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AGAR ADVISORY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT
PROCUREMENT POLICY DIVISION

AGAR ADVISORY NO. 86

Business Cards Available at Government Expense

INTRODUCTION: This Agriculture Acquisition Regulation (AGAR) Advisory cancels AGAR Advisory 42, dated March 20, 2008. AGAR Advisory 86 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 Envision, a non-profit agency centrally located in Wichita, Kansas, and payment may be by purchase card.

PROGRAM INFORMATION:

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 Envision, 2050 S. Edwards, Wichita, Kansas 67213.

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. Printing options include, raised ink printing, and foil embossed logos. Choose from approved agency business card templates, including templates for different departments and seals. Departments and Seals not yet listed are dealt with on an individual basis by contacting Envision's Customer Service Team.

ORDERING INFORMATION: Envision's online business card ordering allows you to quickly and easily create real business card proofs and to place your order in just a matter of minutes. Step-by-step instructions can be found at ***www.envisionbusinesscards.com*** or by calling the Customer Service Team at toll-free number at 1.877.229.8466. Online ordering is encouraged and currently offers an additional three percent discount on all orders! Fax orders are still accepted; please contact Envision's Customer Service Team to have an Order Form emailed to you.

DELIVERY: Normal shipment will occur within two to three weeks 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 Jackie Kelly by telephone at (202) 690-0021, or by email at *JacquelineE.Kelly@DA.USDA.GOV* or contact, Lisa Faleskie by telephone at (202) 690-0113, or by email at *Lisa.Faleskie@DA.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.