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# AGAR ADVISORY

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT**  
**PROCUREMENT POLICY DIVISION**  
**AGAR ADVISORY NO. 42, Revision 01**

## **Business Cards Available at Government Expense**

**INTRODUCTION:** This Agriculture Acquisition Regulation (AGAR) Advisory supersedes AGAR Advisory 42, dated March 27, 2002 and updates all references to the Javits-Wagner-O'Day (JWOD) Act to reflect the new program name, AbilityOne. This AGAR Advisory provides information on the availability of business cards that 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 AbilityOne (formerly JWOD) program offers business cards that may be acquired with Federal funds. Ordering is now available from The Lighthouse for the Blind, Inc. in Seattle, Washington, and payment may be by purchase card.

### **SPECIFIC ISSUES:**

**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 The Lighthouse for the Blind, Inc. 2501 South Plum Street, Seattle, Washington 98114.

**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. Options include offset printing and foil embossed logos. Choose from approved agency business card templates, including templates for different departments and seals.

**ORDERING INFORMATION:** Online business card ordering allows you to quickly and easily create real business card proofs and place your order in a matter of minutes. Step-by-step instructions can be found at <http://shop.lighthousestore.org> or by calling 800-799-0402. Online ordering is encouraged and offers an additional three percent discount on all orders.

**DELIVERY:** Normal shipment will occur within ten business days from receipt of a complete and approved order request.

**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.

**QUESTIONS:**

If you have questions about this advisory, please contact Todd Repass by telephone at (202) 690-1060, or by email at [todd.repass@usda.gov](mailto:todd.repass@usda.gov).

This advisory is available at <http://www.usda.gov/procurement/policy/advisories.html>.

**EXPIRATION DATE:** This advisory is effective until superseded or cancelled.