

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MIKE MONRONEY AERONAUTICAL CENTER
OKLAHOMA CITY, OKLAHOMA

AC 1720.4D

5/23/94

SUBJ: PRINTING AND DUPLICATING SERVICES

1. **PURPOSE.** This order restates and revises policies, responsibilities, and procedures for the printing and duplicating, composition, and copier services provided by the Printing and Distribution Division (AMG-300). This order shall be used in conjunction with FAA Order 1720.36, Procedures for Printing, Duplicating, and Copying.

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*2. **DISTRIBUTION.** This order is distributed to section level and above at the Aeronautical Center, Assistant Chief Counsel (AMC-7), Office of Aviation System Standards (AVN), Regulatory Support Division (AFS-600), National Airway Systems Engineering Division (AOS-200), Civil Aviation Security Division (AMC-700), Civil Aeromedical Institute (AAM-3), Transportation Safety Institute (DTI-1), Office of Inspector General (JRA-60K), U.S. Coast Guard Institute (USCG), Performance Verification Program (ATZ-400) and the Center for Management Development (AMD-1). It is of interest to all persons requesting printing, duplication, composition, and copier services at the Aeronautical Center. *

3. **CANCELLATION.** Order AC 1720.4C, Printing and Duplicating Services, is canceled.

SECTION 1. GENERAL PROVISIONS

4. **BACKGROUND.** AMG-300's objective is to provide services of the highest quality, consistent with programmed Aeronautical Center objectives, and in accordance with the Government Printing and Binding Regulations established by the Joint Committee on Printing, Congress of the United States. The Joint Committee on Printing (JCP):

a. Establishes mandatory regulations controlling printing (including the processes of composition, platemaking, presswork, binding, duplicating, copying, and micropublishing) and the acquisition, transfer, or disposal of equipment necessary to perform these functions.

b. Authorizes the Aeronautical Center to operate a duplicating plant as defined by the Government Printing and Binding Regulations.

c. Requires that all Mike Monroney Aeronautical Center printing and some duplicating be commercially procured through AMG-300.

Distribution: A-Y-4; A-W(VN)-4, A-Y(FS/AE/CS/AM/TI)-4,
JRA-60K, USCG; ATZ-400(8); AMD-1(5)

Initiated By: AMG-300

5. **DEFINITIONS.** The following definitions are provided as an aid to users of printing, duplication, and/or composition services.

a. **General Terminology.**

(1) **Computer Output Microfilm (COM):** Microfilm containing images greatly reduced in size, that have been electronically generated by a recorder which has converted data from a computer into human intelligible form.

(2) **Computer Photocomposition:** Composition (typesetting) generated electronically by a computer.

(3) **Copy Machine:** Automatic copy processing machines employing a digital, electrostatic, thermal, or similar process for producing a likeness of an original.

(4) **Duplicating:** All work produced (without the use of reproducible negatives) by offset, spirit, or stencil process on high-speed copy equipment or small presses provided that no work exceeds 5,000 production units of any one page or 25,000 production units in the aggregate of multiple pages.

* (5) **Government Printing Office (GPO):** The office charged with the responsibility of accomplishing *all* Federal printing. This is accomplished through the central office facility in Washington, D.C., and/or through Regional Printing Procurement Offices located in major cities throughout the country, including Oklahoma City. *

(6) **Joint Committee on Printing (JCP), U.S. Congress:** The Committee on the U.S. Congress charged with the responsibility to assure that *all* Federal printing is necessary for the conduct of the Government business and that it is performed in the most economical manner. They recommend the regulations governing printing, duplicating, binding, and distribution.

(7) **Multicolor Printing:** Printing that is produced using two or more colors (including black).

(8) **Printing:** The reproduction of material for publication or for administrative use, whether or not it reaches the public. It applies to the processes of composition, platemaking, presswork, bindery, and micropublishing.

(9) **Duplicating Machines.** Duplicating machines include those utilizing spirit, stencil, or offset processes.

