

# In-House Support Services

May 2012



## FEMA





# FEMA

## Introduction

This Guide is intended to educate our FEMA customers about the services offered by the Printing, Graphics & Mail Management Section (PGM). The PGM is part of the Support Services and Facilities Management Division (SSFMD), which is an integral part of FEMA's Office of the Chief Administrative Officer, Mission Support Bureau.

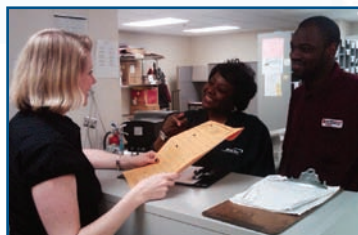
The information provided in this Guide details the full range of our services:

- Mail Center Operations Page 4 - 9
- Printing Procurement Page 10 - 16
- Graphics Page 17 - 22
- In-House Printing Page 23 - 28
- Publications Warehouse Page 29 - 30
- Copier Management Page 31 - 38

We welcome your recommendations and suggestions of how we may improve the delivery of our services to FEMA customers, and hope that this Guide will make it easier for FEMA customers to fully utilize our services.

## Mail Center Operations

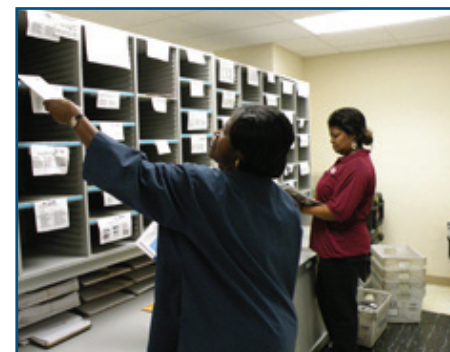
The FEMA Mail Management Program Office (MMPO) is committed to providing quality customer service and expeditious mail delivery. The Mail Center is located at FEMA Headquarters and provides mail service to program offices throughout the National Capital Region (NCR). Mail delivery and pick-up is conducted twice daily with courier service also available. Outgoing USPS mail is processed and shipped daily and expedited service (UPS) is available with authorization.



### Services Offered:

- Incoming Mail Delivery Process
  - All official mail, including commercial couriers such as UPS and FedEx is delivered to the Consolidated Remote Delivery Site (CRDS) in Capitol Heights, MD prior to delivery to the addressee.
  - U. S. Postal Service (USPS) mail for government agencies is delivered to the government mail facility on V Street NE and then transported to New Jersey for irradiation. The mail is then delivered to the CRDS to be screened using advanced technology. The mail is visually inspected, x-rayed, tested for chemical, biological, radiological, nuclear, and explosives hazards (CBRNE). After screening, the mail is placed into containment until CBRNE lab results are received and it is cleared for final delivery to the addressee. This process ensures that the mail you receive is safe and poses no threats.

- All mail processed through the CRDS is subject to being opened and any suspicious items will not be delivered.
- The mail screening process adds at least a day to the standard delivery schedule, including overnight shipping items.



- Incoming Freight Shipments
  - All freight shipments destined for HQ or the Distribution Warehouse are subject to X-ray screening. The Federal Protective Services' X-ray screening facility is located between 12<sup>th</sup> and C St.
- Inter-Office Mail
  - Inter-office mail (Guard Mail) contained in Optional Forms 65-A, 65-B, or 65-C (U.S. Government Messenger Envelope, often referred to as Holey Joes'.) All inter-office mail must be labeled with the name of the addressee, mailstop number, and complete address.
- Regional Pouch Mail
  - Mail for the Regional offices is consolidated and shipped via UPS (M W F)

- Outgoing Mail Pick-Up Process
  - Outbound USPS, courier (UPS) and interoffice mail is collected from each mailstop twice daily.
  - Outbound mail is collected and delivered to the CRDS facility and processed for shipment.
  - All outgoing mail should be properly addressed, typewritten or machine printed using dark ink. No more than five lines with mailstop information for fastest delivery.
- Courier Messenger Service
  - The Mail Center provides courier services for pick-up, delivery, and transportation of classified and unclassified materials on as-needed basis. Pick-up and delivery are same day and point-to-point.
- Expedited Service, Including Freight
  - United Parcel Service (UPS) provides express delivery shipping services government-wide.

#### How to Request the Service:

- Prepare a FEMA Form 143-0-1, complete with authorized signature, and show a FEMA employee badge for service.
- When the parcel is ready for shipping, bring it (along with the completed form) to the Mail Center or place it in your mailstop out-box if you are located at FEMA HQ.
  - Pick-ups can be requested by contacting the Mail Center.
- Mt. Weather/NETC/Hyattsville Courier
  - Daily deliveries provided for each location. Drivers arrive at HQ between the hours of 10:00am and 12:00 noon.

- USPS Mail Delivery
  - USPS mail is delivered twice daily from the CRDS between the hours of 8:30am – 10:00am and in the afternoon between 1:30pm – 2:00pm.
  - Mail delivery and pick-up is also conducted twice a day to each mailstop location within the NCR.
- Mail that is Undeliverable as Addressed (UAA)

If, after due diligence, the mail center is unable to determine the intended recipient, the item is returned to the sender or forwarded to a point of contact (POC) at the program office if the latter can be determined.

Hours of Operation: 7:00 a.m. - 5:00 p.m.  
 Mail Delivery Times: 9:00 a.m. & 2:00 p.m.  
 UPS Pick-up Daily Time: 4:00pm  
 Location: Room 117

#### Contacts:

Mail Center  
 Phone: (202) 646-3540  
 Alternate: (202) 646-3039  
 Email: [FEMA-HQ-Mail-Mgmt@fema.dhs.gov](mailto:FEMA-HQ-Mail-Mgmt@fema.dhs.gov)

Larry Williams  
 Phone: (202) 646-7920  
 Email: [larry.williams@fema.dhs.gov](mailto:larry.williams@fema.dhs.gov)

Walter McDougal  
 Phone: (202) 212-1680  
 Email: [walter.mcdougal@fema.dhs.gov](mailto:walter.mcdougal@fema.dhs.gov)

Steve Bradley  
 Phone: (202) 212-1664  
 Email: [steve.bradley1@fema.dhs.gov](mailto:steve.bradley1@fema.dhs.gov)



DHS Courier Request Form

Form 143-0-1

DEPARTMENT OF HOMELAND SECURITY  
**COURIER SERVICE REQUEST**

*Interoffice Mail Service is available at your designated mail stop without additional cost. You can get a full listing of the delivery locations on the DHS Home Page <http://dhsconnect.dhs.gov/org.comp/mgmt/cao/ao/Pages/default.aspx>*

Date: 04/15/2011 Organization: FEMA  
 Requester: John Doe Phone Number: +1 (202) 123-4567  
 Address: 500 C St. SW Washington, DC Room Number: 999  
 Mail Stop #: 3100

Is Package Classified?  YES  NO  CONFIDENTIAL  SECRET  TOP SECRET  
 Total # of Packages: 1

**Pick Up From:** POC Name: FEMA Mail Center  
 Signature of Requestor: \_\_\_\_\_  
 Time of Notification: \_\_\_\_\_ Time of Pick-up: \_\_\_\_\_

**Deliver To:** POC Name: ABC Inc. Jane Doe  
 POC Number: +1 (202) 123-5678 Agency: FEMA  
 Address: 800 K St NW, South Tower, 15th floor  
 Alternate POC Name: ABC Inc. Joe Blow  
 POC Number: +1 (202) 123-6789 Agency: FEMA  
 Address: 800 K St NW, South Tower, 15th floor

**RECEIPT ACKNOWLEDGED:** \*\* Date, Time, Name and Signature will be captured electronically and available at <https://sclogic.crdsmail.com/sclintraweb/>. Click on Quick Search and type in your tracking number(s).

