

March 27, 2002

AGAR ADVISORY

**UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT
PROCUREMENT POLICY DIVISION
AGAR ADVISORY NO. 42**

BUSINESS CARDS AVAILABLE AT GOVERNMENT EXPENSE

INTRODUCTION: This Agriculture Acquisition Regulation (AGAR) Advisory provides information on the availability of business cards which can be purchased for mission-related use by USDA employees.

SUMMARY: Federal employees have, in the past, been required to pay for their own business cards. Now, the Javits-Wagner-O'Day Act (JWOD) program offers business cards which may be acquired with Federal funds. Ordering is now available from The Lighthouse for the Blind, Inc. in Seattle, Washington. Payment may be by purchase card.

SPECIFIC ISSUES:

THE JWOD PROGRAM: The JWOD 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 JWOD program is a mandatory source for any product or service listed, such as business cards.

SOURCE OF BUSINESS CARDS: The General Services Administration (GSA) has issued a Federal Supply Schedule to The Lighthouse for the Blind, Inc. 2510 South Plum Street, P.O. Box C1419, Seattle, Washington 98114.

PRODUCTS AVAILABLE: Business cards are offered in a variety of styles; printed on recycled content papers using soy-based blue or black inks; and include printed or gold embossed logos. For a complete catalog and ordering information contact the Lighthouse at (800) 799-0402.

ORDERING INFORMATION: The Lighthouse has created a custom USDA ordering form for our use and available by phone. The ordering form complies with the USDA Stationery Systems Specifications and Uses, dated December 1998 issued by the Office of Communications.

FUNDS AVAILABLE: The Office of Legal Counsel of the Department of Justice (DOJ) has determined and the General Accounting Office (GAO) has reaffirmed that appropriated funds are available 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 to define the appropriate use and need for these cards within their organization.

If you have questions or comments regarding this advisory, please contact J. R. Holcombe Jr. by phone at (202) 720-8484, fax at (202) 720-8972, by TDD at (202) 245-9876 or by e-mail at Richard.Holcombe@USDA.GOV.

EXPIRATION DATE: This advisory expires when superseded.

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