(10) **Copy Machines.** Copy machines include copiers that are capable of producing the likeness of the original document by diazo, electrostatic, heat, or similar processes. Examples: Ozalid, Xerox, Savin, Kodak, etc.

b. **Technical Terminology**

(1) **Binding:** The method used to hold printed material together; e.g., side stitching (stapled), saddle stitching, comb binding, perfect binding, plastic heat-shrink sealing, paper banding, etc.

(2) **Camera-Ready Copy:** Clean, original document prepared in final form (either typeset or electronic format), containing no strikeover or lineouts, suitable for photographing for subsequent reproduction by printing or duplicating processes.

(3) **Contact Print:** The product of a photographic process which produces a black image on a white background printed on photographic paper.

(4) **Folio:** Page number.

(5) **Halftone:** The product of a photographic process by which graduation of tone is obtained.

(6) **Head-to-Head:** Material printed and bound to be read by turning pages from right to left as in a book. The top of the material on an even page backs up to the top of the material on the odd page.

(7) **Head-to-Foot:** Material printed and bound to be read by turning the pages from the bottom to the top as in a calendar. The top of the material on an even page backs up to the bottom of the material on the odd page.

(8) **Image Area:** The actual area covered by the image on a printed sheet. For example, on an 8 1/2 "x11" sheet, this area is approximately 7" x 9 5/8".

(9) **Microform:** A term to denote all types of formats of film containing information at a greatly reduced size; e.g., microfiche, aperture cards, microfilm, and COM.

(10) **Micropublishing:** The production of more than 250 duplicates from an original microform.

(11) **Negative:** The product of a photographic process which produces a transparent image on a black background film.

(12) **Positive:** The product of a photographic process which produces a black image on transparent background film.

(13) **Production Unit:** One 8 1/2" x 11" sheet, or fraction thereof, printed on one side only and in one color only. For budgetary purposes at the Aeronautical Center, a production unit is referred to as an impression.

(14) **Standard Printing:** As used in this Order, means printing on 8 1/2" x 11" white, offset paper with black ink.

(15) **Self Cover:** A cover printed on the same paper stock and in the same color ink as the text which shall be used for publications of 25 pages or less (see paragraph 12c).

(16) **Separate Cover:** A cover printed on paper stock heavier than the text. It usually is printed in any one color of ink on a variety of colored stock. May be used on publications of more than 25 pages (see paragraph 12c).

(17) **Signature:** A printed sheet containing a multiple number of pages in increments of four (8, 12, 16, etc.), folded as one unit and forming a section of a publication.

(18) **Spine:** That part of a publication that is considered the back; the part used for binding. Normally not applicable on publications less than 3/8" thick.

(19) **Trim Size:** Actual size of the finished product.

6. RESPONSIBILITIES.

a. Directors, staff managers, and tenants shall:

* (1) Review and sign all AC Forms 1720-1, Printing, Composition, Word Processing Request, prior to its submission to AMG-300. Redlegation of this authority is allowed to the lowest level determined by the director/staff manager, tenant head, or tenant division manager to insure adequate control and monitoring of organizational printing allocations. To eliminate excessive printing costs, the following should be considered: *

(a) Is the printing really needed?

(b) Number of copies to be printed. The distribution and stock should be adequate but not excessive.

(c) Use of artwork, multicolor, or special processes.

(d) Binding and covers.

(e) Requested deliver date (to avoid overtime and rush scheduling).

(2) Provide written justification on the back of AC Form 1720-1 for nonstandard requirements including:

(a) Use of multicolor printing.

(b) One-side-only printing of multiple pages.

(c) Exceptions to established criteria (e.g., unusual format or page size, special paper, special biding, etc.)

* (3) Manage the use of funds identified for the support of their organization for the current fiscal year based on availability of funds. *

(4) Provide printing requirements for budgetary purposes when requested by AMG-300.

b. The Director of Management Services (AMG-1) shall:

(1) Insure compliance with printing, micropublishing, duplicating policies, regulations, and standards.