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The courier service contact information: Phone: 240-492-2453 email: [dispatch@crdsmail.com](mailto:dispatch@crdsmail.com) fax: 240-492-2467

**\*\*Please have this form for the Courier when request for courier services is made via Phone.**

DHS FORM 11000-15 (Revised 2/11)

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
**REQUISITION FOR SUPPLIES, EQUIPMENT, SERVICES, PERSONNEL AND/OR TEAMS**

1. DATE PREPARED  
Feb 11, 2011  
PAGE 1 OF 1

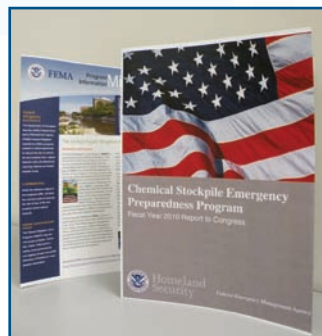
TYPE OR PRINT ALL ENTRIES LEGIBLY - See Instructions on Page 3

2. ITEM NO.	3. DESCRIPTION OF REQUEST <small>(Include make, model, part/stock no., service, personnel/team, author/publisher, freight, etc. as applicable)</small>	4. QUANTITY	5. UNIT OF MEASURE	6. ESTIMATED UNIT COST	7. TOTAL ESTIMATED COST
1	Next Day Air  JFO  500 C St, SW Washington DC 20472  Attn: John Doe				
8. PRIORITY (Check One) <input type="checkbox"/> LIFESAVING <input type="checkbox"/> LIFE SUSTAINING <input checked="" type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW				7a. Sub-Total This Page	
9. ADDITIONAL INFORMATION (Enter additional information in "Other" below and/or attach mandatory requirements, SOW, sources, etc.; supplemental forms, bids/quotes.) Include contact information for potential vendor(s) and other pertinent information.				7b. Estimated Grand Total Including Continuation Pages: 1 7A+7A page 2	
<input type="checkbox"/> Additional Info Attached		Potential Source(s) / Vendor(s)			
Other					
10. DETAILED JUSTIFICATION (Attach separate sheet if required) Information for Disaster					
11. Date Item/Service Required 2/11/11	12. Requested By John Doe	13. Phone #(s) 202-333-4444	14. Section/Branch/Unit &/or Program Area SSFMD		
IN ACCORDANCE WITH FEMA MANUAL 119-7-1, ALL ITEMS CONSIDERED ACCOUNTABLE PROPERTY WILL BE PROCESSED BY THE LOCAL APO PRIOR TO ISSUANCE.					
15. Deliver To	15a. Recipient's Name Susan Carter	15b. Recipient's Address and E-Mail Address 300 C St SW Washington DC 20472		15c. Recipient's Phone No. 301-555-5555	
16. Supv./Branch Dir. Approval Date Signature Print Name		17. Logistics Section Chief Approval Date Signature Print Name		18. Finance & Admin Section Chief Review Date Signature Print Name	
FOR LOGISTICS/ORDERING UNIT USE ONLY					
19. Date/Time 143-0-1 Received	20. Received By	21. Reference #s (ARF, MA, Deployment Unit, etc.)			
22. Estimated Delivery Date / Time	23. Logistics Order Tracking Number (LOTN):				

FEMA Form 143-0-1 JAN 10 (PREVIOUS EDITIONS OF FEMA Form 60-1 AND 143-0-1 ARE OBSOLETE - DO NOT USE)

## Printing Procurement

The Printing Procurement Office purchases large-scale printing services through the Government Printing Office (GPO) for items such as publications, forms, pamphlets, brochures, envelopes and letterhead, as well as replicating/ printing CDs and DVDs. All printing procurement must go through the Printing Procurement Office of PGM/SSFMD. As prescribed by United States Code, Title 44, FEMA is required to follow the Joint Committee on Printing Binding Regulations. We have four Printing Specialists on our staff to serve you. All FEMA offices nationwide may request these services in the performance of their official duties. There is always a cost associated with commercial print procurement. Please consult a Printing Specialist for more details and specific estimates.



Some printing jobs may be printed in the FEMA In-House Print Shop. This determination will be made by a printing specialist. See the In-House Printing section on Page 23 for more information.

### Services Offered:

- Large-scale printing services through the Government Printing Office (GPO)
  - Publications
  - Forms
  - Pamphlets
  - Brochures
  - Envelopes and Letterhead
  - CDs

### Timeframe:

Jobs that are printed through GPO typically require a 4-6 weeks turnaround time. Please consult with a Printing Specialist regarding your specific project.

### How to Request the Service:

Complete and submit a Printing Requisition (FEMA Form 146-1) to the appropriate Printing Procurement contact listed below. All specifications must be clear and concise and some requests may require additional information. GPO Form 952 is required when digital files are used for printing and must be completed by the document originator. There is always a cost associated with the commercial procurement of printing. An estimate for the specific job can be provided once the print request is submitted and specifications are determined. The funding is provided through the use of the FEMA Form 40-1. However, some offices maintain a deposit account with GPO. You are encouraged to work with a Printing Specialist if you have any questions or concerns.

All print jobs must meet DHS House Style Guidelines and obey copyright laws. Copyrighted material may not be used without written permission of the owner. To use someone else's work, a letter from the owner is required and must be submitted with the print request. When the approving official signs block 30 of the FEMA Form 146-1 (Printing Requisition), they are certifying no copyright material is contained in your job. If such material is discovered in the printing job without the proper release documents, the work will not be completed and will be returned to the originator.

Note: In keeping with the DHS Secretary's initiative on electronic documents and reports, major new requests for print production will have to be justified on DHS Form 500-7 (Certificate of Need). Contact a Printing Specialist if you need assistance.



