

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1710.11C

11/14/96

SUBJ: SALES SERVICES AND LIAISON WITH THE SUPERINTENDENT OF DOCUMENTS, U.S.
GOVERNMENT PRINTING OFFICE (GPO)

1. PURPOSE. This order prescribes procedures for selling Government publications to the general aviation community and the public. This order describes the publication sales services program and prescribes responsibilities and procedures for processing publications intended for sale by the Superintendent of Documents, U.S. Government Printing Office (GPO).

2. DISTRIBUTION. This order is distributed to branch level and above in Washington, regions, and centers, and to all Distribution and Directives Management Officers @MO).

3. CANCELLATION. Order 1710.11B, Sales Services and Liaison with the Superintendent of Documents, U.S. Government Printing Office (GPO), is canceled.

4. BACKGROUND. Various offices and services have sold FAA publications without going through GPO. They were unaware that GPO is the final authority for deciding which Government publications are for sale and for pricing them.

a. Title 44, United States Code, requires that the Superintendent of Documents be advised of ALL publications printed by Federal Government agencies, except as stated below:

Exception. *Publications which are classified for reasons of national security; or those determined by their issuing components to be required "For Official Use Only" or for strictly administrative or operational purposes which have no public interest or educational value.*

b. GPO may authorize FAA through its Consigned Sales Agent Program to sell selected publications.

5. EXPLANATION OF CHANGES. The Office of Information Technology (AIT) no longer administers the publications sales program. This program is now administered by the Office of Business Information and Consultation, Corporate Information Division, ABC-100.

6. RELATED PUBLICATIONS. Additional information may be found in the following publications:

a. AC 00-2, Advisory Circular Checklist (and Status of Other FAA Publications Sold By GPO).

b. AC 00-44, Status of Federal Aviation Regulations.

c. FAA-APA-PG, Guide to Federal Aviation Administration Publications.

7. FORMS. FORMS associated with the issuance of a for-sale publication.

a. Form DOT F 1700.3, Printing, Binding, Distribution, and Editorial Services Request, available from the Corporate Information Division, ABC-100.

b. GPO Form 3868, Notification of Intent to Publish, available from ABC-100.

8. OBJECTIVE. The FAA Publications Sales Services Program provides users with guidance on how to place FAA publications on sale through GPO and is designed to:

- a. Provide FAA with a legal framework for placing agency-originated publications on sale.
- b. Make information regarding the sales program easy to obtain.
- c. Provide information for the use of the sales program (i.e., public interest or educational publications, etc).

9. PROCEDURES. The system for processing and controlling a request for publication and sales service is as follows:

a. The Corporate Information Division, **ABC-100**, in the Office of Business Information and Consultation, is the control point for services regarding publications that are for sale through GPO and will:

- (1) Provide **pre-publication** advice and guidance on publications intended for sale by GPO.
- (2) Prepare GPO Form **3868** to advise GPO of FAA's intent to publish and forward two completed copies of this form to Documents Control Branch, Washington, DC **20402**.
- (3) Notify the office of primary responsibility of GPO's intent to sell and provides stock number and price of publication.
- (4) Arrange meetings or conferences with GPO, Documents Control Branch, for publication scheduling, pricing, and distribution issues.
- (5) Establish a continuing relationship with GPO for the benefit of interagency agreements.
 - (a) Monitor the services provided the aviation community by GPO.
 - (b) GPO determines:
 - (1) Whether to include the publication in the Documents Sales Program.
 - (2) The sales price and stock number of the publication and notifies **ABC-100**.
 - (3) The appropriate audience through the Marketing Program.
 - (4) The quantity requirements of the Depository Library Program.

10. FAA PUBLICATIONS CONTAINING STOCK NUMBERS AND SALES PRICES. FAA checklist of publications (catalogs) or publications listing stock numbers and sales prices (see paragraph **6**), should prominently feature the following notice:

NOTICE.

Prices shown are those in effect as of (date) Prices are subject to change without notice. The prices charged on your order will be those in effect as of the date your order is processed.

- a.** The current GPO pricing and stock number information **should** be obtained **from ABC-100** prior to publication of the checklist or catalog.
- b.** The expiration date should be shown on the checklist or catalog.

11. RESPONSIBILITIES.

- a.** The **Office** of Business Information and Consultation:

(1) Serves as liaison between FAA, the Office of the Secretary of Transportation, the Public Printer, the Superintendent of Documents, and any other Government printing officials on matters pertaining to the printing, distribution, stocking, and sale of FAA publications.

(2) Issues AC 00-2, Advisory Circular Checklist (and Status of Other FAA Publications Sold by GPO).

b. Heads of Offices and Services and Regional Aircraft Certification Directorates (New England, Central, Southwest, and Northwest Mountain) which issue publications that are designated for sale will:

(1) In coordination with the Office of the Chief Counsel, assure availability of all current regulatory material at the time of publication of the individual Federal Aviation Regulation (FAR) Part.

(2) Collaborate with ABC-100 to ensure the availability of manuscript copy, camera ready copy, or negatives, as appropriate, for printing, distribution, and sale of FAA publications.

c. The Office of the Chief Counsel:

(1) Collaborates with ABC to ensure that availability of manuscript copy, camera ready copy, or negatives, as appropriate, for publication and sale of FAR Parts.

(2) Issues AC 00-44, Status of Federal Aviation Regulations.

d. Writers. Writers of publications are responsible (through their supervisors, to their approving official) for:

(1) Recommending whether a publication should be for sale through GPO.

(2) Familiarizing themselves with the procedures prescribed in this order.

(3) Consulting with their DMO, if necessary, on any questions or problems that may arise regarding administrative processing of publications intended for sale by GPO.


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