.

3. HARD COPY REQUIREMENTS

a. Hard copy originals should be mailed to: ARNG-CSO-FBP, 194 Winthrop St, Bldg. #34, Camp Keyes, Augusta, Maine 04333-0032.

b. Duplicating cannot improve on the print quality of your original. Quality is usually a degree or two less than the camera copy. To ensure the best quality duplication, hard copy must consist of:

1. Black ink printed on white background.
2. Letter quality print, 8-1/2 x 11 original

4. ELECTRONIC MEDIA REQUIREMENTS (Preferred, provides for first generation copy)

a. Electronic files may be submitted via e-mail to: rachel.a.dufour.civ@army.mil with a courtesy copy to: ng.me.mearng.list.ngbpc@army.mil or through DoD SAFE (<https://safe.apps.mil/>)

b. Department of the Army (DA) publications, available in EMO (electronic media only), may be downloaded by ARNG-CSO-FBP.

c. Electronic files should be either Native Application files or in Portable Document Format (.pdf). For further guidance on file types, see U.S. Government Printing Office Publication "Publishing Guidelines from GPO". This publication may be viewed or downloaded from the following web link: https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/gpo_publishing_guidelines.pdf?sfvrsn=2.

d. If multiple files are to be combined to make one document, file names should reflect order of documents. (i.e., 1_cover, 2_intro, 3_slides, 4_reg, etc.)

APPENDIX A COMPLETION OF DD FORM 282

(1) Classification of the document (For Official Use Only is considered a classification with commercial printers)

(2) May be used by requester if desired

(3) Date of request

(4) Date job is required; average turn around time for in-house printing is 1-3 weeks (expedited printing may be negotiated on a case by case basis), GPO(Commercial Printing) or PMD is 6-8 weeks

(5) Point of contact's name; this should be a person who is familiar with the job and is authorized to make judgments or changes regarding format or delivery

(6) Phone number of POC

(7) Annotate Army National Guard

(8) Title of the document

(9) Number of copies required; (limitation of 60,000 impressions; impressions = pages x quantity)

(10) Number of pages of camera copy submitted (Note: if your camera copy is printed on both sides of a single sheet of paper, it is counted as two pages)

QTY. WILL LAST - JOB TO BE REPRINTED - JOB IS - LAST JOB NO. THESE BLOCKS WHILE HELPFUL TO US, ARE STRICTLY OPTIONAL

(11) Quantity and format of copy provided for reproduction; i.e., 3 pages copy, etc.

(12) Check if proofs are not required; if proofs are required, indicate where to send them and to whom

(13) Document trim size; (limited to size not greater than 11" x 17")

MARGINS ARE OPTIONAL - MARGINS WILL BE SAME AS SUBMITTED FILE UNLESS OTHERWISE NOTED

(14) Color of ink; predominantly black for majority of publications, color ink is available for products in which use of color adds value to the purpose and intent of publication. Some examples: (color adds greater clarity and detail, highlights an emphasis on safety, spurs the success of outreach materials, etc.). The printing/reproduction control officer verifies that color requirements are mission essential and meet regulatory requirements, in accordance with AR 25-38.

(15) Grade, weight and color of stock for text and covers;

a. Standard duplicating/printing paper (20-50 LB): White

b. Standard Cover is Vellum (65 LB) and Standard Card Stock is Index (110 LB) ARNG-CSO-FCP stocks the following colors: White; Ivory; Yellow; Orange; Red; Range of Lt. – Dk. Blue; Range of Lt. – Dk. Green; Pink; and Salmon.

c. Revlar/PoliPrint, synthetic material, available on a limited basis

(16) Finished size of document if folded

(17) Whether document is to be printed:

a. One-sided - back side of every sheet is blank

b. Head-to-head - when a two-sided document (text on the front and back of each sheet) is printed with the first line of text on both sides of the sheet are located at the top (head) of the page. This is standard for books.

c. Head-to-foot - when a two-sided document is printed with the first line of text on one side located at the top (head) of the sheet and the first line of text on the reverse side located at the bottom (foot) of the sheet. This format is generally used for documents that are bound at the top.

d. Head-to-side - when a two-sided document is printed in two different directions (i.e., side one is printed 8.5 x 11 and side two is printed 11 x 8.5) the document is generally printed head-to-side.

(18) How a document is to be assembled

(19) If applicable, indicate number and location of staples. Tape, perfect, glue and GBC/comb bind also available (page count and quantity limitations may apply).

