

# **PUBLISHING OF PRINTED AND BOUND MATERIALS FOR THE COAST GUARD**



**COMDTINST 5604.1  
January 2021**

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27 JAN 2021

COMMANDANT INSTRUCTION 5604.1

Subj: PUBLISHING OF PRINTED AND BOUND MATERIALS FOR THE COAST GUARD

- Ref: (a) The Joint Committee on Printing, Government Printing and Binding Regulations No. 26, 1990 under the authority of 44 U.S.C. § 101-103, 501-517, and 1301-1344.  
 (b) Title 44, Public Printing and Documents, Pub. L. 90-620, §1, Oct. 22, 1968, 82 Stat. 1238.  
 (c) Title 44 U.S.C. §1307. NOAA; nautical products, sale and distribution  
 (d) The Rehabilitation Act of 1973, Pub.L. 93-112, 87 Stat. 355, as amended through P.L. 113-128, codified at 29 U.S. C. § 701 et seq.  
 (e) The Communications Act of 1934, Pub.L. 73-416, 48 Stat. 1064, codified at 47 U.S.C. § 151 et seq.

- PURPOSE. This Instruction provides policies for the procurement of printed and bound materials by the Coast Guard. It provides guidance on how to do business with the U.S. Government Publishing Office (GPO) to facilitate the delivery of high quality, responsive, and innovative services that provide cost effective solutions. It makes clarifications, such as that nautical charts are considered a nautical product, and that the engraving of awards is not considered printing. Please note that low production duplication on an office copier is not the purpose of this Instruction.
- ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Instruction. Internet release is authorized.
- DIRECTIVES AFFECTED. United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6C is hereby cancelled.

DISTRIBUTION - SDL No. 170

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NON-STANDARD DISTRIBUTION:

4. BACKGROUND. The Joint Committee on Printing (JCP) in Reference (a) is one of the oldest joint committees that was formed by U.S. Congress in 1846. In present day, the JCP continues to transmit Government and Binding Regulations. GPO serves by law as the principal printing organization for federal agencies, and so the JCP generally oversees compliance by federal agencies with laws, rules, and regulations designed to minimize printing cost to the American people. A Government Publishing Office, Regional Publishing Procurement Office (GPO-RPPO) as established by the JCP (meaning any office established by the Director of GPO in accordance with JCP) must procure federal printing needs which are determined to be commercially procurable. The GPO determines the area of bid competition. The Coast Guard's lead printing liaison with GPO and advisor for developing and submitting printing and binding requisitions to GPO is the Coast Guard's Printing Lead Specialist, located within the Office of Information Management, Directives and Publications Division, Commandant (CG-612).
  - a. Printing Trend in the Coast Guard. The overall business market trend is to print less and electronically publish more. However, there is still a legitimate demand and necessity for printed and bound materials in support of the Coast Guard's multiple missions. Purposes for printing vary and may include peer reviewed journals or other periodicals, code of federal regulations, training materials, annual reports, recruiting materials, signage, posters, labels, boater forms, decals, and stationery.
  - b. Outsourcing of Printing. As the Coast Guard does not operate commercial grade in-house printing presses, all printing procurement must go through the Government Publishing Office (GPO) for government in-sourced printing, or for outsourcing by GPO as per Reference (a) and (b).
  - c. Oversight. There are several layers of administrative and fiduciary controls in place. All printing for the Coast Guard is subject to oversight by U.S. Congress and the JCP. In each presidential administration, the JCP rotates between the House and the Senate, and GPO and the Coast Guard remain responsive and adaptable to changing requests. The Coast Guard is also subject to Government Accountability Office (GAO) audits, legal decisions and opinions regarding bid protests, appropriations law, and other legal matters.
  - d. Coast Guard Audit and Controls. Each year, hundreds of printing jobs are processed for the Coast Guard. The Coast Guard Finance Center (FINCEN), as a financial service center of excellence, plays a key role in printing procurement compliance and related reporting with GPO in consultation with the Directives and Publications Division, Commandant (CG-612) . All printing in the Coast Guard is subject to oversight by FINCEN's General Accounting Branch, General Accounting Section, Reports and Reconciliation Unit (OGA-Q). This unit has the responsibility for the Printing Suspense Procedures account from the Miscellaneous Payables Section (OPA). Additionally, oversight includes activities by the Control Desk/Suspense Audit Remediation Team.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. The previous Instruction Manual has been streamlined in content, and is now the length of an Instruction. Those units or offices granted Simplified Purchase Agreements (SPAs) procurement authority (under \$10,000) regardless of their unit's location, may make orders using the SPA program directly.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. Commandant CG-612 reviewed the development of this Instruction, and the general policies contained within it, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. No further environmental analysis is necessary in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
  - b. This Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental mandates, and the U.S. Coast Guard Environmental Planning Policy, (COMDTIST 5090.1 (series).
8. DISTRIBUTION. Paper distribution will not be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) websites: Internet: [www.dcms.uscg.mil/directives/](http://www.dcms.uscg.mil/directives/) and CGPortal: [cg.portal.uscg.mil/library/directives/SitePages/Home.aspx](http://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx) .
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Records & Information Management Program Roles and Responsibilities, COMDTINST 5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements. All information supporting the GPO suspense procedure should be kept in a central location and be accessible to support management reviews and audits.
10. SCOPE AND AUTHORITIES. This Instruction applies to the Coast Guard solely and does not apply to any other federal department or agency. It is recommended the reader become familiar with the directives and publications that are noted throughout this Instruction and are listed in numerical series order:  
U.S. Coast Guard Postal Manual, COMDINST M51101.1 (series);

