

**Free Seminar** for federal agencies

## **GPO on the Road**

# How to do Business with the U.S. Government Printing Office (GPO)

**Spend your day with us.** This seminar is built on the foundation of helping educate customers like you on how to make GPO work for you.

GPO provides you access to expertise in printing and publishing, Web, design, security credentials, training and many specialized services. Our programs continue to stay on the cutting-edge of innovative technologies and are the tools of the future that will enable Government communication to become more effective and efficient. **Learn how we can help you!**



U.S. GOVERNMENT PRINTING OFFICE  
Keeping America Informed | [www.gpo.gov](http://www.gpo.gov)





# How to do Business with the GPO

A seminar built on the foundation of helping educate customers like you on how to make GPO **work for you**

Come learn about every step of our GPO processes including job creation, layout, design and print procurement, as well as our other numerous innovative programs. We'll discuss quality control, billing and budget control, on-site and online training, and getting your publication into the public's hands. Through this seminar we will cover every aspect of the document lifecycle and how we do business with your agency by providing support today and every day.

## **Who should attend?**

All federal agency employees\* are welcome to come and learn more about us. The seminar will be beneficial to those federal employees who are responsible for:

- ordering printing, copying, or office supplies for their agency (including paper, ink, envelopes, stationery, business cards, and more)
- managing an in-house print or mail facility or copier program
- mailing or distribution of printing materials
- design or layout of materials for their agency, including multimedia (web, photography, video, etc)
- library functions or cataloging information for their agency, including scanning
- forms or publication creation
- training and getting materials to users or classrooms nationwide
- creation of secure federal credentials like federal ID badges
- controlling the budget for administrative activities

## **Past attendees have included:**

Printing Specialists/Officers – Marketing Specialists – Contract Specialists – Mailing and Distribution Officers  
Administrative Assistants – Administration Officers – Contract Officers – Visual Information Specialists  
Training Coordinators – Superintendants – Public Affairs – Management Analysts – District Managers  
Office Managers – Project Managers – Production Managers – COOP Specialists – Purchasing Agents  
Recruiters – Technicians – Web Managers – Budget Coordinators – Outreach Specialist – Regional Managers  
IT Specialists – Library Officials – Secretaries – Library Specialists – Supply Technicians – Instructors  
Program Cord. – Purchase Card Program Mgr. – Attorneys – Investigators – Account Managers – Analyst  
Information Officers – Procurement Analysts – Procurement Techs. – Acquisition Officers – Contractors  
Academic Director – Accountant – Acquisitions Specialist – Archives Specialist – Attorney – Business Manger  
Purchasing Chief – Communications Officer – Public Affairs Specialist – Conference Coordinator

\*Private contracted employees of the federal government are welcome to attend.



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**Date(s):**           **Training Date**  
Tuesday, July 12, 2011

**Location:**       **U.S. Government Printing Office**  
Carl Hayden Room  
732 N. Capitol St NW  
Washington, DC 20401

**Seminar schedule:**   9:00am – 2:30pm seminar\*  
                                  12:00pm – 1:00pm lunch (on your own)  
                                  2:45pm – 3:30pm optional tour

**Two framed official portraits of the 44<sup>th</sup> President of the United States, Barack H. Obama, and a letter of authenticity from GPO, will be raffled off FREE to those who RSVP and attend. Please RSVP today to ensure your name is entered in the raffle. You must be present to win.**

**Cost:** Free to any federal employee, grantee, or contractor employed by the federal government.

### **Agenda for the event:**

**9:00am**           **Welcome to GPO! Meet the GPO team**

Learn about the history of the U.S. Government Printing Office (GPO). See where we have come from our beginnings in 1861 to today, where GPO triumphs as the largest print buyer in the nation. Follow us on Twitter and our own YouTube Channel!

**9:30am**           **GPO Product/Service line up and going Green with GPO!**

Learn about our five major procurement vehicles and how your agency can use each procurement tool for the most cost effective savings and time management goals. Get in-depth knowledge on GPO Small Purchases, One-Time Bidding, Term Contracts, and the Simplified Purchase Agreement (SPA). We will also discuss the GPO Online Paper Store, GPO Web Management, Creative Services and design, our Consulting and On-Site Services contract, and our new Security & Intelligent Documents Division (SID). Also, learn how your agency can go green by partnering with GPO! Experts from GPO business units will be onsite to answer specific questions.

