

DEPARTMENT OF THE NAVY

Publications
& Printing
Regulations

NAVSO P-35 (Revised May 1979)

Office of the Secretary of the Navy



Publication availability:

Additional copies of this publication may be obtained from the Navy supply system in accordance with instructions contained in NAVSUP P-2002 by utilizing DD 1348 MILSTRIP requisition. Cite stock number 0515-LP-012-0000 when requisitioning this publication.

PREFACE

This edition of the Department of the Navy Publications and Printing Regulations provides current policy, regulations, and guidelines which implement recommendations of the Navy Publications and Printing Policy Committee, and which implement and supplement provisions of the Government Printing and Binding Regulations published by the Joint Committee on Printing, Congress of the United States; decisions of the Director, Office of Management and Budget; decisions of the Comptroller General; and the laws pertaining to publications and printing.

The text of these regulations consists of provisions presently in effect, edited and revised to the minimum extent consistent with accuracy and currency, and with additions as required to assure effective support to the fleet. Further revisions will be issued in loose-leaf format as page changes, at the same time that any change is made to content.

The typographic format of the regulations has been revised for ease of reference. Text content is arranged by chapter and part, paragraph and sub-paragraph. For example in paragraph 1-205.1, the first digit denotes the chapter number, the next three digits denote the part and paragraph number and the last digit preceded by a point denotes the sub-paragraph number. The page number appears at the bottom, centered on each page. (R

Based on the conviction that the national need to conserve energy is a long-term requirement, attention is particularly directed to the following sentence of the recent Secretary of the Navy Notice issued to All Ships and Stations: "Every feasible means of decreasing the need for energy in the production of government printing must be pinpointed and adopted." (A

The Navy Publications and Printing Regulations, P-35 (Revised January 1974, Rev. 1), and all changes, addenda, and other issuances modifying, revising, or altering such provisions are canceled and superseded. (R

Constructive suggestions or amendments to any provisions of these regulations which do not appear to serve the best interests of the Department of the Navy are invited. (A



W. Graham Claytor, Jr.
Secretary of the Navy

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CHAPTER 1

GENERAL PROVISIONS

Part 1—Introduction

1-101 **PURPOSE.** This publication provides printing and reprographics policy, regulations, and guidelines for publications which implement recommendations of the Navy Publications and Printing Policy Committee, and which implement and supplement provisions of the Government Printing and Binding Regulations published by the Joint Committee on Printing, Congress of the United States; decisions of the Director, Office of Management and Budget; decisions of the Comptroller General; and the laws pertaining to publications and printing. R)

1-102 **POLICY.** It is the policy of the Secretary of the Navy that Department of the Navy publications, as defined herein, financed in whole or in part by Government funds, and produced or procured in behalf of the Department of the Navy, shall be authorized by law, essential, necessary in the conduct of official business, properly planned, and produced or procured, and distributed in strict accordance with these regulations.

The primary responsibility for essentiality and necessity for the issuance of publications rests with the sponsoring component or activity. A concurrent responsibility for assuring compliance with publications and printing policy, regulations, and standards rests with the departmental and field elements of the Navy Publications and Printing Service; with the central publications and printing management organizations of the Navy Department, and with appropriate organizational elements of the Operating Forces and the Marine Corps.

The establishment of printing plants and reprographics facilities by the Department of the Navy shall be held to a minimum, and commercial sources shall be utilized wherever practicable. R)

The Navy Publications and Printing Service shall serve as the single, integrated, central printing and publications management organization, under the policy direction of the Secretary of the Navy and, as delegated by the Secretary, responsible for the conduct of a coordinated Department of the Navy publications and printing program. R)

That program shall encompass the development, issuance, and administration of implementing regulations, directives, guidelines, standards, and procedures controlling the development, production, procurement or distribution of materials through the use of established printing and binding methods and micropublishing methods. R)

The Navy Publications and Printing Service under the policy direction of the Chief of Naval Operations shall maintain responsibility for and control of reprographics equipment. A)

The Navy Publications and Printing Service shall do all things necessary to assure the economical and effective provision of the Department of the Navy's publications and printing requirements.

R) 1-103 **IMPLEMENTATION.** As delegated by the Assistant Secretary of the Navy (M,RA&L), Chief of Naval Material, and the Commander, Naval Supply Systems Command, the Deputy Commander/Director, Navy Publications and Printing Service, after coordination with the Navy Publications and Printing Policy Committee as appropriate, shall issue Department of the Navy Publications and Printing Regulations as necessary and establish guides, standards, and procedures to administer such regulations in accordance with the responsibilities and authority as stated herein.

R) 1-104 **EXCEPTIONS AND INTERPRETATIONS.** Requests for exceptions and interpretations shall be forwarded through official channels to the Director, Navy Publications and Printing Service, Building 157-3, Washington Navy Yard, Washington, DC 20374.

1-104.1 **Exception.** The planning, preparation, production, storage, and distribution of registered publications, cryptographic aids, cryptographic publications and oceanographic charts and publications shall be as directed by the Office of the Chief of Naval Operations, in agreement with the Director, Navy Publications and Printing Service.

1-105 **CLASSIFIED MATTER.** Development, execution, and administration of the Department of the Navy publications and printing program by the Navy Publications and Printing Service shall include a concurrent responsibility for the protection of classified matter.

CHAPTER 1

Part 2—Definitions of Terms

In this chapter terms are defined, and related program regulations and requirements are identified in a separate directive. (A)

As used in these regulations, the following terms shall have the meaning set forth below:

1-201 CIVILIAN ENTERPRISE PUBLICATION. Limited to newspapers, supplements, guides and directories produced under specialized contracts at no cost to the Department of the Navy in accordance with supplementary policies issued by the Director, Navy Publications and Printing Service. (R)

1-202 COMPONENTS OF THE NAVY DEPARTMENT. The Office of the Chief of Naval Operations; the Headquarters, U.S. Marine Corps; The office of the Comptroller of the Navy (Acting for the Immediate Office of the Secretary and for the Department of the Navy Staff Offices); the Bureau of Naval Personnel; the Bureau of Medicine and Surgery; the Office of Naval Research; the Headquarters, Naval Material Command; and the Headquarters of each Systems Command. (R)

1-203 GOVERNMENT (FUNDS) (EXPENSE). Accountable public funds, appropriated or nonappropriated or a combination of both, which are subject to audit and/or must be accounted for to an agency of the Government and which are used in payment of any expense incurred by Government officers, agents, or employees thereof, acting for an instrumentality of the United States within the scope of their official duties.

1-204 MICROPUBLISHING. Production of publications designated for mass or general distribution, produced in microimage format, as a substitute for conventionally printed material, but not including microfilming of administrative records, accounting reports, or similar items. (R)

1-204.1 Microfilm. A fine-grain, high-resolution photographic film containing an image greatly reduced in size from the original; used in the process of recording microimages on film. (R)

1-204.2 Microform. A generic term for any form, whether film, or other medium containing miniturized or other compressed optical images which cannot be read without special display devices. (R)

1-204.3 Microimage. A unit of information, such as a page of text or drawing, that has been made too small to be read without magnification. (A)

1-205 PERIODICAL. Includes recurring, nondirective publications financed fully or partially by government funds and issued semi-annually or more often and numbered or dated serially. Such periodicals are typed by cost per year as Class I, Class II, and Class III. Costs are determined in accordance with criteria issued by the Director, Navy Publications and Printing Service. (See page R-1) (R)

1-206 **PLANNING.** The predetermination of the necessity, purpose, physical form, method of production, method of procurement, and distribution of a publication.