Form 146-1, Printing Requisition

Contacts:

Lisa Halla (Lead Printing Specialist)  
 Phone: 202-646-2647  
 Email: lisa.halla@fema.dhs.gov



Yvette Williams  
 Phone: (202) 646-3290  
 Email: yvette.williams2@fema.dhs.gov

National Capital Region / Regional Offices  
 Nathanel Brown  
 Phone: (202)646-4578  
 Email: nathanel.brown@fema.dhs.gov

National Capital Region / Regional Offices  
 Thomas Grant  
 Phone: (202)646-3735  
 Email: thomas.grant@fema.dhs.gov

References:

- FEMA Form 146-1, Printing Requisition  
[http://online.fema.net/mgmt\\_records/forms.shtm](http://online.fema.net/mgmt_records/forms.shtm)
- FEMA Form 40-1; [\\hqcwnt1\fema forms\40-1.pdf](http://hqcwnt1\fema forms\40-1.pdf)
- GPO Form 952  
[http://online.fema.net/support\\_services/PDF/952.pdf](http://online.fema.net/support_services/PDF/952.pdf)

FEMA Publications Guidelines  
[http://online.fema.net/support\\_services/PDF/graphicsguide.pdf](http://online.fema.net/support_services/PDF/graphicsguide.pdf)

Certificate of Need  
<http://on.fema.net/components/msb/ocao/ssfmd/Documents/DHS%20Certificate%20of%20Need%20for%20Printing%20with%20signature.pdf>

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PRINTING REQUISITION		2. CONTROL NO.	3. REQ. NO. 1-00164
1. ORIGINATING OFFICE PRINTING		4. DATE Mar 30, 2011	5. DELIVERY DATE REQUESTED
6. TITLE AND/OR DESCRIPTION OF JOB Envelope		7. POINT OF CONTACT John Doe	TELEPHONE NO. 202-444-6565
8.		9. SIGNATURE & DATE (Forms, Directives, Reports Approval.)	
a. FORM NO. & DATE	b. SUPERSEDES	c. REORDER POINT	
10. QUANTITY 10,000	12. PAPER STOCK AND INK (Weight, kind, color) Text White Offset 24lb		13. FIVE (5) COPIES TO: <input type="checkbox"/> FORMS <input type="checkbox"/> PRINTING <input type="checkbox"/> DIRECTIVES
11. NUMBER OF ORIGINALS 1	Cover: INK: <input type="checkbox"/> Black <input checked="" type="checkbox"/> Other (specify): 4-color process		14a. MATERIAL SUBMITTED <input checked="" type="checkbox"/> DISC <input type="checkbox"/> CAMERA COPY <input type="checkbox"/> NEGATIVES
15. STOCK CONTROL <input type="checkbox"/> MAY BE REQUISITIONED <input type="checkbox"/> STOCKED AT warehouse <input type="checkbox"/> NO STOCK REQUIRED <input type="checkbox"/> ISSUE LIMITED TO (No. of copies) 50 <input type="checkbox"/> STOCKED BY ORIG. OFFICE <input type="checkbox"/> CONTROLLED ITEM APPROVED BY:		14b. AFTER PRINTING, RETURN ORIGINALS TO: <input type="checkbox"/> FORMS <input type="checkbox"/> DIRECTIVES <input type="checkbox"/> ORIGINATING OFFICE	
16. DISTRIBUTION All Copies to: DHS/FEMA 500 C Street SW, Washington DC, 20472, Attn: Thomas Grant Rm W-013		17. PRINT COPY <input checked="" type="checkbox"/> ONE SIDE <input type="checkbox"/> HEAD TO HEAD (2-sided) <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> HEAD TO LEFT	
		18. PAPER SIZE <input type="checkbox"/> 3 x 5 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 5 1/2 x 8 1/2 <input type="checkbox"/> 11 x 17 <input checked="" type="checkbox"/> 6 x 9 <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> Fold To: 6x9	
		19. BINDING <input type="checkbox"/> ONE UPPER LEFT <input type="checkbox"/> SADDLE <input type="checkbox"/> PERFECT BIND <input type="checkbox"/> PERFORATED ON FOLD <input type="checkbox"/> TWO STAPLES LEFT SIDE	
		20. PADDING ____ SHEETS IN SET ____ SETS TO PAD ____ SHEETS TO PAD	
		21. DRILLING <input type="checkbox"/> 3-RING (3/8" diameter) <input type="checkbox"/> ACCO TOP (1/4" diameter) <input type="checkbox"/> ACCO SIDE <input type="checkbox"/> OTHER: _____	
		22. CATEGORY <input type="checkbox"/> NEW <input type="checkbox"/> REPRINT <input type="checkbox"/> REVISE <input type="checkbox"/> ONE TIME USE	
<b>SIGNATURE AND DATE REQUIRED</b>			
23. APPROPRIATION CODE		24. FUNDS COMMITTED BY	DATE
25. AMOUNT COMMITTED	26. AMOUNT OBLIGATED	27. FUNDS OBLIGATED BY	DATE
AUTHORIZED OFFICIAL(S). I CERTIFY THAT THIS WORK IS NECESSARY TO THE CONDUCT OF THE OFFICIAL BUSINESS OF FEMA.		30. SIGNATURE OF AUTHORIZED APPROVING OFFICER	
<b>BELOW THIS LINE FOR PRINTING BRANCH USE ONLY</b>			
31. TIME AND DATE RECEIVED	32. PRINTING BR ESTIMATED COST \$ _____ BY: _____		33. PRINTING APPROVAL TO PRINT AND DATE
34. SOURCE OF PRINTING <input type="checkbox"/> U. S. GOVERNMENT PRINTING OFFICE <input type="checkbox"/> REGION II (GPO) <input type="checkbox"/> PROGRAM <input type="checkbox"/> CONTRACT <input type="checkbox"/> 719 <input type="checkbox"/> 615 <input type="checkbox"/> 644 <input type="checkbox"/> OTHER			

Form 40-1, Funding Requisition

GPO Form 952

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>REQUISITION AND COMMITMENT FOR SERVICES AND SUPPLIES</b>		DOCUMENT CONTROL NO. <input type="checkbox"/> JJ0690J4944Y <input type="checkbox"/> (Location) (Pro Trac)
See Instructions on Reverse (FAILURE TO COMPLETE OR COORDINATE ALL ITEMS ON THIS FORM MAY RESULT IN PROCESSING DELAYS)		
1. PROGRAM OFFICE (Office symbol, building, room no.) P100	2. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (Name and telephone no.) John Doe	3. DATE OF REQUEST Feb 21, 2011
4. ESTIMATED PERIOD OF PERFORMANCE/DATE REQUIRED 02/01/11 to 10/1/11		5. TOTAL ESTIMATED COST \$10,000
6. DELIVER TO: NAME (Include office symbol, building, room no., if different than Item 1.) FEMA DR111-FEMA 500 C St, SW Washington DC 20472		7. SUGGESTED SOURCE(S) (Name, address, contact, telephone no.) GPO Express 222-22 FEMA
<input type="checkbox"/> Ship to Personal Property & Mgmt. Svc. Section <input type="checkbox"/> Attached		
8. PROJECT TITLE/DESCRIPTION OF SUPPLIES, EQUIPMENT AND/OR SERVICES (For supplies indicate item/model/stock number, item name, quantity, unit price and amount - Attach an additional sheet, if necessary)		
9. LIST OF ATTACHMENTS		
<input type="checkbox"/> Scope/Statement of Work <input type="checkbox"/> Contract Security Classification Specification (DD Form 254) <input type="checkbox"/> Government Property <input type="checkbox"/> Proposal Evaluation Criteria <input type="checkbox"/> Reports and Data <input type="checkbox"/> Independent Government Cost Estimate <input type="checkbox"/> Recommendation for other than Full and Open Competition <input type="checkbox"/> Other (Specify)		
10. REFERENCES		
<input type="checkbox"/> Amendment/Modification To <input type="checkbox"/> Procurement Planning Sheet (FEMA Form 40-19) Control No. PD <input type="checkbox"/> Classified Documents <input checked="" type="checkbox"/> Other (Specify)		
11. JUSTIFICATION/COMMENTS (Attach an additional sheet, if necessary)		
12. REFERENCES		13. APPROVALS - ADMINISTRATIVE (Supplies and Equipment)
XXXXXXXX Contracting Officer's Technical Representative Date Intermediate Approval Date XXXXX Program Head Date Other Coordination Date Other Coordination Date Other Coordination Date Other Coordination Date	XXXXX Date Contact: Date Funds in the amount of \$ <u>\$10,000</u> are hereby certified available and reserved Certifying Officer: XXXXX Date: XXXXX	
14. FUNDING		
15. ASSIGNMENT		
Contracting/Assistance Officer	NAME	TELEPHONE NO. DATE PR RECEIVED
Contract Specialist		