**10:30am**       **Break**



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#### **10:40am      *The GPOExpress Program***

Join us for an in depth look into GPO's newest and fastest growing program: *GPOExpress* -- a nationwide convenience digital printing contract that allows Federal Government personnel to utilize the nationwide network of over 1,800 FedEx Office Print Centers to take care of all their quick copying needs. *GPOExpress* allows for convenient ordering options via e-mail, phone, the Web, or walk-in; high-quality digital printing services and associated finishing services; print-on-demand programs including access to a customized *GPOExpress* catalog of frequently printing documents, and much more!

#### **11:15am      *A look at the GPO Online Paper Store (OPS) Program***

The GPO Online Paper Store (OPS) is one of GPO's fastest growing programs. Partnering with one of the nations largest distributors, Unisource Worldwide, Inc., GPO is able to provide federal agencies cost effective, environmentally friendly, and federally compliant xerographic copier papers. GPO OPS customers have many benefits including the ability to order paper online and have it shipped in 24-48 hours in orders as small as 1 carton at a time; all order history and account activity can be viewed online 365/7/24; and volume discounts are included on the program for large orders. To date the GPO OPS program has shipped over 109,000 cartons to federal agencies nationwide.

#### **11:30            *Learning How to Fund a GPO Program***

Learn how the funding process for GPO programs works and how you can take advantage of cost savings and online options. We will be discussing in detail the four main funding processes GPO uses: government (IMPAC) purchase credit cards, IPAC billing, GPO Deposit Accounts, MIPRS, as well as direct invoicing. A GPO Financial Management Panel of experts will be available for individual accounting questions. If you are responsible for budget or accounting at your agency, don't miss this session!

#### **12:00pm-1:00pm      *Break for lunch (on your own)***

#### **1:00PM            *Learning how to place work with GPO and GPO Forms 101***

This session will include a brief overview of the new Standard Form 1, GPO's job ticket, as well as other important forms used in requesting work from GPO. We will also cover GPO's Quality Assurance program (QATAP) including explanations of quality levels, and take an in-depth look at billing address codes (BACs), paper specifications, PMS colors and more. For agencies that are looking to streamline their workflow with GPO this will be the perfect session for you. See samples of jobs and hear from current customers using GPO.

#### **1:40pm            *GPO Warehousing and Distribution Services***

Did you know GPO has not one, but two, major information distribution facilities that are available to assist your agency with warehousing and dissemination services? Our facilities are located in Pueblo, CO and right here in the DC metro area in Laurel, MD. Our facilities have processed over 100,564,720 customer orders and distributed over 881,339,207 publications and they offer efficient and effective automated processes with a dedicated workforce and management team. Learn more from our team of experts how your agency can leverage GPO's network for complete information dissemination needs.



**2:00pm GPO Quality Control**

Quality Control for Procurement Printing (QC) furnishes Federal agencies with a full range of services providing a comprehensive experience for producing your printing projects. Planning – QC offers electronic publishing planning support. Reviewing – QC is instrumental in the procured printing process, providing the most efficient and economical guidelines for print and binding all Government publications. Preflight – QC offers assistance in reviewing proofs for accuracy and industry standards. On-Site Inspections – Upon request, QC is available to conduct inspections for the purpose of setting a standard of quality. Inspecting – QC has a role in almost every stage of GPO’s printing procurement process. QC specializes in evaluation of compliance to specified quality standards.

**2:30pm Seminar Wrap Up and Raffle Drawing**

Join us for the finale! GPO will be raffling off two official framed portraits of the 44<sup>th</sup> President of the United States, Barack Obama. Two lucky seminar attendees will walk away with this unique prize as well as a letter of authenticity signed by GPO.

**2:45pm - 3:30pm Bonus - Optional Tour of GPO!**

Stick around after the seminar and join us for a guided tour of GPO. In this 45-minute tour you will learn firsthand how GPO produces the “documents of democracy” everyday. You will see how content is compiled and made ready for our presses; see our state-of-the-art multimedia design studio, visit the pressroom, bindery, and distribution facilities; and explore some of GPO’s one-of-a-kind services. Comfortable shoes are recommended!