(2) Plan and submit to the Office of Budget Services (AMB-1) for approval the annual printing and micropublishing fiscal program for support of all Aeronautical Center requirements based on information obtained through a call for estimates and coordination with office directors and tenant organizations.

c. The Manager, Printing, and Distribution Division (AMC-300), shall:

- (1) Provide printing, duplicating, composition, and copier services to meet the program needs of organizations at the Mike Monroney Aeronautical Center, within available resources.
- (2) Determine whether services will be produced in AMG-300 or procured commercially, and approve the purchase of such commercial printing or duplicating.
- (3) Approve the use of multicolor or one-side-only printing multiple pages and exceptions to established criteria or standards when appropriately justified.
- (4) Administer a printing program which will hold printing cost within authorized funding levels.
- (5) Review and approve/disapprove justifications for the purchase of copying machines as outlined in Section 6 and effect optimum utilization of machines on hand in lieu of new purchases.
- (6) Provide for the procurement of micropublishing in accordance with regulations established by JCP, Order 1350.20B, Micrographic-Electronic Image Management Program, and Order 1350.21B, FAA Microform Standards and Procedures.
- (7) Provide a monthly status report of their printing program utilization to the customer organizations.

d. Originating offices shall:

- (1) Assure that a need exists for all material submitted for printing/duplicating.
- (2) Assure the accuracy and completeness of AC Form 1720-1. Incomplete requests will require coordination to determine the necessary criteria which could impact the completion date. (One original and three copies are required.)
- (3) Identify classified or controlled matter on AC Form 1720-1. (The *SPECIAL INSTRUCTIONS* portion of the form may be used for this purpose.)
- (4) Assure the technical accuracy of all copy submitted for printing/duplicating. Copy must be submitted as *CAMERA READY* and be of such quality as to permit a quality end-product. Illegible or poorly prepared copy will require coordination to determine if improved copy can be provided or that justification for using the subquality copy be submitted.
- (5) Obtain permission from the owner of copyrighted material to reproduce said material and submit a copy of the authorization with AC Form 1720-1.
- (6) Assure that adequate printing, collating, and binding instructions are provided for each job on each AC Form 1720-1. Do not include more than one job on each request. Material should be printed on both sides. Justification for one-side-only printing must be provided on the back of AC Form 1720-1.
- (7) Provide complete distribution instructions on AC Form 1720-1 for all material printed on that job.
- (8) Assure that the date of publication (month and year) is included on the cover of all material to be printed.

(9) Contact AMG-300 during the early planning stages for advice and assistance when printing services are required to assure the most economical and timely method of obtaining the highest quality product.

7.-10. RESERVED.

SECTION 2. PRINTING/DUPLICATING SERVICES

11. SERVICES AVAILABLE. AMG-300 is responsible for the printing/duplicating need of the Mike Monroney Aeronautical Center and is designated the control point for all printing/duplicating, including special binding and similar packaging of reproduced matter, such as reports and conference material. In this capacity, AMG-300 will provide the following service:

a. Special Instructions. Customers may submit requests for printing on AC Form 1720-1 and material to be printed/duplicated in either hard copy or electronic format. Customers should discuss the job with AMG-300 in advance, if timeframes or specifications are critical or complex. Suggestions can be offered to expedite priority work.

b. Hard Copy Request.

(1) **Requesting offices:** Shall provide original and three copies of AC Form 1720-1 to AMG-300, Multi-Purpose Building, Basement Room 2, for each job. Prior to submission, the form should be reviewed and signed in accordance with paragraphs 6a(1) and (2). The AC Form 1720-1 needs to reflect all necessary information and specifications for completion of the job, complete distribution instructions, and where originals are to be returned.

(a) Work should be referenced by job number when inquiring about a job while in process. This will enable us to determine status of the job promptly for you. (One copy of AC Form 1720-1 with the job number is returned to the requesting office by AMG-300 when the job is processed.)