FEMA Form 146-0-2, NOV 02

U.S. GOVERNMENT PRINTING OFFICE KEEPING AMERICA INFORMED	<b>Desktop Publishing - Disk Information</b> This form should be completed and submitted with the electronic media, visuals, negatives, camera copy (if any) and the SF-1 or GPO Form 2511.
	FOR GPO USE
1. CUSTOMER Agency/Department <u>FEMA</u> Date <u>10 February 2011</u> Agency Requisition No. _____ Job Title <u>Community Emergency Response Team (CERT)</u> Program no. _____ Name of person completing the form <u>John Doe</u> Phone No. <u>1-555-642-8199</u> Desktop publishing technical contact <u>John Doe</u> Phone No. <u>1-555-642-8199</u> Print Order no. _____ E-mail <u>John.Doe@dhs.gov</u> Cell No. <u>N/A</u>	
FOR GPO INPLANT USE ONLY - To be filled in by GPO Personnel Only	2. COMPUTER OPERATING SYSTEM AND MEDIA <input checked="" type="checkbox"/> IBM <input type="checkbox"/> MAC System Version: _____ <input type="checkbox"/> Other (Unix, OS/2, etc.) - Describe _____ System Version: _____ OUTPUT: <input type="checkbox"/> In-Plant <input type="checkbox"/> 3.5" floppy - Qty. _____ <input type="checkbox"/> Zip (100MB) - Qty. _____ <input type="checkbox"/> Zip (250MB) - Qty. _____ <input type="checkbox"/> Zip (750MB) - Qty. _____ <input type="checkbox"/> Jaz (1GB) - Qty. _____ <input type="checkbox"/> Jaz (2GB) - Qty. _____ <input checked="" type="checkbox"/> CD (must be ISO 9660 compliant) - Qty. _____
MEDIA: <input type="checkbox"/> Paper <input type="checkbox"/> Film <input type="checkbox"/> Laser Proofs - No. of sets _____	3. SOFTWARE Name(s) of page layout (or other) program used <u>In Design</u> Version <u>4</u> Name(s) of program(s) used for illustrations/drawings <u>In Design</u> Version <u>4</u> Name(s) of program(s) used for scans, photos, & bitmapped images _____ Version _____ Total no. of pages output: _____ Name(s) of other program(s) used _____ Version _____ Other: _____ Files are supplied in: <input checked="" type="checkbox"/> Native Format <input type="checkbox"/> PostScript <input checked="" type="checkbox"/> PDF
4. FONTS - All fonts used in the layout and supporting graphic files MUST BE FURNISHED. If fonts are not furnished, issues such as text reflow, font substitution and loss of menu style (italic, bold, etc.) may occur. <input type="checkbox"/> See attached file directory for font listing <input checked="" type="checkbox"/> Fonts are furnished <input type="checkbox"/> Fonts are not furnished	
5. FILE DIRECTORY - A file directory should be generated and furnished along with this FORM 952. The file directory should clearly show files for output (layout, supporting graphics and fonts).	
6. COLOR IDENTIFICATION SYSTEM USED <input type="checkbox"/> Pantone <input type="checkbox"/> RGB <input checked="" type="checkbox"/> CMYK (Four Color Process) <input type="checkbox"/> Other _____	
7. VISUALS SUBMITTED <input type="checkbox"/> Color Composite - No. of Pages _____ Black & White - No. of Pages _____ <input type="checkbox"/> Color Separated - No. of Pages _____ Was the visual made at less than 100% <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8. MISCELLANEOUS CHECKLIST Do files require bleeds? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, have bleeds been supplied on furnished files? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are all graphics linked properly (avoid cutting & pasting)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Were changes made to any file(s) after the visual was made? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
NOTES In design File is furnished as well as PDF file.	

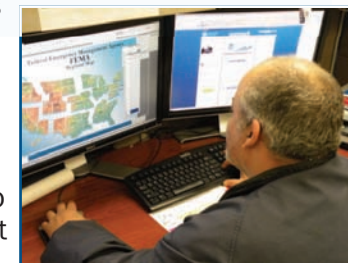
GPO FORM 952 (R 1-04)

Graphics

Certificate of Need for Printing

DEPARTMENT OF HOMELAND SECURITY CERTIFICATE OF NEED FOR PRINTING	
Requester Name: John DOE	Date of Request: 01/12/2011
Requester Office/Organization: FEMA/External Affairs/Ready Campaign	Requester Telephone Number: (204) 212-1991
Requester Email Address: John.Doe@dhs.gov	Name of Approving Senior Accountable Official or Component Head: Michael J. Keegan, Director SSFMD
Date of Approval:	Signature of Approving Senior Accountable Official or Component Head:
(Note: I certify that this product is necessary to conduct official Government business)	
Number of Pages Per Product: 3	Number of Copies: 10,000
Printing is Required By: <input type="checkbox"/> Statute <input type="checkbox"/> Regulation <input type="checkbox"/> Collective Bargaining Agreement <input checked="" type="checkbox"/> Government's Best Interest: (Note: explain why it's in the Governments best interest)	
Description of report/publication to be printed:	
Justification for Rush Job if Applicable:	
Description of expected results of printing versus published and distributed through electronic means: Having this product in physical form will allow emergency managers to better engage tribal leaders on the topic and importance of preparedness.	
Note: To be completed after delivery of product. Actual Cost for Printing: Cost of Surcharge or Premium Costs for Rush Job:	
<b>Legality and Necessity.</b> No printing, binding, or blank-book work shall be done at the Government Printing Office or at any other printing or binding office, plant or school of the Government unless authorized by law. (See secs. 501 and 1123, title 44, U.S.C.) All printed matter issued shall be devoted to the work which the branch or officer of the Government issuing the same is required by law to undertake, and shall not contain matter which is unnecessary in the transaction of the public business or matter relating to work which any other branch of the Government service is authorized to perform. (See secs. 1102,1113, and 1118, title 44, U.S.C.)	
DHS Form 500-07 (5/09)	

FEMA's Graphics Shop is responsible for providing graphics support for FEMA offices within the National Capital Region. We have three Visual Information Specialists to support all of your graphics needs. As Graphic Designers for the Agency, we utilize the Adobe Creative Suite, including Photo Shop, InDesign, and Illustrator, to make your vision a reality. We employ advanced techniques and state-of-the-art technology to help you communicate visually, ensuring that DHS House Style Guidelines are met. Our services are free of charge to all FEMA NCR employees.



