

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

FSIS NOTICE

51-20

10/1/20

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

I. PURPOSE

This notice provides FSIS employees with the eligibility criteria and procedures needed to order business cards through the Office of Management (OM), Administrative Services Division (ASD), Printing, Graphics, and Distribution Staff (PGDS), and lays out standards on the format of the business cards. FSIS is issuing this notice to provide the new mailing address for the PGDS.

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. Supervisors
2. Managers; 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. PGDS issues standard business cards in lots of 250, 500, and 1,000. See Attachment 1 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; All
Field Employees

NOTICE EXPIRES: 10/1/21

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. 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. PGDS sends electronic confirmation to the customer to verify that all information is correct when adding Braille.

E. 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 Form 2600-1](#), *Request for Copying/Duplicating Services* (employees can access the form on the forms page of the FSIS Intranet) and must include the following information:

1. Enter in block 8, *Program Code/Short Hand Code*, the Program Area's appropriate short hand code;
2. Enter in block 9, *Title or Description of Material(s)*, "Business Cards" and the employee's name;
3. Enter in block 17, *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 19, *Other (Specify one location)*, the address to which the employee would like the business cards to be sent; and
5. Enter in block 21, *Requested By* section of the *Approvals of Requesting Office*, the requestor's printed name. The requestor must be 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 Form 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, fax number, 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, fax, or mail [FSIS Form 2600-1](#) and the employee information sheet to:

E-MAIL: fsis.printing@usda.gov

FAX: 301-504-4277

US MAIL: USDA FSIS
ADMINISTRATIVE SERVICES DIVISION
PRINTING, GRAPHICS, AND DISTRIBUTION STAFF
4700 RIVER ROAD
3D-06.20
RIVERDALE, MD 30737

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 1-Business Card Options

Version 1

Imprint type may be all black or all blue.



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Management Analyst
United States 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 • Fax: 301-734-5250
Cell: 301-734-7798
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Version 2 (Default version)

Imprint type may be all black or all blue.



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Department of
Agriculture**

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Version 3

Imprint type may be all black or all blue.



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Version 4

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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