Electronic Signatures and Management of Electronically Signed Records, COMDTINST 5200.5 (series);  
 The U.S. Coast Guard Correspondence Manual, COMDTINST M5216.4 (series);  
 U.S. Coast Guard Heraldry Manual, COMDTINST M5200.14 (series);  
 The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series);  
 Printing of Executive Stationery for Routine, Official Ceremonies, and Special Events, COMDTINST 5603.1 (series);  
 Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series);  
 General Intergovernmental Payments and Collections (IPAC) Spreading Suspense Desk Guide by the Suspense Audit Remediation Team, FINCEN, U.S. Coast Guard;  
 General Intergovernmental Payments and Collections (IPAC) Spreading Suspense Procedure by the Suspense Audit Remediation Team, FINCEN, U.S. Coast Guard;  
 GPO Printing Suspense Procedures, Reports and Reconciliation Unit (OGA-Q), FINCEN, U.S. Coast Guard;  
 GPO Printing Suspense Desk Guide, Reports and Reconciliation Unit (OGA-Q), FINCEN, U.S. Coast Guard;  
 Customer Handbook, Doing Business with GPO, GPO Publication 350.1, rev 3-2020;  
 GPO, Forms and Standards at [gpo.gov/how-to-work-with-us/agency/forms-and-standards](http://gpo.gov/how-to-work-with-us/agency/forms-and-standards).

#### 11. SELECT PRINTING DEFINITIONS.

- a. Printing. The process of composition, platemaking, presswork, binding, and microfilm (miniaturized image for mass distribution, does not include microfilming of administrative records or accounting reports). This also means “engraving on paper,” but not engravings on metal, glass, or wood products like plaques, or items that will not be used for paper printing as the end product.
- b. Federal Printing. All printing for use of all departments, irrespective of the place of production origin or ultimate end use.
- c. Central Printing and Publications Management Organization. In the Coast Guard the Directives and Publications Division, Commandant (CG-612) is considered the Central Printing and Publications Management Organization as required by the JCP. This ensures a coordinated program that controls the procurement of materials through the utilization of conventional printing and binding methods.
- d. Departmental Printing (Base National Capital Region). Printing procured inside of the Base National Capital Region for use either at headquarters or Coast Guard wide.
- e. Field Printing. Printing procured outside of the Base National Capital Region.
- f. Duplicating/Copying. Materials produced by lithographic process, automatic copy processing, or copier duplicating machines employing an electrostatic thermal or other copying process. Work exceeding 5,000 production units of any one page, and work exceeding 25,000 production units in the aggregate of multiple pages, must not be done

without prior authority of the Central Printing and Publications Management Organization or the JCP.