(20) If applicable, indicate standard two or three-hole punch

(21) If applicable, if other than standard punching is required, provide specifications for size and placement

(22) If applicable, for perforation and scoring, please provide a sample copy

(23) If applicable, number of sheets in pad or set and the location of the padding (glue)

(24) ACCO fasteners are not available

(25) Number of copies per package

(26) Indicate whether you want your originals destroyed or returned

(27) Indicate any special instructions not specifically covered on requisition (tape bind, perfect bind, GBC/comb, etc)

(28) Office symbol and address (if different from delivery address)

(29) Authorized signature and date

(30) Complete delivery address or instructions (NOTE: commercial carriers require physical street addresses, not PO Boxes)

DOD PRINTING REQUISITION/ORDER		CLASSIFICATION 1 <i>(Requisition automatically becomes "UNCL" when declassified on classified material.)</i>		FORM NO. 282-1 APR 71	(PLANT JOB NUMBER)		
REQUISITION NO. 2	DATE OF REQUEST 3	REQUESTED DELY 4	EST. COST		SCHEDULED COMPLETION DATE	ESTIMATED COST	
FOR REFERENCE CONSULT 5			PHONE 6				
ACCOUNTING DATA 7							
FORM/PUBLICATION NO. AND TITLE <i>(in that order)</i> 8							
QTY. <i>(Specify sheets, sets, etc.)</i> 9	PAGES 10	QTY. WILL LAST MOS.	JOB TO BE REPRINTED <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO	JOB IS <input checked="" type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED <input checked="" type="checkbox"/> A REPRINT	LAST JOB NO.		
ENCLOSURES <i>(Submit clean, well protected copy)</i> 11			<i>(If other, specify)</i>		PROOFS <i>(Specify only if necessary)</i> <input checked="" type="checkbox"/> NOT REQ'D <input checked="" type="checkbox"/> SEND TO: 12		
SPECIFICATIONS	FINISHED SIZE X 13		MARGINS <i>(Top)</i> <i>(Left/Blind)</i>		INK <i>(If not black)</i> 14		
	FOID TO <i>(Size)</i> X 16		PRINT <input checked="" type="checkbox"/> ONE SIDE <input checked="" type="checkbox"/> HEAD TO HEAD <input checked="" type="checkbox"/> HEAD TO FOOT <input checked="" type="checkbox"/> OTHER 17		GRADE OF PAPER* 1. 15		
	ASSEMBLE <input checked="" type="checkbox"/> IN SETS 18 <input checked="" type="checkbox"/> PAGE SEQ.		WIRE STITCH <i>(Staple)</i> Number Stitches <input checked="" type="checkbox"/> UPPER LEFT <input checked="" type="checkbox"/> TOP <input checked="" type="checkbox"/> 19		WEIGHT*		
	STANDARD PUNCH <i>(Drill)</i> <input checked="" type="checkbox"/> 2-HOLE TOP 20 <input checked="" type="checkbox"/> 3-HOLE LEFT		OTHER <i>(Number)</i> <i>(Diameter)</i> <i>(Cr. locur.)</i>		COLOR*		
	PERFORATE/SCORE <input checked="" type="checkbox"/> SEE COPY 22		PAD 23 SHTS SETS <input checked="" type="checkbox"/> TOP <input checked="" type="checkbox"/> LEFT		2. 3. 4. 5. 6. 7.		
			A CO FASTENERS <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO 24		* NOTE: Grades and weight of paper will be in accordance with specifications issued by the Congressional Joint Committee on Printing. No deviations permitted unless justified.		
			WRAP <i>(No. per pkg.)</i> 25		DISPOSITION OF NEGS: _____ ORG. 26 H- HOLD D- DESTROY R- RETURN		
	FOR PLANT USE ONLY						
	NUMBER ORG.		LINE H. T.		SPECIAL INSTRUCTIONS/REMARKS SERIAL NUMBERING, REGISTRATION, ETC. 27		
	IMAGE SIZE X		PRESS PLATES IMP.				
PRESS SHEET SIZE		TRIM SIZE					
PLANNED BY							
ORDERING OFFICE <i>(If other than delivery address)</i>		28					
LIAISON OFFICE APPROVAL <i>(Signature and date)</i>		29					
APPROVING OFFICE <i>(Signature and date)</i>							
SEND CONFIRMATION/BILLING COPY TO <i>(insert complete mailing address)</i>							

DD FORM 282, 1 APR 71

REPLACES EDITION OF 1 JUN 66 WHICH MAY BE USED.

USA FPCV2.00

FIGURE A-1. COMPLETION OF DD FORM 282