(b) If possible, timeframes should be discussed with AMG-300 prior to or upon submission. The number of pages, copies required, and complexity of a job determine the lead time required for printing/duplicating, but suggestions can be offered to expedite priority work.

(2) **AMG-300 will:**

(a) Review the form for completeness, the quality of the copy submitted, assign a job number, indicate a scheduled delivery date, and return one copy of the form to the originating office, complete with information pertinent to the job.

(b) Send one copy to the Mail and Distribution Services (AMG-300C) for informational purposes if distribution is required.

c. Forms. Requests for printing of all forms must be submitted in accordance with Order AC 1330.2K, Forms Management. All new, revised, or overprinted forms shall be referred to the Forms Management Officer (AMG-400) for approval.

d. Commercially Procured Printing/Duplicating: Requests will be submitted to GPO or other sources for procurement by AMG-300. Preparation, submission, and review of AC Form 1720-1 shall be handled in the same manner as specified in paragraphs 12a and b.

12. STANDARDS.

a. **Trim Stock.** The standard trim size of printed matter is 8 1/2" x 11" for publications, letterheads, forms filed with correspondence, pamphlets, etc.

b. **Paper Stock.** Normally only those types, grades, weights, and colors specified in the Government paper specifications may be used for printing, duplicating, or binding. However, waivers may be obtained from GPO with proper justification. Paper samples are available for review in AMG-300.

c. **Covers.** Publications having 25 pages or less should have self-covers. Directives for short-orders (less than 25 pages) should have self-covers. Long-orders (25 pages or more) should have separate covers. Material for internal distribution (within FAA) may carry the FAA seal as well as the DOT signature; material which may be distributed outside the FAA shall carry the DOT signature. While separate covers may be used or specified for publications having more than 25 pages, self-covers shall be used on agency publications to the maximum extent possible.

* d. **Binding.** Publications may be saddle stitched, side stitched, comb bound, or heat-shrunk packaged, perfect bound, or paper banded.

e. **Camera-Ready Copy.** Copy submitted in final form for printing or electronic format (ready to photograph) may be prepared on manual typing guide, or 8 1/2" x 11" white bond paper. In addition, copy may be submitted in floppy disk form. *

(1) Regulations, standards, and procedures for the printing of cameras-ready copy are contained in Order 1720.36.

(2) Use of DOT seal and signature in camera-ready copy is detailed in Order 1700.6B, DOT Seal, and FAA Signature and Insignia.

f. **Photographic Reductions.** Standardized reductions accomplish savings throughout the photographic process and should be utilized as frequently as possible.

(1) Material requiring a photographic reduction for printing should conform to format of height and width that is suitable for reduction.

(2) Drawings or charts prepared for photographic reproduction or for use in publications should be prepared to accommodate the reduction specified.

(3) Drawings or charts extracted from other material may be accepted (subject to copyright law) for reduction.

g. **Composition/Typeset Copy.** See Section 3 for information pertaining to computerized composition typeset copy.

h. **Printing and Duplicating.** Practices dictate that the following procedures be observed:

(1) Pages shall be numbered.

(2) Odd-numbered pages shall be right-hand pages.

(3) Even-numbered pages shall be left-hand pages.

(4) Originals of artwork, figures, tables or illustrations should be used. Copy machine reproductions usually reproduce poorly. If originals are not available or unacceptable copy is submitted, the originating office should indicate on AC Form 1720-1 that they will accept the best results possible from the copy submitted.

(5) Material normally will be reproduced on both sides of a sheet. Justification for reproduction one-side-only of multiple pages shall be provided on AC Form 1720-1 (see Appendix 1).

(6) Multicolor printing is used because it is functional and essential to a clear understanding of the subject matter. Color shall not be used for decorative purpose. Justification for multicolor shall be provided on the back of AC Form 1720-1 (see Appendix 1). The following are examples of multicolor printing that may be functionally justified.

(a) Maps and technical illustrations where color is necessary for clarity.

(b) Food or medical disease identification.