1-207 **PREPARATION.** The development of a manuscript or other text and illustrative material in final form for production, exclusive of composition.

R) 1-208 **PRINTING.** Includes and applies to the processes of composition, platemaking, presswork, binding, micropublishing, and the end items produced by such processes and equipment.

a. "Composition" applies to the setting of type by hot-metal casting, strike on, phototypesetting, or electronic character generating device for the purpose of producing camera copy, negatives, a plate or image to be used in the production of printing or micropublishing by use of equipment listed in 3-305 of these regulations.

b. "Platemaking" includes the photographic or other production of negatives, positives, and other materials required to transfer graphic information or data to presswork printing plates.

c. "Presswork" includes the mass production of copies by use of equipment listed in 3-305 of these regulations.

d. "Binding" includes equipment and operations necessary to complete production, such as collating, gathering, folding, cutting, trimming, perforating, padding, stitching, sewing, punching, and drilling.

e. "Micropublishing" includes equipment and operations necessary to create original microforms and make duplicate microforms of publications designed for mass or general distribution.

f. For the purpose of these regulations, printing of a quantity of publications produced by the use of:

(1) equipment listed in paragraph 3-305 of these regulations, but not requiring Joint Committee on printing approval and

(2) duplicating equipment employing the lithographic process. **Provided**, that work exceeding 5,000 production units of any one page, and work exceeding 25,000 production units in the aggregate of multiple pages, shall not be done without the prior authority of the Director, Navy Publications and Printing Service.

1-209 **PRINTING PLANT.** Any plant or facility which produces "printing" and is owned or operated wholly or in part by the Department of the Navy or at Department of the Navy expense, including all plants or facilities on property owned or controlled by the Department of the Navy.

1-210 **PRODUCTION.** The work required to produce a publication, including all preliminary work required for manufacturing after preparation, the manufacturing as printing, and the binding or finishing.

1-211 **PROMOTIONAL-TYPE PUBLICATIONS.** Any publication which:

- a. is not required by law, or regulations, or competent authority, and/or
- b. is distributed to individuals or organizations having no functional, management, or command responsibility with respect to the issuing activity or the subject matter contained therein; and/or

- c. the content of which:
1. is directed to the invitation for or acquisition of work, responsibilities, or resources;
 2. is actually, or can be construed as an attempt to influence appropriation matters or legislation affecting weapons systems, defense concepts, or functional assignments; or
 3. could be construed as an instrument of intradepartmental or interdepartmental rivalries.

1-212 **PUBLICATION.** Includes, but is not limited to, end items of "printing" "reprographics" or "micropublishing" as defined herein, and any books, pamphlets, directives, forms, manuals, folders, brochures, periodicals, magazines, newspapers, microform, technical reports, charts, posters, maps, drawings, tags, placards, letterhead stationery and envelopes, blankbooks or cards printed by or for the Department of the Navy, regardless of content, format, quantity, distribution, or intended end use. Exception: publications produced by suppliers and regularly carried as stock items for commercial sale or use are not included in this definition. (See 3-113 Items of Printing and Items of Supply.) (R)

1-213 **REPROGRAPHICS.** The generic term "reprographics" includes the duplicating, reproduction, and copying processes as defined below when used to produce no more than 5000 production units of any one page or 25,000 production units in the aggregate of multiple pages. Additionally, it includes those processes used in conjunction with the above processes, such as master making and bindery operations. (A)

1-213.1 **Duplicating.** Includes all work produced on offset, (maximum of 11 x 17 inches with image maximum of 10- $\frac{3}{4}$ x 14- $\frac{3}{4}$ inches) mimeograph, hectograph, hi speed electrostatic (100 copies per minute or higher) or similar processes. (R)

1-213.2 **Reproduction.** Includes all work produced on diazo (ozalid; blue print, brown print, white print), photostat, quick copy ("Xerox", "Thermofax", etc.) or similar types of photo copying. (R)

1-213.3 **Copying.** A form of reproduction specifically associated with office equipment used to produce facsimilies of page size documents. (R)

1-213.4 **Reprographics Facility.** Any location, excluding all authorized printing plants, which employs at least one employee to operate "reprographics" equipment on a full-time basis. (A)

1-214 **SHIP OR STATION NEWSPAPER.** A newspaper published by means of accountable public funds and which is therefore official and subject to all the provisions of the regulations issued by the Director, Navy Publications and Printing Service. A single paper serving a district or definable geographic area having a number of naval activities is considered to be most cost effective. (R)

1-215 **TECHNICAL MANUALS.** Publications and other forms of documentation containing a description of equipment, weapons, or weapons systems, with instructions for effective use, including one or more of the following sections as required: instructions covering initial preparation for use; operational instructions; maintenance instructions; overhaul instructions; related technical information or procedures exclusive of those procedures of an administrative nature; and parts lists or parts breakdowns.

CHAPTER 2

RESPONSIBILITY AND AUTHORITY

Part 1—The Navy Department

2-101 **ASSISTANT SECRETARY OF THE NAVY (Manpower, Reserve Affairs and Logistics).** The Assistant Secretary of the Navy (M, RA&L) is assigned responsibility by the Secretary of the Navy for all matters relating to publications and printing. (R)

2-102 **NAVY PUBLICATIONS AND PRINTING POLICY COMMITTEE.** As the advisory committee on publications and printing matters to the Assistant Secretary of the Navy (M, RA&L), the committee considers and recommends action on Department of the Navy publications and printing matters to assure that fleet and shore requirements are met effectively and economically, and to prevent or remedy any neglect, delay, duplication, impropriety, or waste in the planning, preparation, procurement, production, and distribution of publications financed in whole or in part by Government funds, or produced or procured in behalf of the Department of the Navy. (R)

2-102.1 **Membership.** The committee is chaired by the Vice Chief of Naval Material. Its members are:

Assistant Vice Chief of Naval Operations/Director of Naval Administration
Director of Headquarters Support, Headquarters U.S. Marine Corps
Deputy Comptroller of the Navy
Chief of Information
Commander, Naval Supply Systems Command (for) Naval Material Command
Advisor and Recorder: Director, Navy Publications and Printing Service.

2-103 **NAVY PUBLICATIONS AND PRINTING SUBCOMMITTEE.** As advisory committee to the Navy Publications and Printing Policy Committee, the subcommittee conducts studies and provides information as required. The subcommittee refers matters of a policy nature to the committee, and considers and acts upon mission-oriented matters pertaining to publications and printing.

2-103.1 **Membership.** The subcommittee is chaired by the Director, Navy Publications and Printing Service. Its members are the heads of the central publications and printing management organizations as cited in 1-202 of these regulations, and project managers as appropriate.