- g. Contract Printing. Printing procurement from commercial sources. GPO determines which printing needs are commercially procurable, issues GPO general-usage contracts, and in rare circumstances may authorize commercial printing not accomplishable through government facilities or established contracts.
  - h. Government Paper Specification Standards. These standards ensure uniformity and consistency in the use of printing, copying, and writing papers.
  - i. Production Unit. A production unit is one sheet, size 8-1/2" by 11", printed on one side, and is one color. Each additional color counts as an additional production unit.
  - j. Publication. Information matter generated by or for the Coast Guard and published as an electronic or printed individual document.
  - k. A (Pamphlet) Signature. A printed (paper) sheet containing multiple number of pages in increments of four, folded as one unit to form a section of a book or pamphlet.
  - l. Composition. The setting by type of hot-metal casting, phototypesetting, or electronic character generating devices for the purposes of producing camera copy, negatives, or a plate or image to be used in the production of printing of microfilm. Includes typesetting or the preparation of final copy to be used in the production of printing by any method used as a substitute for typesetting when it is procured commercially or produced in an authorized printing plant.
  - m. Printing Plant. Any plant which produces printing, as defined, which is owned and operated wholly or in part by the government or at government expense and includes all such plants located on property owned or controlled by government. Printing plants may not be operated without prior JCP authorization.
  - n. Map and Chart Printing Plants. Authorized to produce multicolor flat or folded maps and charts without referral to GPO procurement offices. Only those departments authorized to operate map and chart printing plants have the option to procure map and chart work directly from commercial sources or through GPO procurement offices. Note Title 44, Reference (c) describes NOAA's chart making print authority.
  - o. Authorized Individual. An individual who is GPO SPA trained has been granted written authority by the Coast Guard to acquire printing supplies and services for the Coast Guard. See Appendix A.
12. GENERAL POLICY AND REQUIREMENTS. It is the policy of the Coast Guard to comply with laws, regulations, and standards set by the U.S. Congress and administered by GPO with regards to the printing of bound materials. It is understood that the sponsor's representative will follow all such rules required by the Coast Guard; therefore, procurement

rules, credit card usage, and mailing requirements are not repeated.

13. SIMPLIFIED PURCHASE AGREEMENT POLICY. It is the policy of the Coast Guard to utilize established GPO SPA printing vendors, when practicable, to reduce contracting timelines and gain efficiencies when printing procurement is less than \$10,000. GPO has established agreements with many vendors to ensure vendor compliance with GPO contract requirements. Prior to being granted authorization for use of the SPA Program, a unit must establish a Billing Address Code (BAC) through GPO (unless in Base National Capital Region), ensure SPA training and certification, and inform Directives and Publications at PG.HQS-SMB-P-G@uscg.mil of trained personnel for centralized documentation of authorized individuals.
14. POLICY ON BASE NATIONAL CAPITAL REGION PRINTING. Previously, all printing jobs using the GPO SPA process had to come through the Office of Information Management, Directives and Publications Division, Commandant (CG-612). This is no longer the case. Printing may be obtained directly via the GPO SPA process as long as the sponsor has the authority to do so. Offices *must* ensure SPA training and certification, and inform Directives and Publications at PG.HQS-SMB-P-G@uscg.mil of trained personnel for centralized documentation of authorized individuals. Please note that Base National Capital Region GPO job order numbers are provided by the Printing Lead Specialist in Directives and Publications, Commandant (CG-612). Printing jobs expected to cost \$10,000 or above must also continue to be coordinated through the Printing Lead Specialist in Directives and Publications, Commandant (CG-612) in the Base National Capital Region.
15. POLICY ON FIELD PRINTING. Printing may be obtained directly via the GPO SPA process if the sponsor/purchaser has the authority to do so. Prior to being granted authorization for use of the GPO SPA Program, a unit must establish a BAC through GPO, ensure SPA training and certification, and should inform Directives and Publications at PG.HQS-SMB-P-G@uscg.mil of trained personnel for centralized documentation of authorized individuals.
16. POLICY ON NAUTICAL CHARTS AS NAUTICAL PRODUCTS. It is the policy of the Coast Guard to obtain charts as official nautical products directly from government sources such as the National Geospatial-Intelligence Agency (NGA), the Defense Logistics Agency (DLA), U.S. Army Corps of Engineers (USACE), NOAA or purchased locally from approved chart vendors who meet the chart printing requirements. Nautical charts are tools for marine navigation based on hydrographic surveys and are considered *nautical products* per Reference (c). The “term ‘nautical products’ includes all nautical charts, tide and tidal current tables, tidal current charts, coast pilots, water level products, and associated data bases which are created or published by the National Oceanic and Atmospheric Administration.” NOAA’s Office of Coast Survey is the nation’s nautical chart maker, responsible for upgrading charts, surveying the seafloor, responding to maritime emergencies and searching for underwater obstructions that pose a danger to navigation. Information may be obtained at <https://nauticalcharts.noaa.gov/>. Appendix B provides further ordering instructions.