(c) Competitive areas of personnel recruiting.

(d) Promotional or motivational purposes such as programs concerning public health, safety, benefits, utilization of Federal facilities, functions, etc.

13. NEGATIVES. Many requests are for straight reprints or for reprints incorporating a few minor changes to the original publication. Reprinting should be controlled by originating offices by careful determination of requirements during the original printing (see paragraph 29). If required and negatives of the originals job are available, they shall be submitted along with AC Form 1720-1. This will save printing time and money and will assure the best possible product. Store negatives with care so they may be reused.

14. RESERVED.

SECTION 3. COMPOSITION SERVICE

15. TYPESETTING. Material created by pen and ink, typewriter, or computer systems can be converted to proportional fonts to reduce printing production costs up to 30 percent by compressing the text while improving the appearance and readability. Computerized composition services are provided by AMG-310.

16. SUPPORT. All printed material produced for Aeronautical Center organizations and tenants shall be converted to typeset when savings can be realized.

17. CRITERIA FOR SYSTEM USES.

* a. All publications consisting of seven or more pages and requiring more than 500 printed copies should be converted to typeset standards. To reduce printing cost, improve readability and appearance, organizations may submit the material to AMG-310 for conversion to the proper standards. The preferred method for submitting the material is on 3.5" floppy disk. (Please discuss procedures with AMG-310 before preparing floppy disk.) However, material may be submitted in hard copy for keyboarding provided it is legible and contains understandable formatting notations. *

b. Some short-run material (less than 500 copies of each page) and material requiring a fixed amount of space or pages do not require typesetting. Examples are purchase orders, forms, and material already typeset.

18. RESPONSIBILITIES AND PROCEDURES.

a. AMG-310 is responsible for determining the cost effectiveness of typesetting. For example, many organizations generate copy from PC's, which is acceptable camera-ready copy if outputted from a laser printer.

* b. Originating offices are encouraged to coordinate with AMG-310 concerning the details of preparation as material is submitted for typesetting. *

c. The formats for documents are standardized by variations are available.

* (1) The originating office shall submit technically correct copy in legible handwriting, typewritten (double-spaced), or on OATS compatible floppy disk. Use of other media should be discussed with AMG-310 prior to submission. When revising an existing publication, the originator should submit a printed copy with all revisions clearly marked.

(2) AMG-310 will provide a proof copy to the originator for proofreading. Corrections and changes may be handscripted on the proof copy. *

(3) After corrections have been made and the copy approved by the originator, AMG-310 will provide camera-ready copy.

19.-21. RESERVED.

SECTION 4. AERONAUTICAL CENTER COPIER PROGRAM

22. **GENERAL.** AMG-300 is responsible for the copier program at the Mike Monroney Aeronautical Center. All requests for copiers shall be routed through the Manager, Printing and Distribution Division, where a cost-effective study is conducted (see paragraph 33). In addition, AMG-300 must report copier usage twice annually to FAA Headquarters.

*23. **COPY REPRODUCTION.** Most organizations at the Center have convenience copiers to meet their minimum copying requirements. Costs for these copiers vary, but most have a base allowable before an overage charge occurs. (AMG-300 can provide you this information.) Large copying jobs should be submitted to the Duplicating Branch (AMG-320) which reduces cost and improves efficiency.

a. **Responsibilities.** Each employee using these facilities shall insure that:

(1) Material copied is for official Government business.

(2) Only the minimum number of copies are reproduced.

(3) Total copy requirements are considered when material is prepared.

b. **Restrictions.** Forms, form letters, or directives are not reproduced on the copy machines. Requests for forms or form letters shall be submitted to the Forms Management Officer (AMG-400) in accordance with Order AC 1330.2K. Copies of directives may be obtained from the Mail and Distribution Services (AMG-300C).

