

Printing Services

APD provides printing services for Army customers through the Defense Logistics Agency Document Services to produce publications and forms in hard copy (paper, CD-ROM, and DVD).

To use this service: OA22 organizations (HQDA agencies) should submit a completed DA Form 260 (*Request for Publishing*) or a DD Form 282 (*DOD Printing Requisition/Order*) to the APD Printing Support Branch (usarmy.pentagon.hqda-apd.mbx.printing-management-branch@mail.mil).

Army customers outside of OA22 need to submit a DD Form 1144 (*Support Agreement*) for all printing procurements within the fiscal year, in addition to a DA 260 or DD 282 for each individual print job to usarmy.pentagon.hqda-apd.mbx.printing-management-branch@mail.mil.

Non-OA22 customers also need to contact the OAA Resource Operations Center (ROC) (703-545-4869) for the Work Breakdown Structure (WBS) information for acquiring funding. The ROC will notify APD when it receives the funds for printing.

The customer must supply electronic media (e.g., CD-ROM, DVD) for commercial print production and a mock-up of the product requested, if available. The customer should include a GPO Form 952 (*Digital Publishing Information*), which lists the operating system, software used, and version of software.

A printing specialist will review specifications from the customer, begin the procurement process, and notify the customer of the actual estimated cost. The printing specialist will monitor the printing job to ensure it is completed within cost and delivered to the customer.

POC: 703-693-1549