2-104 **NAVY PUBLICATIONS AND PRINTING SERVICE.** The Navy Publications and Printing Service acts for the Secretary of the Navy on publications and printing matters requiring the direct supervision of the Secretary of the Navy in accordance with public law, by serving as the Department of the Navy central publications and printing management organization responsible for the conduct of the Navy's publications and printing program controlling the development of materials to be printed by conventional (established) or micropublished methods, and the procurement, production and distribution thereof. In fulfillment of this responsibility, the Director, Navy Publications and Printing Service shall (R)

implement measures recommended by the Navy Publications and Printing Policy Committee, as approved by the Assistant Secretary of the Navy (M, RA&L) and shall act for the Department of the Navy on publications and printing matters before the Joint Committee on Printing, the Public Printer (Government Printing Office), the Office of Management and Budget, the Comptroller General, and the Department of Defense.

2-104.1 Organization. The Navy Publications and Printing Service functions as an organizational element of the Naval Supply Systems Command, under a Deputy Commander/Director, and consists of a headquarters staff and field divisions, offices, branch offices, and satellites, identified as appropriate under the supplemental provisions to the Navy Industrial Fund charter for the Service.

- R) **2-104.2 Navy Industrial Fund Charter.** The Navy Publications and Printing Service is chartered by the Department of Defense, under the Chief of Naval Material and the direction and supervision of the Commander, Naval Supply Systems Command, and within regulations of the Joint Committee on Printing, to finance its operations under the Navy Industrial Fund. Within the provisions of the charter, the Service provides a variety of printing, reprographics, and related services for the Department of the Navy, for other agencies of the Department of Defense, and for other agencies of the Government. The service is chartered to exercise control over and to coordinate Department of the Navy publications and printing work, and the performance of other functions necessarily incident thereto. The Service is chartered and authorized to bill ordering entities in proportion to services rendered for expenses incurred in administration of industrially funded printing plants, and in the processing of procurements from Governmental and commercial sources.

2-105 COMPONENTS OF THE NAVY DEPARTMENT. Each component, as defined in 1-202 of these regulations, and Project Managers as appropriate, shall establish and maintain a central publications and printing management organization which shall act as the sole component liaison with the Navy Publications and Printing Service and be responsible for:

- a. the application of rules, regulations, policies, and standards promulgated by the Navy Publications and Printing Service,
- b. the technical and editorial content of the publications required for fulfillment of their assigned missions,
- c. the planning of their publications,
- d. determining to whom publications shall go and originating instructions for distribution; and
- e. providing for management of publications originated by shore (field) activities under their cognizance by acting for such activities, or delegating publications management authority to such activities as appropriate. Whenever authority is so delegated, written notice shall be given to the Navy Publications and Printing Service component in which the activity is located, via the Management Office of the Service.

CHAPTER 2

Part 2--Operating Forces and Shore (Field) Activities

2-201 **THE OPERATING FORCES.** These regulations apply to the Operating Forces. Fleet commanders are responsible to the Chief of Naval Operations for the application of these regulations within their respective commands.

2-202 **THE MARINE CORPS.** The Commandant of the Marine Corps administers the Publications and Printing Program for all activities of the Marine Corps, promulgating such directives as are necessary for implementation thereof, in consonance with these regulations. The Director, Navy Publications and Printing Service provides technical guidance through the Headquarters Marine Corps publications and printing management organization. Procurement of printing and printing/reprographics equipment will be in accordance with applicable Marine Corps directives. R)

2-203 **NAVAL DISTRICTS AND OTHER COMMANDS.** Commandants and other commanders, as appropriate, as representatives of the Secretary of the Navy, are responsible for area coordination of the publications and printing program within districts or commands.

2-204 **SHORE (FIELD) SUPPORT.** Shore (field) activity requirements for publications and printing which originate locally and are for local distribution shall be met through production or procurement via the appropriate Navy Publications and Printing Service Division, Office or Branch thereof, or satellite facility, in accordance with these regulations. Commercial procurement, regardless of the procurement agent or agency, shall be consistent with the abilities of commercial facilities to meet Navy production and distribution schedules; procurement shall be in strict compliance with security requirements for the protection of classified matter; and procurement or production shall be consistent with requirements for sound management of Government funds.

2-205 **NAVY PUBLICATIONS AND PRINTING SERVICE DIVISIONS, OFFICES, AND BRANCH OFFICES.** Navy Publications and Printing Service Divisions, Offices, Branch Offices, and satellites of the Service, as staff to District Commandants and Area Commanders when so designated, and as components of the Navy Publications and Printing Service, perform the following functions for all activities in the specified geographical areas. (R)

- a. advise and assist on all matters pertaining to publications, printing, and reprographics,
- b. evaluate and advise on the capabilities, readiness, security, efficiency, and use of publications and printing facilities, and coordinate plans for fulfilling Navy requirements for publications and printing services,
- c. develop mobilization requirements for publications and printing services, and develop capability plans to insure logistic support,
- d. coordinate and administer publications distribution services, including distribution services provided to the Operating Forces,
- e. analyze distribution effectiveness, with appropriate recommendations to the Director, Navy Publications and Printing Service,

f. interpret, execute, and administer publications and printing policies, regulations, and implementing directives applicable to the development, planning, preparation, propriety, legality, format, production, procurement, and distribution of Department of the Navy publications financed in whole or in part by Government funds,

g. manage and operate publications and printing service divisions, offices, and branches thereof, including satellite facilities. Provide publications and printing products and services, and receive reimbursement therefor, as authorized by the Navy Industrial Fund Charter,

h. for other than Navy Publications and Printing Service components, provide technical guidance to printing, duplicating, and reproduction facilities, with recommendations to effect improvements as appropriate,

i. analyze the utilization of publications and printing facilities and maintain a continuing review to effect improvements. Review all requests for printing, reprographics, and related graphic arts equipment, and make appropriate recommendations to the Director, Navy Publications and Printing Service,

j. establish, direct, and coordinate local publications and printing procurement programs. Approve or disapprove local publications and printing procurements, including specifications therefor,

k. implement graphic arts security instructions. Furnish technical guidance to the Defense Contract Administration Services on the protection of classified matter. Approve or disapprove of the use of commercial facilities in the preparation, production, procurement, and distribution of classified publications,

l. establish and maintain contact and liaison with all activities on matters related to the Department of the Navy publications and printing program. Plan, develop, and conduct publications management training programs for all activities.

CHAPTER 3
GENERAL REGULATIONS

Part 1 – General

3-101 ADVERTISEMENTS, COMMERCIAL. No Department of the Navy publication prepared, produced, or procured with Government funds or identified with an activity of the Department of the Navy, shall contain any advertisement inserted by or for any private individual, firm, or corporation; or contain material which implies in any manner that the Department of the Navy endorses or favors any specific commercial product, commodity, or service.