24.-25. **RESERVED.**

SECTION 5. PUBLICATIONS FORMAT

26. **GENERAL.** Style and economy dictate the formatting of Government publications. Good design plays an important part in the presentation of information. Careful consideration must be given to the cost of printing. The U.S. Government Printing Office Style Manual sets forth policies and guidelines governing the makeup of Government publications. Some of these guidelines are:

- a. Frontispiece, faces title page.
- b. Title page, odd (right-hand) page.
- c. Back of title page, blank (or may contain useful bibliographic information).
- d. Letter of transmittal, if used, new odd page.
- e. Foreword, if used, new odd page (introductory note).
- f. Preface, if used, new odd page (prepared by author).
- g. Contents, new odd page.
- h. Text, begins with Page 1 (right-hand page).
- i. Bibliography, if used, new odd page.
- j. Appendix, if used, new odd page.
- k. Index, if used, new odd page.
- l. New chapters within the text shall begin on odd (right-hand) pages. In most cases, careful editing and text rewrite can accomplish this and not leave blank left-hand pages.

27. **ILLUSTRATIONS.** Proper use of illustrations in a publication can increase its effectiveness. Excessive illustrations improperly prepared or too elaborate can equally decrease the effectiveness of a publication. The use of illustrations in Government publications should be limited to that which is certified by the originating office to be functional and essential to the use of the material in the publication. Examples are: wiring diagrams, schematics, and technical illustrations where an item may be more easily depicted than described.

28. **SPECIFIC RESTRICTIONS.** The following restrictions apply, as specified by Order 1720.36:

- a. **Advertisements.** Printed matter produced by or at the direction of the Government shall contain no advertisement for any private individual, firm, or company, or any material which implies in any manner that the Government endorses or favors any specific product, commodity, or service.
- b. **Calling Card.** Printing or engraving of calling or greeting cards is considered personal and shall not be accomplished at Government expense.
- c. **Camera-Ready Copy.** Under JCP guidelines, such copy shall not be procured, except through printing management organizations. Contact AMG-310 for information regarding the requirements for camera-ready copy.

NOTE: JCP considers the use of personal services contracts or the inclusion of composition in package contracts a violation of its guidelines.

d. **Copyright.** When copyrighted material is to be incorporated in whole or in part, in any matter to be printed or duplicated or reproduced by or for the Government, written permission shall be obtained from the copyright owner. This shall be done by the office requesting the material to be reproduced. A copy of the permission must accompany the request for printing. Copyright lines are mandatory for copyrighted material; such lines shall be set in the smallest practical typeface so as to be subordinate to both text or illustration.

NOTE: In most training material, FAA has obtained this copyright release as part of the contract requirements.

e. **Credit/Courtesy Lines.** Credit or courtesy lines are permissible for uncopyrighted material loaned or contributed to non-Government activities. Such credit lines shall be set in the smallest practical typeface so as to be subordinate to both text or illustration. Credit or courtesy lines shall not be given for materials purchased by the Government. Credit lines are normally limited to authors, photographers, and illustrators employed by the Government.

f. **Free Distribution.** No person employed by the Government shall furnish any publication, directive, manual, report, etc., for free distribution to any private individual or private organizations in lots to exceed 50 copies, unless the cost is less than \$100, without prior authorization of the JCP.

29. **REPRINTING PUBLICATIONS.** Conscientious efforts should be made to reduce printing costs. Offices requesting reprints shall assure that copies are not available from stock, AMG-300C, or OST Warehouse Publications Section (M-443.1. If the material is sold through the Superintendent of Documents, GPO, efforts should be made to purchase the material from that source.

30. **RESERVED.**

SECTION 6. ACQUISITION OF DUPLICATING AND COPIER EQUIPMENT

31. **GENERAL.** This section outlines criteria for justifying the acquisition of duplicating equipment and copiers to expedite the evaluation of requests for the purchase, rental, or transfer of such equipment.