Services Offered:

Publishing

- Publication Design, including books and brochures
  - High-impact design, including photos, charts, graphs, and professional typesetting
  - Can be designed for print or electronic distribution
- Document Revision, including cover layout and design, text layout
  - Revision of documents to include new information or to meet DHS House Style Guidelines
    - Customer must submit original document, along with changes needed in Microsoft Word format and images in supported file format
- Certificates, Name Tents, and Name Cards
  - Professional layout of document, including FEMA logo
    - Customer must provide a list of names in Microsoft Word or Excel format

- Tabs
  - Design of tab templates for Print Shop production
    - Customer must provide a list with wording for each tab

### Graphic Design

- Conference Displays and Exhibits, including Signs, Banners, and Posters
  - Design of presentation materials for exhibits, conferences, marketing, and special events.
    - Includes Printing and Mounting of presentation materials
  - Standard Poster Sizes: 20" x 30", 30" x 40", up to 42" wide
  - Banner Sizes: up to 36" or 40" wide, up to 10' long
- Photo Editing and Printing
  - Professional editing and high-resolution production of FEMA photos
    - Customer must provide original photos or images in supported file format.
- Large Format Scanning
  - Scanning of documents.
    - Customer must provide original photos or images in supported file format.

### Timeframe:

Turnaround time varies for each Graphics job. Please consult with a Visual Information Specialist regarding your specific project.

### How to Request the Service:

Please complete a Graphics Work Order, FEMA Form 50-4. You must consult with a Visual Information Specialist before submitting your request for design services. Please bring all relevant materials when submitting your request, such as text and graphics (file formats supported: Adobe Acrobat (PDF), JPEG, RAW, TIFF, GIFF, PICT, PNG).

### Contacts:

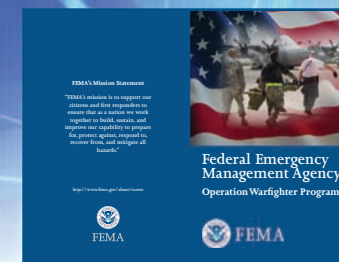
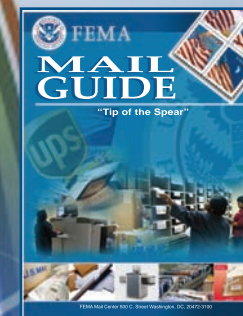
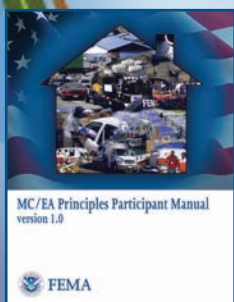
Hector Marrero  
 Phone: (202) 646-3478  
 Email: [hector.marrero1@fema.dhs.gov](mailto:hector.marrero1@fema.dhs.gov)

Pierre Georges  
 Phone: (202)646-8199  
 Email: [pierre.georges@fema.dhs.gov](mailto:pierre.georges@fema.dhs.gov)

Tim Higgins  
 Phone: (202) 646-3093  
 Email: [timothy.higgins@fema.dhs.gov](mailto:timothy.higgins@fema.dhs.gov)

Hours of Operation: 7:00 a.m. – 5:00 p.m.  
 Location: Room 117





In-House Printing

Graphics Work Order Form 50-4

FEMA's In-House Print Shop provides color and black-and-white printing and document finishing for FEMA offices within the NCR and nationwide. We have two Document Management Specialists on staff to support your printing needs. All FEMA offices may request In-House Printing services in the performance of their official duties. Contractors must have COTR or PFT approval. Our services are free of charge.

Services Offered:

- Production Black-and-White or Color Printing
  - \* Up to 25,000 total pages per print job.
  - \* Larger print jobs must go through Printing Procurement.
  
- Finishing and Binding
  - \* Stapling
    - \* Single or Double Staple
    - \* Up to 100 Sheets



- \* Hole Punch
  - \* 2- and 3-Hole

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY GRAPHIC DESIGN SERVICES		CUSTOMER NUMBER _____											
INDICATE NUMBER OF ITEMS IN BOX													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: black; color: white;">DESKTOP PUBLISHING</th> </tr> <tr> <td> <input type="checkbox"/> Phone Cards  <input type="checkbox"/> Book Text Layout  <input type="checkbox"/> Book Covers/Spines  <input type="checkbox"/> Book Cover Design and layout  <input type="checkbox"/> Brochure  <input type="checkbox"/> Certificates  <input type="checkbox"/> Name Tents/Name Tag  <input type="checkbox"/> Tabs                 </td> </tr> </table>	DESKTOP PUBLISHING	<input type="checkbox"/> Phone Cards <input type="checkbox"/> Book Text Layout <input type="checkbox"/> Book Covers/Spines <input type="checkbox"/> Book Cover Design and layout <input type="checkbox"/> Brochure <input type="checkbox"/> Certificates <input type="checkbox"/> Name Tents/Name Tag <input type="checkbox"/> Tabs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: black; color: white;">GRAPHIC DESIGNING</th> </tr> <tr> <td> <input type="checkbox"/> Signs/Banners  <input type="checkbox"/> Illustrations/Graphic Posters  <input type="checkbox"/> Photo Editing/Printing  <input type="checkbox"/> Large Format Scanning                 </td> </tr> </table>	GRAPHIC DESIGNING	<input type="checkbox"/> Signs/Banners <input type="checkbox"/> Illustrations/Graphic Posters <input type="checkbox"/> Photo Editing/Printing <input type="checkbox"/> Large Format Scanning	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: black; color: white;">MULTIMEDIA</th> </tr> <tr> <td> <input type="checkbox"/> Power point Presentation  <input type="checkbox"/> CD/DVD/Designing/Duplication  <input type="checkbox"/> Other: _____                 </td> </tr> </table>	MULTIMEDIA	<input type="checkbox"/> Power point Presentation <input type="checkbox"/> CD/DVD/Designing/Duplication <input type="checkbox"/> Other: _____					
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MULTIMEDIA													
<input type="checkbox"/> Power point Presentation <input type="checkbox"/> CD/DVD/Designing/Duplication <input type="checkbox"/> Other: _____													
Project _____		Date Required _____											
Name of Requestor _____		Telephone Number _____											
Date _____		Additional Information											
<div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); opacity: 0.3; font-size: 100px; pointer-events: none;">Sample</div>													
Signature of Requestor _____													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: black; color: white;">Proof Release</th> <td>Customer</td> <td>Graphics</td> <td>Date</td> <td>Time</td> </tr> <tr> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>				Proof Release	Customer	Graphics	Date	Time		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proof Release	Customer	Graphics	Date	Time									
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Date / Time Completed _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: black; color: white;">Graphic Printing</th> </tr> <tr> <td>Total Copies Reproduced <input type="text"/></td> </tr> </table>		Graphic Printing	Total Copies Reproduced <input type="text"/>								
Graphic Printing													
Total Copies Reproduced <input type="text"/>													