3-101.1 Endorsement of Commercial Enterprises or Products. All civilian personnel, and military personnel on active duty, are prohibited from using their civilian and military titles or positions in connection with any commercial publications and printing enterprise or product. All retired military personnel and all members of reserve components, not on active duty, are permitted to use their military titles in connection with commercial enterprises, except when such use, with or without the intent to mislead, gives rise to any appearance of sponsorship, sanction, endorsement, or approval by the military services or the Department of Defense.

3-102 ART SIGNATURES. Freehand art for publications may be signed, provided that (R) such signatures are in proportion or relation and subordinate to the design.

3-103 CALENDARS. The standardized U. S. Government desk and wall calendars are the only calendars that may be obtained at Government expense, and shall be procured as items of supply. Schedule and appointment sheets are not considered to be calendars.

3-104 CARDS, CALLING OR GREETING. Even though for official use, Government (R) funds may not be used in the printing, engraving, or embossing of calling or greeting cards, unless otherwise determined by the Joint Committee on Printing upon endorsement by the Director, Navy Publications and Printing Service. (See page R-1)

3-105 COLOR PRINTING. In all instances wherein two or more colors are desired, it shall be the responsibility of the Director, Navy Publications and Printing Service to make the final determination as to whether or not such additional colors provide a demonstrable value as required by public law.

3-105.1 Demonstrably valuable multicolor printing for the purpose of these regulations, (A) includes the following categories:

- a. maps and technical diagrams where additional color is necessary for clarity,
- b. object identification (medical specimens, diseases, plants, flags, uniforms, etc.),
- c. safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting,
- d. areas wherein clearly identifiable savings in costs can be soundly predicated on multicolor use,

e. printing for programs required by law, whose relative success or failure is in direct ratio to the degree of public response, and where that response can be logically attributable to the number of colors planned and the manner in which they are proposed to be used.

A) 3-105.2 Color for promotional or motivational purposes such as programs concerning public health, safety, consumer benefits; or to encourage utilization of Government facilities such as programs for social security, medicare, and certain areas of need for veterans would come within this category.

A) 3-105.3 Multicolor printing which does not meet the demonstrably valuable contribution requirement of these regulations, includes but is not exclusively limited to the following categories:

- a. printed items wherein additional color is used primarily for decorative effect,
- b. printed items where additional color is used primarily in lieu of effective layout and design,
- c. printed items where additional color is used excessively, i.e., four colors when two or three will fulfill the need; three colors when two are adequate; two colors when one - with or without reverse treatment - is adequate,
- d. printed items wherein the inclusion of multicolor does not reflect careful, competent advance planning which recognizes the contribution the use of color is expected to make to the ultimate end-purpose.

R) 3-106 **COPYRIGHTS.** Publications prepared by Government employees at the direction of their official supervisors as a part of such employees' official duties are not subject to copyright. A subsisting copyright is not impaired merely because the work is published or republished by the Government. (See page R-1)

3-106.1 Contractor or Grantee Acquisition of License. The acquisition of license rights or copyrighted material to be included in Department of the Navy publications compiled, written, or prepared under contract or grant, including the payment of such fees as may be required, is the responsibility of the contractor or grantee.

3-106.2 Navy Acquisition of License. The Director, Navy Publications and Printing Service is responsible for the proper acquisition of license rights for use of copyrighted material to be included in Department of the Navy publications compiled, written, or prepared by Government personnel. Requests for license rights shall be prepared in accordance with the supplemental policies issued by the Director, Navy Publications and Printing Service.

3-106.3 Identification of Copyrighted Material. To assure protection of the copyright owner, the copyright notice should be incorporated within related text, captions, or legends; given as a footnote for text, or cited with the author's name. A listing of all copyrighted material, by page and paragraph when applicable, shall be included in an acknowledgment page, or inside front cover, or other front matter. Copyright notices shall be subordinated in size of type to that of both text and legends for illustrations (captions).

3-107 CREDIT LINES. Department of the Navy publications may carry courtesy credit lines to identify materials contributed or loaned by non-Governmental sources at no expense to the Government. When all or a majority of content comes from a single non-Governmental source, credit therefor shall be given in an undisplayed preliminary paragraph instead of being repeated individually. Such credit may be grouped with copyright listings.

3-108 EMBLEM, UNITED STATES NAVY. The Navy emblem, as designated by the Chief of Naval Operations, is the sole emblem insigne, or device authorized for unofficial use by commercial firms. Acquisition and use for commercial purposes shall be in accordance with standards issued by the Director, Navy Publications and Printing Service. (See page R-1)

3-109 (RESERVED)

3-110 (RESERVED)

3-111 ILLUSTRATIONS. Illustrations shall not be used unless certified by the sponsor that they: (R)

- a. relate entirely to the transaction of public business, and are in the public interest,
- b. relate directly to the subject matter and are necessary to explain the text,
- c. do not serve to aggrandize any individual,
- d. are in good taste and do not offend proper sensibilities,
- e. are restricted to the minimum size necessary to accomplish their purpose,
- f. illustrate employees actually engaged in an act or service related to their official duties. (See page R-1)

3-112 INDEXES. All nonregistered publications shall be listed in indexes which, when combined, could form a Department of the Navy publications index. The Director, Navy Publications and Printing Service shall develop and issue standards for the preparation, production, and distribution of indexes of Department of the Navy publications. Department of the Navy publications, as defined herein, are excluded from the Federal Catalog System.

3-113 ITEMS OF PRINTING AND ITEMS OF SUPPLY. Items which require printing operations to fit them for the particular needs of the Department of the Navy are subject to the printing laws, and, as such shall be prepared, produced, and procured in accordance with such laws. Publications, including blank books, produced by commercial suppliers and regularly carried as "off the shelf" stock items for commercial sale or use, and binders for loose-leaf material, printed or stamped in the course of manufacturing, are items of

supply, not subject to the printing laws, and may be procured in accordance with Navy Procurement Directives, GSA schedules, Federal Property Management Regulations, and Federal Procurement Regulations.

3-113.1 Tabulating Cards. Department of the Navy requirements for blank or imprinted tabulating cards should be procured through Federal Supply Schedule contracts covering FSC Group 75 Part VIII.

- A) **3-113.2 Marginally Punched Continuous Forms.** Department of the Navy requirements for marginally punched continuous forms should be procured utilizing the U. S. Government Printing Office, Washington, DC contract for marginally punched continuous forms.

3-114 LEGALITY AND NECESSITY. Only those publications necessary to the conduct of official Government business shall be produced or procured. Publications shall be limited exclusively to Department of the Navy work, and shall not contain matter the publishing of which is the responsibility of another activity or organization.

- A) **3-114.1** The content, editorial and physical format, production, procurement, and distribution of duplicated or copied publications shall be in accordance with the printing laws and these regulations.

3-114.2 Promotional-Type Publications. The production and issuance of promotional-type publications, as defined herein, by or for any element or organizational entity of the Department of the Navy, or the use of Government funds in the commercial production and issuance of such publications is prohibited.

