



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1490.1
Effective Date: March 5, 2003
Expiration Date: October 4, 2004**

**Responsible Office: Library and Media Services Branch, Office of the
Chief Information Officer**

SUBJECT: Printing, Duplicating, and Copying Management Program

1. REFERENCE

- a. NPD 1490.1, "NASA Printing, Duplicating, Copier, Forms, and Mail Management."
- b. NPR 1490.5, "NASA Procedural Guidance for Printing, Duplicating, and Copying Management."

2. SUMMARY

This directive sets forth policy and responsibilities for printing, duplicating, and copying and designates the Installation Printing Management Officer and Central Printing Management Office.

3. POLICY

Langley Research Center (LaRC) will comply with the policy and prescribing regulations of NASA, the Joint Committee on Printing, and with Federal Law.

4. DESIGNATION

- a. Installation Printing Management Officer

The designated Installation Printing Management Officer is located in the Library and Media Services Branch, Office of the Chief Information Officer.

- b. Central Printing Management Office

The Media Services Team, Library and Media Services Branch, OCIO, is this Center's Central Printing Management Office.

5. RESPONSIBILITIES

The responsibilities of the Installation Printing Management Officer and the Central Printing Management Office are set forth in NPR 1490.5, which implements NPD 1490.1.

March 5, 2003

LAPD 1490.1

6. REVISION

LAPD 1490.1, dated May 4, 1999.

Jeremiah F. Creedon
Director