FEMA Form SAMPLE COPY

\* Folding

\* Bi-Folding

- \* 8 1/2 x 11, 8 1/2 x 14, 11 x 17



\* Tri-Folding

\* C-Fold (8 1/2 x 11)

\* Z-Fold (8 1/2 x 11)

\* Engineering Z-Fold (11 x 17)



\* Saddle-Stitch Booklet Making

\* Booklet Layout and Binding with Two Staples on Spine

- \* Square Edge Finishing Available



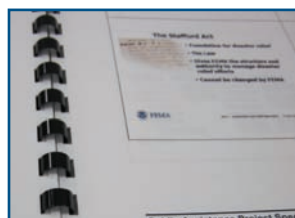
\* Tape Binding

\* Thermal Binding of Documents with Tape on the Spine

- \* White or Black Tape
- \* 3 - 350 Sheets



- \* GBC Comb Binding
  - \* Punching and Binding with a Black Plastic Comb.
  - \* 25 - 200 Sheets



- \* Laminating
  - \* Available in 8 ½ x 11 and Business Card Size. Please consult a Document Production specialist regarding custom sizes.
- \* Cutting
  - \* Professional cutting and trimming of non-standard size documents.

#### Timeframe:

Most print jobs will be completed in approximately two full business days. Larger or more complicated print jobs may take longer. Layout, design, and some bindery requirements may also require additional time.

#### How to Request the Service:

Please complete an In-House Printing Requisition (FEMA Form 60-3F) and sign in Box 20. Submit the completed form with your documents to be printed. Original documents may be submitted in person or via email: [FEMA-PrintShop@fema.gov](mailto:FEMA-PrintShop@fema.gov). PDF format is preferred, but Microsoft Office formats are also accepted. All print jobs must meet DHS House Style Guidelines and obey copyright laws. Copyrighted material may not be used without written permission of the owner. To use someone else's work, a letter from the owner is required and must be submitted with the print request. When you sign block 20 of FEMA Form 60-3F (In-House Printing Requisition), you are certifying no copyright material is contained in your job. If such material is discovered in the printing job without the proper release documents, the work will not be completed and will be returned to the originator. If your job requires immediate processing, please consult a Document Management Specialist for assistance.

Hours of Operation: 7:00 a.m. - 4:00 p.m.  
Location: Room 112

#### Contacts:

Tyrome Heath  
Phone: (202) 646-3482  
Email: [tyrome.heath@fema.dhs.gov](mailto:tyrome.heath@fema.dhs.gov)

Josephine Sanders  
Phone: (202)646-3481  
Email: [josephine.sanders@fema.dhs.gov](mailto:josephine.sanders@fema.dhs.gov)



Publications Warehouse

Form 60-3F, In House Printing Requisition

The FEMA Publications Warehouse is a distribution center that stores and distributes FEMA publications, forms and other documents, including Ready Program products, US Fire Administration, and Emergency Management Institute publications and products. All FEMA employees, state, local, and tribal governments, as well as the general public may request this service. There is no cost for this service but there are issue limits for all publications.

Services Offered:

- Storage and distribution of FEMA publications, forms, and other documents.
  - A catalog of available documents is available on the FEMA Intranet.

Timeframe:

Publications requests are fulfilled within five business days.

How to Request the Service:

Contact the Publications Warehouse by phone (800) 480-2520 or email [FEMA-Publications-Warehouse@fema.gov](mailto:FEMA-Publications-Warehouse@fema.gov) to request a publication. Each publication has a specific issue limit, which is managed by a publication control manager assigned to that product. Approval from the control manager is required if the quantity requested exceeds the issue limit that has been set for the publication. Shipping is provided by the United States Postal Service. If required, alternate methods of shipping may be used at the expense of the customer.

Hours of Operation: 8:00 a.m. – 5:00 p.m.

Location: 4440 Buckeystown Pike, Frederick, Maryland 21704

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY IN-HOUSE PRINTING REQUISITION			
1. ORIGINATING OFFICE Logistics Management Directorate, Plans & Exercises Division		2. REQUISITION NUMBER	
3. DATE OF REQUEST 25 Apr 2011	4. DELIVERY DATE REQUIRED 28 Apr 2011	5. NAME AND TELEPHONE NUMBER Nicole Smith, 202-646-7300	
6. TITLE OF JOB Pennsylvania LCAT Report			
7. QUANTITY 10	9. PAPER STOCK TEXT: <u>standard</u> COVER: <u>card</u>	10. COLOR COPIER <input type="checkbox"/> VUGRAPHS <input checked="" type="checkbox"/> COLOR DUPLICATING	
8. NUMBER OF ORIGINAL PAGES 79 (incl cover)		11. PAPER SIZE <input type="checkbox"/> 3 x 5 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 5 1/2 x 8 1/2 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> 6 x 9 <input checked="" type="checkbox"/> 8 1/2 x 11 FOLD TO: _____	
12. PRINT COPY <input type="checkbox"/> ONE SIDE <input type="checkbox"/> BOTH SIDES <input checked="" type="checkbox"/> OTHER: <u>1 side cover/2 side txt</u>		13. BINDING <input type="checkbox"/> ONE STAPLE UPPER LEFT <input type="checkbox"/> TWO STAPLES LEFT SIDE <input checked="" type="checkbox"/> OTHER: <u>white tape</u>	
14. DRILLING <input type="checkbox"/> 3-HOLE (3/8 Diameter) <input type="checkbox"/> OTHER: _____		15. PADDING _____ SHEETS TO A PAD	
16. SPECIAL INSTRUCTIONS Please deliver to Crystal City, Room 919.		17. DISTRIBUTION	
18. RECEIVED BY AND DATE			
19. DATE & TIME RECEIVED	20. REQUESTING OFFICIAL(S). I CERTIFY THAT THIS WORK IS NECESSARY TO CONDUCT OFFICIAL FEMA BUSINESS  SIGNATURE Authorized Approving		21. FORMS/DIRECTIVES APPROVAL  Authorized Approving
22. DATE COMPLETED	23. AUTHORIZATION FOR REPRODUCTION (Printing)		