32. **APPROVAL AUTHORITIES.**

a. **Duplicating Equipment.** All transactions involving the purchase, rental, exchange, relocation, or disposal of duplicating equipment require prior approval of the JCP. To assure compliance with this requirement, requests involving such transactions shall be prepared by AMG-300 and submitted to the Manager, Systems Support Division (AIT-400), for concurrence and submission to the Manager, Publishing and Graphics Division (M-48). After review and concurrence, M-48 will forward the request to the JCP for approval.

b. **Copy Machines.** AMG-300 is authorized to acquire, transfer, or dispose of copy machines at the Mike Monroney Aeronautical Center. AMG-300 programs funds for the replacement and maintenance of copy machines at the Mike Monroney Aeronautical Center.

33. **RESPONSIBILITIES AND PROCEDURES.**

a. Offices desiring to purchase or rent copy machines shall forward a completed DOT Form 4200.1, Procurement Request, to AMG-300. The request shall complete justification for the equipment as follows:

- (1) Estimated monthly workload involved and required schedule (if any) for work.
- (2) Nature and size of material to be reproduced and how it is presently being produced.
- (3) Estimated average number of copies per month.
- (4) Number of employees who will have access to the equipment.
- (5) Accessibility of other similar equipment.
- (6) Identification of equipment to be traded in or turned in as obsolete.

b. AMG-300 will:

- (1) Review the request to determine
 - (a) If a need exists for the proposed equipment.
 - (b) The most economical method of obtaining the equipment - purchase or lease.
 - (c) Estimated annual savings in dollars and resources compared to present methods.
 - (d) Lease versus purchase cost comparison analysis.
 - (e) Verification that funds are available.
- (2) Approve the request and forward to the proper office, if justified, or return the disapproved request to the originator with reasons for disapproval and suggested alternate methods of meeting the requirements.

34. FORMS: Use LIS to order the following forms from the FAA Logistic Center:

FAA Form 1720-11 - Publications Request

NSN: 0052-00-658-4002

Unit of Issue: Pad

FAA Form 1720-1 - Printing Request

NSN: 0051-00-562-4001

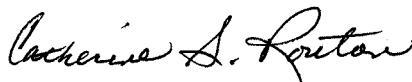
Unit of Issue: Pad

DOT Form 4200-1 - Procurement Request

NSN: 0052-00-812-7000

Unit of Issue: Pad

35.-40. RESERVED.



CATHERINE S. ROUTON

Director of Management Services, AMG-1

5/23/94

AC 1720.4D
Appendix 1APPENDIX 1. Sample. AC Form 1720-1, Printing, Composition,
Word Processing Request (Front)

NCR (No Carbon Required) Paper. FILL IN WITH TYPEWRITER OR BALL POINT PEN. PRINTING, COMPOSITION, WORD PROCESSING REQUEST (SUBMIT IN QUADRUPPLICATE TO THE PRINTING & DISTRIBUTION BRANCH AAC-65) NOTE: Shaded area not to be completed by originating office.					Date of Request		Job Number				
					*Date Required		<input type="checkbox"/> Composition <input type="checkbox"/> Word Processing <input type="checkbox"/> Printing				
					Date Received						
					Date Scheduled						
Originating Office Office requesting work to be done.				Rtg. Symbol		FOR FURTHER INFORMATION CONTACT:					
Title or Description of Work				Cost/Impressions		Name		Rt. Symb.		Tel. No.	

PHOTO COMPOSITION	MANUSCRIPT PAGES		REQUESTED PROOF DATE		PROOF SETS (Galley) (Page)		PROOFS TO				ORG HOLD (Workdays) (Galley) (Pages)		
	TEXT TYPE (Point, Face, Lead/Size)			DISPLAY TYPE (Face)		H&J		DATE OUT		DATE IN		HOLD PERMANENTLY <input type="checkbox"/> YES <input type="checkbox"/> NO	
	TYPE PAGE WIDTH (Picas)		No of Cols		Col Width		TYPE PAGE DEPTH (Including running head but not bottom folio)		ILLUSTRATIONS (Total)		KILL DATE		SEE SPECIAL INSTRUCTIONS <input type="checkbox"/>