17. POLICY ON THE PROCUREMENT OF PLAQUES. Plaques and engraved awards are not considered printed matter unless printed on paper. Frequently ordered through the Directives and Publications, Printing Lead Specialist for the Base National Capital Region, this is not a printing requirement. GPO offers this service for those who have SPA purchasing authority.
18. POLICY ON PRINTING OF EXECUTIVE STATIONERY. The detailed policy for printed stationery is contained in the Printing of Executive Stationery for Routine Use, Official Ceremonies, and Special Events, COMDTINST 5603.1 (series). The Financial Resource Management Manual, COMDINST M7100.3 (series) provides specific information on business and information cards.
19. POLICY ON DISTRIBUTION. It is discouraged to stockpile printed matter as it may quickly become obsolete and instead order on a just-in-time method when practicable. Sponsors should develop a distribution plan for the initial production, and any stock, if applicable.
20. ROLES AND RESPONSIBILITIES. Roles for those who manage printed publications are described.
  - a. The Coast Guard Publishing Sponsor. The sponsor is the Coast Guard unit or directorate in need of printing services.
  - b. Sponsor role in procurement for purchases under \$10,000. The sponsor may obtain printing procurement services to obtain printing products directly with GPO through their established Simplified Purchase Agreement. See paragraphs 13, 14, and 15 above for policy details. If the sponsor does not have direct SPA authority within their staff, the sponsor must contact the Lead Printing Specialist, Directives and Publications, Commandant (CG-612) for direct assistance in preparing the specifications and obtaining quotes.
  - c. Sponsor role in procurement for purchases \$10,000 or over. If a sponsor in the Coast Guard is likely to need printing services above the SPA limit, the sponsor must contact the Directives and Publications, Printing Lead Specialist for guidance and assistance.
  - d. Role of the GPO. The GPO or its Regional Publishing Procurement Offices can assist from start to finish with printing procurement. A team of technical experts can assist with the particular requirements for electronic and publishing-related products and services. In consultation, GPO will determine which procurement vehicle to utilize, assist in obtaining writing specifications, obtain bids or quotes, select contractors, contract administration, and quality assurance. Additional information is found in GPO's Customer Service Handbook at [gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team](http://gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team) . A list of available services is in Appendix C.
  - e. Chief Information Officer (CIO), Assistant Commandant for C4IT (CG-6). The CIO retains overall accountability for the Coast Guard's compliance for the procurement of printing with GPO.