3-114.3 Certification and Review. Publications, as appropriate, and requisitions for production or procurement of Department of the Navy publications, shall be certified for conformance with these regulations, in accordance with issuances of the Secretary of the Navy and the central publications and printing management organizations of the components of the Navy. (See page R-1)

3-114.4 Publications Financed from Nonappropriated Funds. The use of nonappropriated funds in the procurement of publications by or for an instrumentality of the United States performing Governmental functions shall not, by reason of such use, constitute an automatic waiver from public law and provisions of these regulations governing the procurement of publications. Navy Publications and Printing Service components are authorized to produce or procure publications financed from nonappropriated funds for morale, recreational, welfare, and similar activities having official recognition.

- R) **3-114.5 Report Format and Distribution.** Reports shall be designed, produced, and distributed in accordance with the provisions of these regulations and standards issued by the Director, Navy Publications and Printing Service. Sponsors shall assure adequate justification for necessity; minimum use of elaborate graphic devices and illustrations, consistent with necessity; use of effective editorial format and production methods, and determination of initial and follow-on distribution based on direct interest criteria. (See also 3-202.)

3-114.6 Joint Documents. The Navy Publications and Printing Service shall process joint documents for the Department of the Navy in accordance with policy and procedures as stated in appropriate directives. (See page R-1)

3-114.7 Private or Commercial Work. No publications of a private or commercial nature may be produced by Navy printing plants or reprographics facilities, or at Government expense, even though the government is reimbursed therefor. (R)

3-115 PAGE CHANGES. Corrections or additions to loose-leaf publications shall be issued as additional or replacement page changes. As a minimum, each additional or replacement page shall have imprinted thereon the change number (if applicable) and the date of change. When another media (message, notice, etc.) is used to promulgate critical changes or corrections to a publication, additional or replacement page changes shall be published as soon as possible. It shall be the responsibility of each publication sponsor to determine when the amount of page changes have reached the point where a complete revision is needed.

3-116 PAPER STANDARDS. Government Paper Specification Standards, established by the Joint Committee on Printing, apply to Department of the Navy publications, printing, and duplicating, except for such classes of work excluded from the provisions of the Standards by the Director, Navy Publications and Printing Service. (See page R-1)

3-117 PASSES, BADGES, IDENTIFICATION CARDS. Unauthorized reproduction of official Department of the Navy passes, badges, identification cards, and other related official matter, is punishable by fine or imprisonment as prescribed by law.

3-118 PUBLICATIONS, IDENTIFICATION OF. All Navy publications shall be identified as such in accordance with standards issued by the Director, Navy Publications and Printing Service.

3-118.1 Publications and periodicals by-lines. The use of by-lines for Government photographers and writers in Department of the Navy periodicals and ship and station newspapers shall be confined to the authors of the articles appearing therein, and to the photographers who have originated the pictures contained therein. The authors' and photographers' by-lines shall be printed in exact juxtaposition with the articles or pictures which they have created.

3-118.2 Seals, Symbols, Emblems, Insigne, and Similar Devices. The official seal of an activity is the appropriate device to be printed on the first page or cover of a publication to identify the issuing activity, or to indicate the official character of a publication. When an official activity seal is so used, an activity symbol, emblem, insignia, or other device may be printed on the same page or cover. Activity devices may be used freely throughout the interior pages of publications. The use of more than one color of ink in printing must be in accordance with these regulations.

R) 3-118.3 **Marine Corps.** The use of the Marine Corps Seal and the Marine Corps Emblem shall be as directed by the Commandant of the Marine Corps.

3-119 **SECURITY.** The planning, development, preparation, procurement, production, storage, distribution, safeguarding, and disposal of Navy publications shall be in accordance with regulations governing the protection of classified matter and guidelines issued by the Director, Navy Publications and Printing Service.

3-120 **STATIONERY.** Navy letterhead stationery and envelopes, memoranda, invitations, cards, and other Navy stationery requiring printing or binding operations to fit them for the particular needs of the Department of the Navy are subject to the printing laws and shall be procured and produced as such. Stationery items which do not require printing or binding operations to fit them for Navy use may be procured in accordance with Navy Procurement Directives and Federal Property Management Regulations as items of supply. Printing of names of officials of the Navy on Navy letterheads, etc., is prohibited. Navy stationery may not be engraved or embossed (including thermographic processes such as "Virko-type") unless approved by the Director, Navy Publications and Printing Service.

3-120.1 **Ceremonial Printing.** Official, authorized ceremonial printing, such as invitations, place cards, note paper and envelopes, and related items required for use in conducting official ceremonies, shall be produced or procured by the Navy Publications and Printing Service and made available to Department of the Navy activities through the Navy Supply System. (See page R-1)

CHAPTER 3

Part 2—Production and Procurement

3-201 **POLICY.** Publications, as defined herein, shall be produced or procured and distributed in accordance with these regulations, upon submission of requisitions, as appropriate to the Navy Publications and Printing Service. Determination as to the geographic location or site where Department of the Navy publications will be produced or procured, and the producing, procuring, or distribution agency, rests with the Director, Navy Publications and Printing Service. The Navy Publications and Printing Service and its components are the only Navy activities authorized to procure printing commercially. Requisitioning activities shall not anticipate the release of any requisitions for direct procurement. In certain special instances, however, such as in the case of isolated activities in locations remote from its servicing NPPSO, waivers to allow the direct purchase of items of printing under \$500 can be granted by the cognizant NPPSO Director, based on written application and demonstrated need. (R)

3-201.1 **Liaison.** All Navy liaison on publications and printing matters with Navy or Government Printing Office contractors or subcontractors, or with Government Printing Office officials, departmental or field, shall be by or through officials of the Navy Publications and Printing Service. This provision does not modify or revise current policy on liaison with officials of the Defense Contract Administration Services.

3-202 **SPECIFICATIONS.** Production or procurement specifications shall be in accordance with these regulations and with appropriate specifications of the sponsoring component. (See also 3.114.5)

3-203 **CONTRACTS FOR PREPARATION OF ARTWORK AND MANUSCRIPTS, AND FOR ADVERTISING AGENCY SERVICES.** Publications and printing shall not be procured as part of contracts for advertising agency services, for the preparation of artwork, or for the writing, editing, or preparation of manuscripts. This provision shall not preclude the procurement of a small initial quantity of draft publications necessary for review prior to final preparation.