**Seminar Location and Further Information:**

U.S. Government Printing Office  
 Carl Hayden Room  
 732 N. Capitol St NW  
 Washington, DC 20401

**Per Diem information: Washington, DC**

Season Begin Date	Month	Max Lodging Price	M&IE Rate
July 1	August 31	\$157	\$71

**Hotel Recommendations:**

- Phoenix Park Hotel** **0.1 mile**  
 520 North Capitol Street, N.W. Washington, DC  
 (202) 638-6900
  
- Hyatt Regency Washington DC** **0.3 miles**  
 400 New Jersey Avenue N.W., Washington, DC  
 (202) 737-1234
  
- Washington Court Hotel** **0.2 miles**  
 525 New Jersey Avenue N.W., Washington, DC  
 (202) 628-2100

**Directions to the Seminar:**

The GPO is just several blocks north of the Capitol Building on North Capitol St. between G and H Streets. The GPO consists of four buildings, three on the west side of North Capitol and one on the east. The main building is located on the corner of North Capitol and H St.

**Arriving by train:**

The GPO is located just three city blocks from Union Station. Union Station is a transportation hub in Washington DC with a Metro stop on the Red Line and an Amtrak station, which is the last stop for Maryland's MARC commuter trains and Virginia's VRE trains.

**Arriving by Metro:**

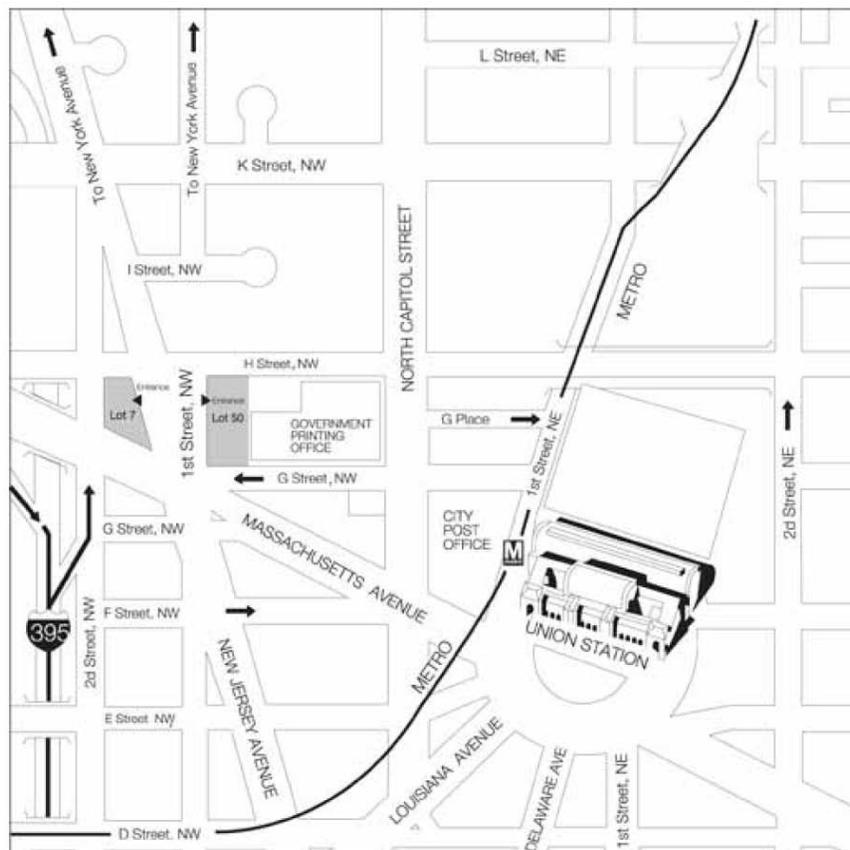
GPO is located next door to Union Station, a major hub for the Metro trains. Commuters can access GPO by taking any line to the Union Station stop on the Red Line and walking to GPO. The main building is located on the corner of North Capitol and H St. You can find Metro schedules at [www.metroopensdoors.com](http://www.metroopensdoors.com)

**Arriving by bus:**

There are a variety of bus stops near Union Station. Also, there are several bus stops located directly in front of the GPO. You can find schedules at <http://www.wmata.com/>.

**Parking:**

Parking in private lots and garages is available around the GPO building. GPO will not be able to provide parking unless special arrangements are made at least two business days in advance before all events. If you require special assistance to attend this event please contact GPO at 202-512-1904.





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**RSVP:**

Please provide your name, contact phone or email, and your agency when RSVPing. You may email or call to any of the addresses below.

Stephanie Jaeger, GPO on the Road Team, 202-512-2010 ext. 30951; [GPOontheroad@gpo.gov](mailto:GPOontheroad@gpo.gov)

For further information on this seminar and a complete list of GPO products and services please visit [www.gpo.gov](http://www.gpo.gov).

Can't make this event? To see more events like this across the nation visit <http://www.gpo.gov/customers/roadshows>