- f. Office of Information Management, Commandant (CG-61). Provides direct oversight for the Directives and Publications Division. Facilitates audits and reporting requests as applicable.
  - g. Directives and Publications Division, Commandant (CG-612). Manages printing procurement for print jobs. Questions regarding oversight and day-to-day program management activities may be directed to [HQS-SMB-DIRECTIVES@uscg.mil](mailto:HQS-SMB-DIRECTIVES@uscg.mil).
  - h. Printing Lead Specialist, Commandant (CG-612). A designated subject matter expert within the Directives and Publications Division on printing for the Coast Guard. This position provides routine GPO liaison and coordination of printing procurement including oversight of printing requests in the Base National Capital Region to facilitate the sponsor's procurement needs of printed and bound materials for the Coast Guard. Guidance is also provided in response to Field Printing questions and assistance requests. The Printing Lead Specialist may be contacted directly at [HQS-SMB-P-G@uscg.mil](mailto:HQS-SMB-P-G@uscg.mil).
  - i. Surface Force Logistics Center (SFLC). Primarily responsible for stocking and distribution of printed paper forms as needed, until the paper forms become obsolete. Printed and bound materials may be stored here when necessary. The storage of bound and printed material stock is generally discouraged.
  - j. Financial Services Center (FINCEN). All financial invoices Coast Guard wide are reviewed, paid, and subject to FINCEN oversight. See the Financial Resources Management Manual (FRMM), COMDTINST M7100.3 (series) on Accounting Policies and Standards for Intergovernmental Transactions. Also see the General IPAC Spreading Suspense Desk Guide and the General IPAC Spreading Suspense Procedure by the Suspense Audit Remediation Team, FINCEN, U.S. Coast Guard. The primary purpose of IPACS is to provide a standardized interagency fund transfer mechanism for Federal Program Agencies (FPA). IPAC transactions facilitate the intra-governmental transfer of funds, with descriptive data from one FPA to another. Specific GPO Printing Suspense Procedures are in Place (V60G transactions).
21. PRINT PROCUREMENT ORDERING AND FUNDING. Printing at public expense must be ordered with the Printing and Binding Requisition to the Printer of the United States using Standard Form 1 (SF-1) and the Generic Procurement Request (GPR). Orders must be submitted to mailbox: [HQS-SMB-P-G@uscg.mil](mailto:HQS-SMB-P-G@uscg.mil) unless the unit, or supporting Storekeeper has a SPA authorization with GPO. See paragraphs 13, 14, and 15 above. For the order, it is best to include an electronic sample, sizing specifications, and the number of copies requested on the SF-1 and GPR for coordination with the GPO-RPPO. If you are unsure of what options are available you may contact [HQS-SMB-P-G@uscg.mil](mailto:HQS-SMB-P-G@uscg.mil) for support. It is best to order 30-60 days in advance of the date needed to allow for cost estimates and vendor processing time. The order will typically be processed by Commandant (CG-612) in 1 to 5 business days. Orders must be appropriately funded before they will be processed for fulfillment. Please note that should GPO determine that they will not print in-house, or use the SPA contract and instead solicit for bids, this may *add* an additional 4 to 10 days in processing time. The Coast Guard cannot change the GPO contracting determinations.

22. MAILING. Mail instructions for all completed requests should be included on the SF-1, Print Order Form 2511, and GPR. Deliverables are typically mailed to the requesting command by the most economical method, unless the command justifies a greater expense, and provides an express account for third party billing.
23. ELECTRONIC CONSIDERATIONS. The requestor should consider electronic options in lieu of printing. Technology offers content publishing as an alternative to printing and cost savings of mailing printed matter. Making the decision to print should always be balanced with electronic distribution options as well as the customs and courtesies of the service. The use of electronic distribution can minimize printing costs. This electronic content must comply with References (d) and (e). Section 508 accessibility requirements for printed materials that are distributed by only hardcopy do not apply. However, if a printed publication is also or only distributed electronically (other than the proof for printing), all final products must pass the most current Section 508 accessibility standards before final publication.
24. JCP REPORTS. Reports are submitted following each quarter by GPO listing individual jobs by title, quantity, date, and printing location, which exceed either 5,000 in page volume or 25,000 production units.
25. FORMS/REPORTS. The forms referenced in this Manual are available on the Coast Guard Standard Workstation or on the Internet: [www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/](http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/) . GPO forms that are referenced in this instruction may be found at: <https://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards> .
26. REQUEST FOR CHANGES. Units and individuals may formally recommend changes through the chain of command using the Coast Guard memorandum. Comments and suggestions from users of this Manual are welcomed. All such correspondence may be emailed to Commandant CG-612 at [HQS-SMB-P-G@uscg.mil](mailto:HQS-SMB-P-G@uscg.mil) .