3-204 **PRINTING REQUIREMENTS RESULTING FROM CONTRACTS AND/OR GRANTS FOR EQUIPMENT AND SERVICES.** The inclusion of publications and printing requirements within contracts and/or grants for the manufacture and/or operation of equipment, and for services such as architectural, engineering, and research is prohibited unless authorized by the Director, Navy Publications and Printing Service.

a. Requests for authorization, together with supporting justification, shall be forwarded via official channels, including the appropriate central publications and printing management organization, to the Director, Navy Publications and Printing Service.

b. This provision does not preclude the procurement of writing, editing, preparation of manuscript copy, or preparation of related illustrative material; the duplicating of such material in accordance with these regulations; printed products required by contractors or grantees for their own use; or the procurement of publications produced by commercial suppliers and regularly carried as "off the shelf" items for commercial sale or use.

c. Specifications shall be in accordance with these regulations. Reports on authorized procurements shall be submitted as required by the Director, Navy Publications and Printing Service. (See page R-1)

CHAPTER 3

Part 3—Production Facilities and Equipment

- R) 3-301 **POLICY.** The policy of the Department of the Navy set forth in this Part shall serve as general guidance in determining the necessity and assignment of responsibilities for the management, establishment and operation of printing plants, for the centralized management of reprographics facilities, and for the procurement, rental, use, storage, inventory, transfer, and disposal of printing and reprographics equipment. In all instances wherein Joint Committee on Printing approval is required, the Director, Navy Publications and Printing Service will provide for such approval in accordance with 2-104 of these regulations. All requests for the procurement of printing and reprographics equipment or services shall be forwarded through official channels to the local servicing Navy Publications and Printing Service component. In no case will activities procure these services directly from commercial sources.
- R) 3-301.1 **Consolidation of Common Support Service Plants and Facilities.** To the extent that requirements for publications can be met expeditiously and economically, printing and reprographics facilities should be consolidated to provide common support services within geographical areas, to assure optimum professional management, and economical use of manpower, space, equipment, and funds. Consolidated common support plants and facilities should be funded by the Navy Industrial Fund and operated as a component of the Navy Publications and Printing Service.
- 3-302 **PLANTS AND FACILITIES.** No printing plant or facility for the production of printing shall be established, operated, moved from the building in which it was authorized for operation, or disestablished except upon prior approval by the Joint Committee on Printing via the Director, Navy Publications and Printing Service.
- A) 3-302.1 **Operation of Reprographics Facilities.** The Director, Navy Publications and Printing Service, acting as Special Assistant for Duplicating and Reproduction Management (Op-09BG), Office of the Chief of Naval Operations, is responsible for centralized management of reprographics functions. Accordingly, no manned reprographics facility shall be established, operated, moved from the building in which authorized for operation or disestablished except upon prior approval of the Director, Navy Publications and Printing Service. When a reprographics facility is approved, the management of the facility is a direct responsibility of the chief of the bureau or office, commanding officer, or head of the activity.
- R) 3-302.2 **Economical Operation.** Officials responsible for the management of printing and reprographics facilities shall assure that such facilities are operated economically, and that no categories of work performed therein can be more economically and expeditiously performed by other processes or by other Department of Defense facilities, or by commercial facilities.
- R) 3-302.3 **Shipboard Printing Plants and Equipment.** Technical direction or guidance over shipboard plants and related equipment shall be as directed by the Chief of Naval Operations, in conjunction with the Commander, Naval Sea Systems Command and the Director, Navy Publications and Printing Service.

3-303 **REPORTS.** All Department of the Navy activities operating printing equipment shall submit through official channels such reports and samples of work performed as are required by the Director, Navy Publications and Printing Service.

3-304 **PURCHASE, RENTAL, EXCHANGE, TRANSFER, OR DISPOSAL OF EQUIPMENT.** Printing, reprographics and the acquisition and use of related or auxiliary equipment is under the technical jurisdiction of the Navy Publications and Printing Service, and may not be purchased, rented, exchanged, transferred, or disposed of without prior approval of that Service. Technical jurisdiction over printing equipment in Marine Corps mobile units shall reflect the policy of the Commandant of the Marine Corps. (R)

3-305 **LISTING OF EQUIPMENT.** The following equipment listing is abstracted from Title II of the Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing and is provided for reference. This listing gives basic representative types of equipment only and shall not be considered as all inclusive. The equipment annotated with an asterick (*) identifies the items that require Joint Committee approval prior to purchase. Acquisition requests from any Navy activity for these items as well as composition equipment items shall be addressed to the Director, Navy Publication and Printing Service via the local Navy Publications and Printing Service Office. Those items not identified with an asterick may be acquired by Navy activities upon approval by field components of the Navy Publications and Printing Service. The procurement, rental, use, storage, inventory, transfer, and disposal of the equipment listed herein shall be in accordance with these regulations. (See page R-1) (R)

ADDRESSING AND MAILING MACHINES, hand-operated and automatic

***BEVELING MACHINES, printers**
BINDING MACHINES

- *adhesive (perfect), power-operated
wire or plastic, hand-operated and electric table models
- *wire or plastic, power-operated, except electric table models

***BOOK CARTON INSERTER AND SEALER** (A)
BUNDLING MACHINES OR PRESSES

CAMERAS,

- *composing
microfilm, rotary, planetary, step-and-repeat when used in the micropublishing process (R)
- *process, etc.

***CASTING MACHINES, lead and rule**

COLD TYPE COMPOSING MACHINES,

- *changeable type and spacing, justifying
changeable type, nonjustifying
- *tape-activated models, justifying; records and/or reproducers
tape-activated models, nonjustifying
proportional spacing

COPIER/DUPLICATOR (A)

Automatic copy-processing or copier-duplicating machines, producing copies by electrostatic, thermal, or other copying processes.

3.305 LISTING OF EQUIPMENT (continued)

- R) COLLATING MACHINES, including stitching attachments, power operated
 - ‡sheet only
 - *signatures, or sheet and signature
 - *COLORING MACHINES, paper, web or sheet-fed
- R)*COMPUTER OUTPUT MICROFILM (COM) devices when used in the micropublishing process
 - *CONDITIONING MACHINES, paper
 - COPY PROCESSING MACHINES, not requiring the use of negatives or metal plates
 - *CORNERING MACHINES, paper, power-operated
- R) CUTTERS,
 - *lead, rule, and slug
- R) paper, up to 31 inches
- R) *paper, over 31 inches
- *DAMPENER CLEANERS, press
- DRIERS,
 - *press
 - *print and film
- DRILLING MACHINES,
 - *paper, power-operated, over 3-spindle
 - paper, power-operated, up to 3-spindle
- R) DUPLICATORS,
 - ‡Offset, lithographic, sheet-fed, perfecting, and tandem: Single unit, or two unit perfecting and tandem, sheet-fed (11x17 inches with image maximum of 10-3/4 x 14-1/4 inches)
 - Spirit or gelatin process
 - Stencil process
- A) Electrostatic
- *EYELETING MACHINES, tag power-operated
- *FEEDERS, suction and friction
- FOLDING MACHINES,
 - R) sheet-size capacity 14 x 24 inches or less
 - R) *sheet-size capacity larger than 14 x 24 inches sheet-fed, for folding diazo prints, etc.
- *GATHERING MACHINES, power-operated
- *INSETTING MACHINES, signature
- *JOGGING MACHINES, power-operated, except portable and electric table models
- *KEYBOARDS, TAPE ACTIVATED, for operating hot metal or photocomposing machines
- A) ‡Acquisition by non-printing facilities shall be reported by field activities of NPPS to the Director, Navy Publications and Printing Service within 15 days.

