

Procurement Advisory No. 86A

Business Cards Available at Government Expense

1. INTRODUCTION

Procurement Advisory 86A supersedes Agriculture Acquisition Regulation (AGAR) Advisory 86. This revised Advisory provides updated information on the availability of business cards that can be purchased for mission-related use by USDA employees.

2. SUMMARY

Federal employees have in the past been required to pay for their own business cards. The AbilityOne (formerly JWOD) program currently offers business cards that may be acquired with Federal funds. Ordering is now available from Envision Print, a non-profit agency centrally located in Wichita, Kansas, and payment may be by purchase card.

3. PROGRAM INFORMATION

The AbilityOne Program: The AbilityOne program is a job training and employment program governed by the President's Committee for Purchase from Persons Who Are Blind or Severely Disabled. USDA is represented on the Presidential Committee and diligently supports the program. Products or services provided by the local non-profit agencies participating in this program are given priority within Federal purchasing. The AbilityOne program is a mandatory source for any product or service listed, such as business cards (see Federal Acquisition Regulation (FAR) subpart 8.7).

Source of Business Cards: The U. S. General Services Administration (GSA) has issued a Federal Supply Schedule contract to Envision Print, 2301 S. Water St., Wichita, Kansas 67213.

Products Available: Business cards are offered in a variety of styles, are printed on recycled content papers using soy-based blue or black inks and comply with Federal environmental mandates. Printing options include raised ink printing and foil embossed logos. Employees may choose from approved agency business card templates, including templates for different departments and seals.

Ordering Information: Envision's online business card ordering allows you to quickly and easily create real business card proofs and to place your order in just a matter of minutes. Step-by-step instructions can be found at www.envisionbusinesscards.com or by

calling the Customer Service Team at toll-free number 1.877.229.8466. Online ordering is encouraged and currently offers an additional three percent discount on all orders. Fax orders are still accepted; please contact Envision's Customer Service Team to have an Order Form emailed to you.

Delivery: Normal shipment will occur within 7 to 10 business days from receipt of a complete and approved order request. Rush service is available for an additional fee.

Funds Available: The U. S. Department of Justice's (DOJ) Office of Legal Counsel, along with the U. S. General Accounting Office (GAO) has determined and affirmed that appropriated funds can be used to obtain business cards for Government employees who regularly deal with the public or organizations outside their immediate office (B-280759).

Use of Cards: Each agency head is responsible for defining the appropriate use and need for business cards within their organization. Visual standard questions can be sent to Cynthia McNeill at Cynthia.McNeill@oc.usda.gov.

Template Rules: Direction on use of business card templates for political appointees and employees is as follows –

- If appointed by the President, the Presidential Seal may be used.
- If appointed by the Secretary of Agriculture or a USDA Agency Leader, the USDA logo must be used.
- All USDA employees must use the USDA logo, with the exception of Forest Service employees, who must use the Forest Service insignia.

4. QUESTIONS:

If you have questions regarding this advisory, please send an email message to procurement.policy@dm.usda.gov.

5. EXPIRATION DATE: Effective upon issue date until canceled.