FEMA Form 60-3F, NOV 08

## Copier Management

### Contacts:

FEMA Publications Warehouse

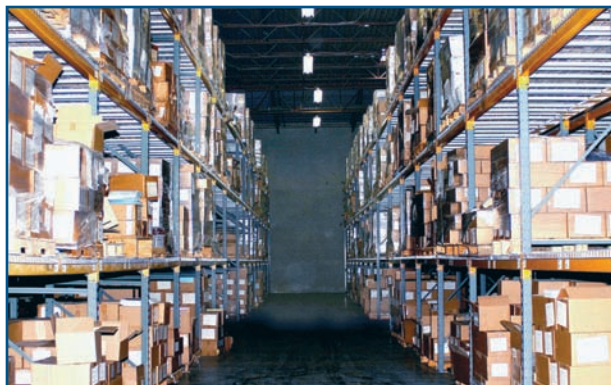
Phone: (800) 480-2520

Email: [FEMA-Publications-Warehouse@fema.dhs.gov](mailto:FEMA-Publications-Warehouse@fema.dhs.gov)

Diana Grimm

Phone: (240) 699-0511

Email: [diana.grimm@fema.dhs.gov](mailto:diana.grimm@fema.dhs.gov)



The FEMA Copier Program Management Office (CPM) assists all Headquarters, Regional Offices, and Disaster Locations in meeting their copier needs. We provide copier acquisition approvals, maintenance support, and assistance in upgrading, downgrading, trade-in, or cancellation of existing copier equipment leases. We also provide guidance, recommendations, and approvals to offices to use the DHS Copier

Contract to fulfill their copier needs. The CPM also works closely with vendor representatives on equipment installations, moves, repairs, billing, and other matters related to copying equipment and service. The Copier Program is decentralized and each individual program office must acquire copier equipment using their own funds.

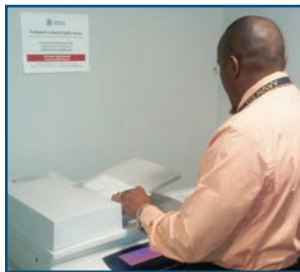
### Did You Know?

All “copiers” on the DHS Copier Contract are actually considered “multifunction devices” and are capable of copying, printing, scanning, emailing, and faxing (fax is approved).

### Services Offered:

- Copier Acquisition Approval and Maintenance Support
  - The FEMA CPM follows the DHS Copier Commodity Council Charter Goals, Objectives, and Guidelines for copier equipment and services.
    - Exemptions to the mandatory use of these contracts must be submitted to the FEMA Component Program Manager for review on a case-by-case basis.
    - All copier requests must be approved by the Copier Program Management Office.

- The CPM simplifies the copier acquisition process by determining the simplest, most cost-effective way to acquire new copier equipment.
  - We stay abreast of the latest trends in the industry and use the knowledge to analyze our customers' copying needs to ensure the acquisition of the appropriate equipment to meet the needs of FEMA.
  - We eliminate the need for individual departments to research and compare pricing, selection, quality and maintenance – it's already done for you!
  - We also serve as liaison between our customers and the copier vendors, ensuring that contract users receive the service they are entitled to.
- Copier Support in the National Capital Region
    - CPM has an on-site Xerox technician to support our copier fleet in the National Capital Region. This associate acts as a "first responder" for all copier issues, minimizing downtime. Our on-site technician maintains part and supply inventories and collects monthly meter reads, as well.



### Timeframes:

The typical turnaround time for the approval of office copier equipment is three business days.

### How to Request the Service:

Copier Requests Must Include the Following:

- FEMA Copier Request Memo
- DHS Form 511, Request for Multi-Functional Device (MFD)
- Certified FEMA Form 40-1, including initial purchase and monthly maintenance cost for the next 12 months from the projected date of delivery.

The DHS Copier Contract has two vehicles for acquiring new copiers: The Purchase Plan and the Operating Lease Plan. Most FEMA offices in the National Capital Region currently purchase copier equipment.

### Purchase Plan

- Your office must fund for the outright purchase price of the copier.
- Full service maintenance must be purchased separately and includes repair (parts and labor), and all consumable supplies except paper.
- Initial 40-1 must fund for equipment purchase price and 12 months of maintenance from the projected date of delivery.

### Operating Lease Plan

- Funded and obligated each year for the annual lease amount. Your office does not need to commit current Fiscal Year funds to cover the entire lease.

- 3, 4, and 5 Year Lease-Delivery orders issued under his contract shall consist of a base year and option periods.
- Monthly price covers full service maintenance plan, which includes repair (parts and labor), and all consumable supplies except paper.

The following items are defined as “restricted” and cannot be approved:

- High speed and high volume copiers with the capability to produce 70 or more copies per minute and 75,000 or more copies per month.
- Production color copiers.
- Booklet maker and saddle stitch finishing options.
- FEMA complies with the Government Printing and Binding Regulations, in accordance with the provisions of Title 44 of the U.S. code published by the Congressional Joint Committee on Printing (JCP).

Hours of Operation: 8:00 a.m. – 4:30 p.m.

Location: Room 112

Contacts:

FEMA Copier Program Management Office

Email: [FEMA-HQ-CopierMgmt@fema.gov](mailto:FEMA-HQ-CopierMgmt@fema.gov)

FEMA NCR Copier Service

Phone: (202) 212-1141

Email: [FEMA-CopierService@fema.gov](mailto:FEMA-CopierService@fema.gov)



## Copier Request Memo

U.S. Department of Homeland Security  
Washington, D.C. 20472



**FEMA**

Date:

MEMORANDUM FOR: FEMA HQ Printing and Property Branch  
Copier Program Manager  
500 C St. SW Suite 322  
Washington, DC 20472

FROM: XXXXX  
XXXXXX  
XXXXXX

SUBJECT: Request for copier

XXXX office has a requirement for a new office copier. Due to xxxxxxx our current copiers will not meet our mission needs.

If approved the copier will be located at (address) in room #xxxx. Key Operator for the new equipment will be (name and extension) Funding is/not currently available for this purchase or lease. Follow on maintenance cost will be provided by this office for the lifecycle of this equipment.

We have filled out and attached DHS for 511 in support of this request. POC for this action is (name, phone number, and e-mail)

Signature of division director or equivalent.

[www.fema.gov](http://www.fema.gov)

DHS Form 511 page 1

DHS Form 511 page 2

**DEPARTMENT OF HOMELAND SECURITY  
REQUEST FOR MULTI-FUNCTIONAL DEVICE (MFD) REQUIREMENTS**

<p><b>TO:</b> Component Program Manager Brannan Villee Office Name FEMA - SSFMD Organizational Element PGM Street/Room 500 C Street SW City/State/ Zip Washington, DC 20472 Telephone: 202-646-3785 Email: FEMA-HQ-CopierMgmt@fda</p>	<p><b>FROM:</b> Originating Office/DHS Organizational Element Name of Requestor: <u>Aileen Thompson, Response Directorate, FEMA</u> SIGNATURE _____ Signature of Requestor THRU: Region/Headquarters Signature _____</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Requirement(s) for acquisition of a copier described below have been:  Approved  Disapproved  
(Note: Final determination of the vendor selected is the discretion of the Contracting Officer.)