/DAVID M. DERMANELIAN/  
Rear Admiral, U. S. Coast Guard  
ASSISTANT COMMANDANT FOR C4IT (CG-6)

- Appendix A. Simplified Purchase Agreement (SPA) - Authorized Individual
- Appendix B. Obtaining Nautical Products - Charts
- Appendix C. Government Publishing Organization Services

## **Appendix A. Simplified Purchase Agreements (SPA) – Authorized Individual**

1. SPA Requirements. Units wanting to establish their respective SPA accounts must inform the Printing Lead Specialist, Commandant (CG-612) prior to establishing the SPA account. This ensures uniformity and accountability throughout the Coast Guard. The Printing Lead Specialist may be contacted directly at [HQS-SMB-P-G@uscg.mil](mailto:HQS-SMB-P-G@uscg.mil).
2. GPO SPA. To participate in the SPA program, the sponsor must establish an account with the GPO Office or GPO Regional Publishing Procurement Office (RPPO). The sponsor may establish multiple accounts. However, the sponsor must submit separate paperwork for each agreement. The following link is provided for more information: [www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/simplified-purchase-agreement](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/simplified-purchase-agreement).
3. Requirements. The following documents and forms must be completed and submitted through: [www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/simplified-purchase-agreement](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/simplified-purchase-agreement). For the Base National Capital Region, these documents are submitted by the Directives and Publications Division Chief.
  - a. Standard Form SF-1 (Must be renewed at the beginning of each fiscal year).
  - b. Memorandum of Agreement (Only needs to be submitted once).
  - c. SPA Agency Authorization Form (lists agency-authorized users). Form can be downloaded from here: [www.gpo.gov/docs/default-source/simplified-purchase-agreement-pdf-files/agencyauthorization-2.pdf?sfvrsn=2](http://www.gpo.gov/docs/default-source/simplified-purchase-agreement-pdf-files/agencyauthorization-2.pdf?sfvrsn=2).
4. SPA Training. All sponsors who will solicit quotes and place SPA orders must attend a free mandatory SPA training. The training is offered monthly in person or virtually by GPO's Central Office: [www.gpo.gov/how-to-work-with-us/agency/events-and-training/](http://www.gpo.gov/how-to-work-with-us/agency/events-and-training/). Once the training is completed, GPO will delegate purchasing authority to authorized SPA users and provide them with access to the certified SPA vendor database.
5. SPA Training Registration. Sponsors requesting training must register through this link: [www.gpo.gov/how-to-work-with-us/agency/events-and-training/](http://www.gpo.gov/how-to-work-with-us/agency/events-and-training/). Online SPA training is provided every other month by GPO. Upon registration for SPA training, an institute staffer will contact the sponsor for scheduling.
6. Training Certificate. An official certificate of completion will be provided by GPO upon completion of training. Sponsors who have completed the SPA training must notify the Printing Lead Specialist at [HQS-SMB-P-G@uscg.mil](mailto:HQS-SMB-P-G@uscg.mil). The GPO will add the sponsor names to the GPO SPA authorized users list. Record of training completion must also be retained at the local unit level.
7. For Additional Information. For additional information or questions on the SPA program, contact the Printing Lead Specialist at [HQS-SMB-P-G@uscg.mil](mailto:HQS-SMB-P-G@uscg.mil).