3.305 LISTING OF EQUIPMENT (continued)

LAMINATING MACHINES

- *LAMPS, camera and platemaking (R)
- *LETTERPRESS PLATEMAKING UNITS
- *LETTERPRESS PLATEMAKING UNITS, Photopolymer (A)
- MICROFORM PLATEMAKER
- MICROGRAPHIC DUPLICATOR when used in the micropublishing process (R)
- *MITERING MACHINES, printers
- *MOLDING MACHINES, rubber or plastic, molding from type
- *MORTISING MACHINES

OFFSET PLATEMAKING UNITS,

not requiring the use of negatives

*requiring the use of negatives

*Projection with or without negatives (A)

PACKAGING AND TYING MACHINES

- *PERFORATOR, power-operated
- *PHOTOCOMPOSING MACHINES, step and repeat
- PHOTOCOMPOSITION DEVICES, display matter
- *PHOTOGRAPHIC/ELECTRONIC CHARACTER GENERATING DEVICES
- *PHOTOTYPESETTING MACHINES
- *PLANERS, power-operated
- *PLATE COATER, automatic, offset

PRESSES

*Bindery, backing, die-cutting, stamping, etc.

*Molding

Printing,

*combination offset lithographic and letterpress

*electrostatic (does not include electrostatic copier-duplicators such as Xerox 9200 or Kodak 100/150 models)

*engraving

*flexographic or aniline

*gravure and rotogravure

*Imprinting

*Letterpress, rotary, wraparound, cylinder, flatbed, web, or platen (R)

*Offset, lithographic, other than duplicators (R)

*silk screen process unit, power-operated

*thermographic or embossing

PROCESSORS:

*film (except microfilm) (R)

microfilm when used in the micropublishing process (A)

*plate, offset, automatic

*PROOF PRESSES, letterpress, offset (R)

PUNCHING MACHINES, paper:

*power-operated, except electric table models
hand-operated and electric table models

*ROUTERS and TYPE-HIGH MACHINES

3.305 LISTING OF EQUIPMENT (continued)

- *SAWS, metal trimmer, printers
- *SAW TRIMMERS, power-operated
- SEALING MACHINES, pamphlet, automatic
- *SEWING MACHINES, book
- SINKS,
 - *temperature control
- *STAPLING MACHINES, wire spools or pre-formed staples, power-operated, except electric table models
- *STEREOTYPE CASTING MACHINES
- STITCHING
 - and stapling machines, box
- R) machines, paper; power-operated (single and dual-head, maximum capacity 7/8 inch)
 - *machines, paper; power-operated (multi-head)
- *STRIPPING MACHINES, book

- TABLES,
 - bindery, gathering, rotary, power-operated
 - *imposing, correcting
 - *plate rub-up, opaquing, lineup and register, etc.
- *TRIMMER, book, power-operated
- *TYPECASTING AND TYPESETTING MACHINES

- *VACUUM FRAMES, printing, plate

- A) WRAPPER AND/OR BANDING MACHINES (Kraft paper or shrink film)

CHAPTER 4

DISTRIBUTION

Part 1—General

4-101 **POLICY AND RESPONSIBILITIES.** The primary responsibility for essentiality and necessity for the issuance of publications rests with the sponsoring component or activity. An inseparable function within this responsibility is the determination of distribution requirements, i.e., the specific addressees or users of publications, the number of copies which each addressee or user requires, the time/date/place of delivery to the addressee or user, and the accuracy and currency of distribution or mailing lists. A concurrent responsibility for assuring compliance with publications and printing law, policy, regulations, and directives, and for providing distribution advice and assistance to the sponsoring components or activities rests with the components of the Navy Publications and Printing Service, with the central publications and printing management organizations of the Navy Department and with appropriate organizational elements of the Operating Forces and the Marine Corps.

4-102 **INITIAL DISTRIBUTION.** The Navy Publications and Printing Service is responsible for determining the appropriate methods and facilities for accomplishing initial distribution of publications, and for coordinating initial distribution planning and action with the central publications and printing management organizations and with publications sponsors. Initial distribution is the initial issuance, directly to users, of predetermined quantities of a new or revised publication, and changes, additions, or supplements thereto. (See page R-1)

4-103 **DISTRIBUTION FACILITIES.** The Naval Supply Systems Command, through the single, fully integrated, central publications distribution system at the Naval Publications and Forms Center, will provide facilities and services for initial distribution, and for distribution, storage, and issue of residual stocks of publications selected for central distribution by the cognizant components or sponsors, as deemed necessary by such components or sponsors, and subject to review by the Navy Publications and Printing Service.

4-104 **DISTRIBUTION (MAILING) LISTS.** All distribution (mailing) lists shall be verified at least once each year in order to eliminate waste in Government funds and other resources caused by incorrect addresses, issuance of wrong quantities, or issuance to addressees no longer desiring them or with no legitimate requirement for the publications. It is mandatory that the revision method require that persons receiving publications indicate that they wish to continue receiving the publication. Failure to reply to a mailing list revision request shall result in the elimination of the addressee from the list in accordance with standards issued by the Director, Navy Publications and Printing Service. (R)

4-104.1 Publications distributed on a recurring basis by means of a mailing list other than the Standard Navy Distribution List should contain a clip-out distribution change notice to aid readers in communicating with publishers concerning distribution inaccuracies, changes, etc. and should be sent to the responsible editor. (A)

R) 4-104.2 **Self-Mailer Technique.** Penalty or postage indicia and mailing addresses shall be imprinted directly on publications (except ship and station newspapers) rather than using separate envelopes for mailing, provided that this technique is feasible economical, and in accordance with postal regulations.

A) 4-104.3 Publications directed to activities listed in the Standard Navy Distribution List shall not be addressed to individuals, but only to the address as listed. Organizational complexities however, may dictate that office functional codes be added to the official address to facilitate internal distribution.

A) 4-104.4 Multiple distribution of the same material to the same activity is prohibited. Heads of activities are responsible for establishing an effective internal distribution program to ensure that publications received are essential and are not duplicated.

4-105 **DISTRIBUTION TO THE GENERAL PUBLIC.** Unclassified publications are considered to be in the public domain, and, as such, shall be made available to the public in accordance with public law and the provisions of these regulations. This provision is not applicable to domestic or foreign governments, agencies, or representatives thereof. The cost of furnishing copies of official Navy publications not intended for distribution to the public must be self-sustaining to the maximum possible extent. Accordingly, on approval and unconditional release by the issuing component, such publications may be made available by sale, with reimbursement to the sponsor as appropriate.

4-105.1 **Sale by Superintendent of Documents.** The Superintendent of Documents is authorized to sell publications which are printed by or through the Government Printing Office. Sponsors desiring such sale shall notify the Superintendent of Documents through official channels via the Director, Navy Publications and Printing Service.

4-105.2 **Sale by National Technical Information Service (Department of Commerce).** Unclassified Navy scientific and technical publications may be sold to the public by the National Technical Information Service in accordance with public law.

R) 4-105.3 **Sale of Department of the Navy Publications.** Unclassified Navy publications not available by sale through the Superintendent of Documents or the National Technical Information Service will be sold in accordance with standards issued by the Director, Navy Publications and Printing Service.

4-106 **FREE DISTRIBUTION.** No person connected with the Department of the Navy shall make free distribution of any Navy publication to any private individual or private organization in quantities exceeding 50 copies without prior approval of the Director, Navy Publications and Printing Service. Requests for approval shall give the title of the publication, the individual or organization to be furnished the publications, and the number of copies to be furnished.