\_\_\_\_\_  
Signature  
Component Program Manager

\_\_\_\_\_  
Date

---

**PROPOSED EQUIPMENT**

Please check the necessary features for the copier that is being ordered:

**Transaction Type**  
 Lease  Purchase

**Speed Band**  
 Band A (20-29 cpm)  Band B (30-39 cpm)  Band C (40-49 cpm)  
 Band D (50-59 cpm)  Band E (60-69 cpm)

**Maintenance Plan Volume**  
 Band A (0-10,000)  Band B (10,001-25,000)  Band C (25,001-40,000)  
 Band D (40,001-55,000)  Band E (55,001-75,000)

**Paper Tray Capacity**  
 8 1/2 X 11 Drawer  8 1/2 X 14 Drawer  11 X 17 Drawer  
 1,000 paper capacity  2,000 paper capacity  3,000 paper capacity  
 3,500 paper capacity

**Finishing Options**  
 2 Hole Punch  3 Hole Punch  Both  
 Saddle Stitching/Booklet Finishing  
 Stapling; 30 pg  Stapling; 50 pg  Stapling; 100 pg (higher bands only)

**Fax Options**  
 Fax - 1 phone line/modem  Fax - 2 phone lines/modems  Fax - 3 phone lines/modems

**Network Options**  
 Scan to Email  Scan to File  Network Print Capability  PCL/Postscript 3

**Other Options**  
 Security Data Kit  
 Surge Protector  
 110V  220V  
 Hard Drive

**Requested Delivery Date:** 06/01/2011

DHS Form 511 (03/11) Page 1 of 2

**PRESENT EQUIPMENT**

Do you have a copier that will be replaced:  Yes  No

If yes, please describe:  
 Make: Xerox  
 Model: WorkCentre Pro 55  
 Serial Number: UTV105622  
 Meter Read Count: 934,875

Do you want a Contractor to consider a trade in:  Yes  No

Is the current copier:  
 Owned/Purchased  Leased  Rental  Cost per copy  Lease to Purchase

If owned, date acquired? 05/15/2006

---

**WAIVER REQUEST**

Any MFD requested outside the DHS BPA must be approved by the Mail Management Program Office (MMPO)

Please attach a memo with detail explanation on why the DHS BPA cannot be used to meet your organization mission.

**THRU: Component Headquarters**

\_\_\_\_\_  
Signature  
(MUST BE SIGNED BY SES)

\_\_\_\_\_  
Date

**TO: OCAO/MMPO**

Waiver is: Approved Disapproved

\_\_\_\_\_  
Signature  
OCAO/PROGRAM MANAGER

\_\_\_\_\_  
Date

**ALL WAIVERS MUST BE APPROVED BEFORE BEING SENT TO THE CONTRACTING OFFICE**

DHS Form 511 (03/11) Page 2 of 2

## Form 40-1, Funding Requisition

<b>Reset</b>		FEDERAL EMERGENCY MANAGEMENT AGENCY <b>REQUISITION AND COMMITMENT FOR SERVICES AND SUPPLIES</b>		DOCUMENT CONTROL NO. <input type="checkbox"/> W400802Y <input type="checkbox"/>
				<small>(Location) (ProTrac)</small>
<b>See Instructions on Reverse (FAILURE TO COMPLETE OR COORDINATE ALL ITEMS ON THIS FORM MAY RESULT IN PROCESSING DELAYS)</b>				
1. PROGRAM OFFICE (Office symbol, building, room no.) SSFMD/PGM		2. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (Name and telephone no.) Brannan Armstrong		3. DATE OF REQUEST 04/25/11
4. ESTIMATED PERIOD OF PERFORMANCE/DATE REQUIRED 06/01/11 - 5/30/11		5. TOTAL ESTIMATED COST \$ 9,483		
6. DELIVER TO: NAME (Include office symbol, building, room no. - if different than item 1.) 500 C St.SW, Washington, DC 20472 <input type="checkbox"/> Ship to Personal Property & Mgmt. Svc. Section		7. SUGGESTED SOURCE(S) (Name, address, contact, telephone no.) Xerox Corporation 1800 M Street NW Washington, DC 20005 <input type="checkbox"/> Attached		
8. PROJECT TITLE/DESCRIPTION OF SUPPLIES, EQUIPMENT AND/OR SERVICES (For supplies indicate item/model/stock number, item name, quantity, unit price and amount - Attach an additional sheet, if necessary) Xerox WorkCentre 5755 Multifunctional Device (MFD) with copy/print/scan/email/fax capabilities and office finisher with three-hole punch. \$7,983 for MFD purchase, \$125/month for full-service maintenance including supplies and 10,000 copies per month for 12 months.				
9. LIST OF ATTACHMENTS <input checked="" type="checkbox"/> SCOPE/STATEMENT OF WORK <input type="checkbox"/> PROPOSAL EVALUATION CRITERIA <input type="checkbox"/> INDEPENDENT GOVERNMENT COST ESTIMATE <input type="checkbox"/> CONTRACT SECURITY CLASSIFICATION SPECIFICATION (DD Form 254) <input type="checkbox"/> RECOMMENDATION FOR OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> GOVERNMENT PROPERTY REPORTS AND DATA <input type="checkbox"/> OTHER (Specify) _____				
10. REFERENCES <input type="checkbox"/> AMENDMENT/MODIFICATION TO _____ <input type="checkbox"/> CLASSIFIED DOCUMENTS <input type="checkbox"/> PROCUREMENT PLANNING SHEET (FEMA Form 40-19), CONTROL NO. PD _____ <input type="checkbox"/> OTHER (Specify) _____				
11. JUSTIFICATION/COMMENTS (Attach an additional sheet, if necessary) Current copier is malfunctioning and does not meet PGM needs. New copier required to support mission objectives. Xerox is the required vendor due to IT and Facilities Support within the National Capital Region.				
12. REFERENCES COTR		13. APPROVALS - ADMINISTRATIVE (Supplies and Equipment)		
Contracting Officer's Technical Representative _____ Date _____		Personal Property & Mgmt. Svc. Section _____ Date _____		
Section Chief _____ Date _____		Contact: _____		
Intermediate Approval _____ Date _____		14. FUNDING:		
Branch Chief _____ Date _____		Funds in the amount of \$ _____		
Program Head _____ Date _____		are hereby certified available and reserved.		
Executive Officer _____ Date _____		Certifying Officer _____ Date _____		
Other Coordination _____ Date _____				
Deputy Director _____ Date _____				
Other Coordination _____ Date _____				
Finance Officer _____ Date _____				
Other Coordination _____ Date _____				
Director _____ Date _____				
Other Coordination _____ Date _____				
15. ASSIGNMENT CONTRACTING/ASSISTANCE OFFICER _____ NAME _____ TELEPHONE NO. _____ DATE PR RECEIVED _____				
CONTACT SPECIALIST _____				

FEMA Form 40-1, NOV 02

REPLACES ALL PREVIOUS EDITIONS.



# FEMA