## Appendix B. Obtaining Nautical Products - Charts

1. National Oceanic and Atmospheric Administration (NOAA). Units requesting nautical charts can be ordered directly through the NOAA. Both the Raster Navigation Charts (RNCs) and the vector based Electronic Navigation Charts (ENCs) are free of charge and available at: [www.nauticalcharts.noaa.gov/](http://www.nauticalcharts.noaa.gov/) . For paper copies of charts, all branches of the military including the Coast Guard can order at: [nauticalcharts.noaa.gov/publications/print-agents.html#paper-charts](http://nauticalcharts.noaa.gov/publications/print-agents.html#paper-charts) .
2. US Army Corps of Engineers (USACE). Inland Electronic Navigational Charts (IENC) produces and issues IENCs, basing them on the ENC format with data that conforms to the Inland ENC Harmonization Group (IEHG) standard. These charts cover the Western Rivers and have additional symbols specific to this region not found on other ENCs. Updates are available at: [navigation.usace.army.mil/Survey/InlandCharts](http://navigation.usace.army.mil/Survey/InlandCharts) .
3. Defense Logistics Agency (DLA). Units requesting nautical charts may also order through DLA. Their services are varied. DLA provides the following charts:
  - a. Approach Charts. The Approach Chart incorporates the information of Sailing and General Charts to provide precise navigational aids for harbor navigation and anchoring. It is designed to ensure safe navigation particularly while entering or departing a significant port area. The Approach Chart is especially useful when planning reconnaissance waterborne insertion operations. The information on these charts are printed on a Mercator projection and may be incorporated with a Harbor Chart.
  - b. Bottom Contour Charts. The Bottom Contour Chart depicts detailed underwater topography in the form of bathymetric curves. Based on survey data and foreign published charts, Bottom Contour Charts provide a general picture of the sea floor configuration and its features.
  - c. Coastal Charts. The Coastal Chart is the key chart for determining offshore position in relation to the shoreline. It is ideal for inshore coastal navigation where the course may lie inside outlying reefs and shoals, for entering and leaving bays and harbors of considerable width, and for navigating large inland waterways.
  - d. Combat Charts. A special-purpose chart of a land-sea area using the characteristics of a map to represent the land area and a chart to represent the sea area. Special features make the chart useful in naval operations, specifically, amphibious operations. Combat Charts depict almost equal amounts of sea and land over an area of interest. A standard scale (with specific exceptions) is used to provide optimum operational coverage and afford the most orderly transition from the nautical chart coverage to the 1:50,000 topographic maps.
  - e. Harbor and Approach Charts. Harbor and Approach Charts portray precise navigational information for maneuvering to berth and anchor, or while entering or exiting port. They are designed to combine the information of both charts for anchorage maneuvering,

channel keeping, and close-shore approach navigation. The Harbor and Approach Chart is printed on a Mercator projection to maintain an accurate plot of the ship's location and direction, and to determine distance from ship to shore.

- f. Pilot Charts. The Pilot Chart contains meteorological and oceanographic information to aid the navigator in selecting the quickest and safest maritime route. It is not intended to be used alone, but in conjunction with other navigation aides. Each chart focuses on a major ocean area which presents in graphic form averages obtained from winds, currents, ice, and other marine data gathered over many years. The Atlas of the Pilot Charts is divided into monthly charts.
- g. Sailing Charts. Sailing Charts are the smallest scale charts used for planning, fixing a position at sea, or for plotting during a long ocean voyage. These charts are usually printed on a Gnomonic projection. The Sailing Chart emphasizes voyage efficiency in terms of time and fuel economy by considering the winds, currents, ice, tropical storm activity, and other potential hazards to navigation. However, the Sailing Chart cannot stand alone. It must always be used in conjunction with Optimum Track Ship Routing Services to refine the final voyage track.
- h. Additional Information. For additional information on how to obtain charts through DLA, visit the link: [www.dla.mil/aviation/offers/products/mapping/hydrographic/](http://www.dla.mil/aviation/offers/products/mapping/hydrographic/) .

## Appendix C. Government Publishing Organization Services

1. GPO Business Practice. GPO is actively modernizing its business practices and systems. This is to enhance and simplify the way business is conducted and maximize customer satisfaction. As the federal government is subject to specific laws and regulations governing the procurement and production of printing, the most current version of the Customer Handbook can be found at [www.gpo.gov/docs/default-source/forms-standards-pdf-files/doing-business-with-gpo.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/doing-business-with-gpo.pdf) . The Customer Handbook will guide the user through the process that frames government printing and publishing policy. This is an excellent resource in navigating from creation to completion, “cradle-to-grave,” of a publishing project and will assist with finance and billing questions.
2. GPO Products and Services. The Customer Handbook provides a list of products and services that the GPO provides. The list below is a brief sample, and not all inclusive of what GPO Products and Services provides:
  - a. Publishing Services:
    - Section 508 Compliance
    - Dissemination Program
    - eBook Conversion
    - Graphic Design and Digital Media
    - In-House Production Operations
  - b. Procurement vehicles and services:
    - GPO Express
    - GPO Online Paper Store
    - Nationwide Procurement Programs
    - Onsite Document Solutions
    - Simplified Purchase Agreement Program (SPA)
  - c. Support services:
    - Billing and Payment
    - Federal Depository Library Program
    - National Account Managers
    - Office of the Federal Register Publishing Services
    - Guides and Instructions
4. Further Guidance. Additional guidance on GPO services may be found here: [www.gpo.gov/how-to-work-with-us/agency/services-for-agencies](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies) .