4-107 **EXCESS STOCKS OF PUBLICATIONS.** Public law requires that stocks of unclassified Department of the Navy publications which have been determined to be in excess to Navy requirements be offered to the Superintendent of Documents for distribution or sale. Letter reports of such excess publications shall be forwarded to the Director, Navy Publications and Printing Service prior to the shipment of such excess publications to the Superintendent of Documents.

4-108 EXCHANGE OF PUBLICATIONS. Department of the Navy publications may be exchanged within the Government on a common-service free basis in accordance with agreements in force, and with joint regulations. (See page R-1)

4-109 INITIAL OUTFITTING ALLOWANCES. Each newly established or commissioned ship or shore activity requires a complete set of applicable Navy instructions, issued by components of the Navy Department, to effectively carry out its assigned mission. The Navy Publications and Printing Service is responsible for assuring that an appropriate allowance of Navy instructions is provided to each ship and shore activity on inclusion in the Standard Navy Distribution List.

REFERENCES

- SECNAVINST 5600.19 Series, Subject: Review, evaluation and approval of Navy periodicals (Para. 1-205)
- SECNAVINST 5604.6 Series, Subject: Business cards for Department of the Navy recruiters (Para. 3-104)
- SECNAVINST 5870.1 Series, Subject: Copyrighted Material, Use of in Department of Navy publications, motion pictures, audio and video tapes (Para. 3-106)
- OPNAVINST 5030.11 Series, Subject: Official Navy Emblem (Para. 3-108)
- NAVPUBINST 5030.6 Series, Subject: Reproduction of the Navy Emblem (Para. 3-108)
- NAVPUBINST 5602.4 Series, Subject: Use of illustrations in publications; guidance concerning (Para. 3-111)
- NAVPUBINST 5602.3 Series, Subject: Nonfunctional illustrations; prohibition of (Para. 3-111)
- SECNAVINST 5600.16 Series, Subject: Review of Department of the Navy (DN) Publications; procedures governing (Para. 3-114.3)
- OPNAVINST 5602.1 Series, Subject: Joint Documents; processing of (Para. 3-114.6)
- SECNAVINST 5602.5 Series, Subject: Joint Documents; processing of (Para. 3-114.6)
- Government Paper Samples, published by the JCP, Congress of the U.S. (Para. 3-116)
- SECNAVINST 5603.2 Series, Subject: Printed matter for official ceremonies; policy, standards and availability for (Para. 3-120.1)
- NAVPUBINST 5604.28 Series, Subject: Contracts requiring documentation in support of military hardware; information concerning (Para. 3-204)
- NAVPUBINST 5600.33 Series, Subject: Copying, duplicating, printing, and reproduction equipment; approval authority required for (Para. 3-305)
- NAVPUBINST 5605.16 Series, Subject: Initial distribution of Navy printed material (Para. 4-102)
- SECNAVINST 5605.1 Series, Subject: Exchange of publications and forms (other than technical publications) between the Army, Air Force, Defense Supply Agency, and the Navy (excluding the U.S. Marine Corps); information concerning (Para. 4-108)
- NAVSUPINST 5600.17 Series, Subject: Exchange of technical publications/forms between the Army, Navy, Air Force, Marine Corps and the Defense Supply Agency; procedures for (Para. 4-108)
- NAVMATINST 5600.7 Series, Subject: Joint Procedures for the exchange of technical publications/forms between the Army, Navy, Air Force, Marine Corps and the Defense Supply Agency (Para. 4-108)

AUTHORIZED NAVY PRINTING PLANTS LISTING

Annapolis, MD (Publications and Printing Service Branch Office, Naval Academy)
Bangor, WA (Publications and Printing Service Branch Office, WESTDIV)
Bellevue, DC (Naval Research Laboratory)
Bremerton,
WA (Publications and Printing Service Office, WESTDIV)
Brooklyn, NY (Publications and Printing Service Office, NORDIV)
Camp Lejeune,
NC (Marine Corps Base)
Charleston, SC (Publications and Printing Service Office, SEDIV)
China Lake,
CA (Naval Weapons Center)
Cleveland, OH (Publications and Printing Service Branch Office, NORDIV)
Corpus Christi,
TX (Publications and Printing Service Branch Office, SEDIV)
Crane, IN (Naval Ammunition Depot)
Dahlgren, VA (Naval Weapons Laboratory)
Great Lakes, IL (Publications and Printing Service Office, NORDIV)
Guam, Marianas
Islands (Publications and Printing Service Branch Office, WESTDIV)
Guantanamo
Bay, Cuba (Publications and Printing Service Branch Office, SEDIV)
Indian Head,
MD (Naval Ordnance Station)
Jacksonville,
FL (Publications and Printing Service Branch Office, SEDIV)
Keflavik,
Iceland (U.S. Naval Station)
London,
England (U.S. Naval Activities, United Kingdom)
Louisville, KY (Naval Ordnance Station)
Mechanicsburg,
PA (Publications and Printing Service Branch Office, NORDIV)
Monterey,
CA (Naval Postgraduate School)

Naples, Italy (Publications and Printing Service Office, SEDIV)

New Orleans,
LA (Publications and Printing Service Office, SEDIV)

Newport, RI (Publications and Printing Service Office, NORDIV)

Norfolk, VA (Commander in Chief Atlantic Fleet)
(Publications and Printing Service Office, SEDIV)

Oakland, CA (Publications and Printing Service Office, WESTDIV)

Okinawa,
Ryukyu Islands (Publications and Printing Service Branch Office, WESTDIV)

Orlando, FL (Publications and Printing Service Branch Office, SEDIV)

Panama City,
FL (Naval Coastal Systems Laboratory)

Patuxent River,
MD (Naval Air Test Center)

Pearl Harbor,
Hawaii (Fleet Intelligence Center, Pacific)
(Publications and Printing Service Office, WESTDIV)

Pensacola, FL (Publications and Printing Service Office, SEDIV)

Philadelphia,
PA (Publications and Printing Service Office, NORDIV)
(Naval Base, Publications and Printing Service Branch Office,
NORDIV)

Point Mugu,
CA (Publications and Printing Service Branch Office, WESTDIV)

Portsmouth,
NH (Naval Shipyard, Publications and Printing Service Branch Office,
NORDIV)

Portsmouth,
VA (Publications and Printing Service Branch Office, SEDIV)

Quantico, VA (Marine Corps Base)

Roosevelt
Roads, P.R. (Publications and Printing Service Office, SEDIV)

Rota, Spain (Publications and Printing Service Branch Office, SEDIV)

San Diego,
CA (Publications and Printing Service Office, WESTDIV)

**Subic Bay,
Philippine
Islands** (Publications and Printing Service Branch Office, WESTDIV)

Suitland, MD (Naval Intelligence Support Center)

Vallejo, CA (Publications and Printing Service Branch Office, WESTDIV)

**Washington,
DC** (Defense Printing Service)

**White Oak,
MD** (Naval Surface Weapons Center)

