

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

46-23

9/6/23

ELIGIBILITY CRITERIA AND PROCEDURES FOR ORDERING FSIS BUSINESS CARDS AND FORMAT OF THE BUSINESS CARDS

I. PURPOSE

This is an annual FSIS notice that provides FSIS employees with the eligibility criteria and procedures needed to order business cards through the Office of Management (OM), Administrative Services Division (ASD), Information Management and Analysis Branch (IMAB), and lays out standards on the format of the business cards. This notice has been updated to include the new link ([OneUSDAIntranet](#)) to obtain [FSIS 2600-1](#), *Request for Printing, Copying or Duplicating Services*.

II. BACKGROUND

A. Business cards are available to FSIS employees who interact with the public for official business or conduct business with other FSIS entities, Departmental personnel, or other Government agencies. Employees are to have supervisory approval before ordering business cards using program funds. Eligible employees are determined at the discretion of their respective Program Area and include:

1. Executives;
2. Managers and Supervisors; and
3. Specialists

B. The official U.S. Government cards with the gold foil stamped seal are used exclusively by political appointees (i.e., Secretary, Under Secretary, Schedule C employees).

III. BUSINESS CARD STANDARDS

A. IMAB issues standard business cards in lots of 250, 500, and 1,000. See the Attachment for the business card formats approved by the Department. Adjustments to the layout may be made depending on the length of the information and to ensure it conforms with the selected card option. Each card adheres to the following standards:

1. The size of a business card is 2 inches in height (vertical) and 3.5 inches in width (horizontal);
2. Business cards are printed on Department-approved white, 100 lb. cardstock with 30 percent recycled material;
3. The USDA logo is raised with blue and green ink; and
4. Employees can select black or blue ink for the text.

DISTRIBUTION: Electronic

NOTICE EXPIRES: 9/1/24

OPI: OPPD

B. The pricing per quantity for standard business cards is as follows:

| STANDARD BUSINESS CARD PRICES | |
|-------------------------------|----------|
| Quantity | Amount |
| 250 | \$ 27.62 |
| 500 | \$ 36.00 |
| 1000 | \$ 49.76 |

C. For an additional charge, employees with a mailing address that is different from their office address may have their mailing address printed on the back of the card (e.g., Office of Public Health Science (OPHS) laboratory employees).

D. Employees have the option to use or omit their assigned Federal work address, or their program's official headquarters mailing address if the employee is deemed remote, on their business cards. For privacy and security reasons, under no circumstances can an employee print their home address on their business card.

E. Braille business cards are available for visually impaired employees or for those who have contact with the visually impaired public. Braille text is limited to four lines of 13 characters each with no punctuation or capitalization. Braille dots can be raised on either the front or the back of the cards. If no preference is identified, the Braille dots will be raised on the back of the cards. IMAB sends electronic confirmation to the customer to verify that all information is correct when adding Braille.

F. Braille business cards cost a premium in addition to the standard business card prices. The following additional charges apply per quantity for Braille cards:

| BRAILLE BUSINESS CARD PRICES | | |
|------------------------------|-------------------|----------|
| Quantity | Additional Amount | Total |
| 250 | \$25.00 | \$52.62 |
| 500 | \$50.00 | \$86.00 |
| 1000 | \$100.00 | \$149.76 |

IV. ORDERING BUSINESS CARDS

A. Employees are to complete the [FSIS 2600-1](#) (employees can access the form on the FSIS forms page of the [OneUSDAIntranet](#)) and are to include the following information:

1. Enter in block 7, *Program Code/Short Hand Code*, the Program Area's appropriate short hand code;
2. Enter in block 8, *Title or Description of Material(s)*, "Business Cards" and the employee's name;
3. Enter in block 16, *Special Instructions*, the style and imprint color preference from Attachment 1, "Business Card Styles." If no preference is indicated, "Version 2, Black ink" will be the default selection;
4. Enter in block 18, *Other (Specify one location)*, the address to which the employee would like the business cards to be sent; and
5. Enter in block 19, *Approvals of Requesting Office*, the Program/Office Signature. This signature is to that of the supervisor or other approving official.

B. Employees are to submit the following information typed or neatly handwritten on a blank sheet of paper along with [FSIS 2600-1](#):

1. Name and title; academic degree (e.g., PhD) may be included, as appropriate;
2. Program Area, division, branch, and section; and
3. Work address, office phone, and e-mail address. Identify the employee's mobile telephone number, if applicable.

C. Employees are to submit the above information exactly as it should be worded on the business cards (e.g., the employee's name is William, but prefers the cards to read Bill). For reprinting business cards with minor revisions, provide a previous sample with the requested changes indicated.

D. Employees are to e-mail [FSIS 2600-1](#) and the employee information sheet to: fsis.printing@usda.gov

E. Standard turnaround time for business cards is approximately 3-4 weeks. Braille cards require an additional week. Rush service may be available and is dependent on the vendor's schedule. Rush service costs an additional \$25 and requires 5 working days.

V. QUESTIONS

Refer questions regarding this notice to fsis.printing@usda.gov.



Assistant Administrator
Office of Policy and Program Development

Attachment – Business Card Styles

Version 1

Imprint type may be all black or all blue.



First Name, Last Name
Management Analyst

U.S. DEPARTMENT OF AGRICULTURE
Food Safety and Inspection Service
Office of Management

1400 Independence Avenue, SW
Room 8888-South Building
Washington, DC 20250

Voice: 301-734-7799
Cell: 301-734-7798
Name@usda.gov

Version 2 (Default version)

Imprint type may be all black or all blue.



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Version 3

Imprint type may be all black or all blue.



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Version 5

Imprint type may be all black or all blue.



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