WORD PROCESSING	DOCUMENT RECALL NO				TEMPORARY UNTIL				DATE IN		DATE OUT		ORG HOLD (Workdays)	
	<input type="checkbox"/> PERMANENT		<input type="checkbox"/> ROUGH DRAFT		<input type="checkbox"/> PLAIN BOND								SEE SPECIAL INSTRUCTIONS	
	<input type="checkbox"/> DOUBLE SPACED		<input type="checkbox"/> SINGLE SPACED		<input type="checkbox"/> LETTERHEAD MM #								<input type="checkbox"/>	

CAMERA	<input type="checkbox"/> HALFTONES		Each		COMPLETED		<input type="checkbox"/> PLATES FURNISHED		SCHEDULED		SEE SPECIAL INSTRUCTIONS	
	<input type="checkbox"/> NEGATIVES		Each		SIZE		<input type="checkbox"/> NEGATIVES FURNISHED		COMPLETED		<input type="checkbox"/>	
	<input type="checkbox"/> POSITIVES		Each		x		<input type="checkbox"/> COPY FURNISHED					

PRESS ROOM	PAGES OF COPY (Master)				COPIES EA. (copies needed)			
	<input checked="" type="checkbox"/> PRINT — STANDARD (White, offset, 8 1/2 x 11 — black ink) If Other, Complete Paper Specifications:				<input type="checkbox"/> ONE SIDE ONLY Customer fill in choice.			
	<input checked="" type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> HEAD TO SIDE <input type="checkbox"/> OTHER (Attach sample)				SCHEDULED COMPLETED			
					SEE SPECIAL INSTRUCTIONS <input type="checkbox"/>			

CAMERA	COLOR		STOCK		SIZE		COLOR INK		NO. COPIES EA.		NO. UNITS	
	Paper White		50 lb offset		8 1/2 x 11"		Black					
PRESS ROOM	Cover Blue		110 lb index		8 1/2 x 11"		Black					

BINDERY	<input checked="" type="checkbox"/> COLLATE		STAPLE:		PUNCH:		SCHEDULED		SEE SPECIAL INSTRUCTIONS	
	<input type="checkbox"/> PLASTIC BIND Contractual Service		<input type="checkbox"/> UPPER TOP LEFT CORNER		<input checked="" type="checkbox"/> STANDARD 3-HOLE — (3/8" diam., c-c 4 1/4")		COMPLETED		<input type="checkbox"/>	
	<input type="checkbox"/> FOLD TO		<input checked="" type="checkbox"/> LEFT SIDE 2 STAPLES		<input type="checkbox"/> OTHER (Attach Sample)					

SPECIAL INSTR.	<input type="checkbox"/> FOLLOW COPY ATTACHED NOTE: Any specific instructions relating to printing may be shown here for example: color required, special stock, etc.									

DISTRIBUTION	<input type="checkbox"/> MAIL		BUILDING		ROOM NO.		RTG. SYMB.		<input type="checkbox"/> CALL		NAME		EXT.	
	MAILING LIST (Forms Only)								SIGNATURE OF REVIEWING OFFICIAL				DATE	
	Special distribution requirements are stated here.								TITLE					

* REQUESTS ARE PROCESSED ON A SCHEDULED BASIS. DO NOT INDICATE "ASAP", "RUSH", "IMMEDIATELY", ETC. INDICATE THE ACTUAL DATE REQUIRED.
 MULTIPLE COLOR PRINTING MUST BE JUSTIFIED ON BACKSIDE OF FORM

AC FORM 1720-1 (7-83) SUPERSEDES PREVIOUS EDITION (NSN-0052-00-562-4001)

5/23/94

APPENDIX 1. Sample. AC Form 1720-1 (Back)

JUSTIFICATION FOR COLOR PRINTING

Printing this job in multiple color provides a functional value to the program of this organization and the mission of the Federal Aviation Administration as follows:

Type justification here.

.....
Signature of Requesting Official

.....
Title

APPROVED:

.....
Organizational approval
Authorizing Official