

Issue Date: 8/15/2003

ACQUISITION OF DEPARTMENT OF HOMELAND SECURITY EMPLOYEE BUSINESS CARDS

I. Purpose

This directive provides guidance on the use of appropriations to purchase or reimburse the cost of business cards for official use by DHS employees.

II. Scope

This directive applies to all DHS organizational elements.

III. Authorities

- A. 18 U.S.C. § 4124.
- B. 41 U.S.C. §§ 46-48c.
- C. 44 U.S.C. §§ 501, 501 note.
- D. Office of Management and Budget Memorandum, Procurement of Printing through the Government Printing Office.
- E. U.S. Department of Justice Memorandum, Use of Appropriations to Purchase Employee Business Cards.

IV. Definitions

- A. **Business cards**: are 2" X 3½" contact cards that are printed on business card stock. The cards contain the DHS seal and personalized contact information for individual employees.
- B. **Approved DHS business card format**. The attachment to this directive provides samples of the approved business card format.

V. Responsibilities

A. The Under Secretary for Management, through the Chief of Administrative Services, shall be responsible for the implementation of this directive and will assist DHS headquarters personnel in obtaining business cards.

B. The **heads of the DHS agencies**, outside of DHS headquarters personnel, as it applies to their respective organizations, shall:

1. Determine internal guidelines for whether it will or will not purchase or reimburse the cost of business cards for mission-related use by an employee.
2. Provide procedures for approval of said purchase or reimbursement by a designated official in advance of the purchase.
3. Ensure the most economical use of allowable resources for the purchase of business cards.
4. Ensure that officials in their respective organizations establish controls to ensure compliance with this directive.

VI. Policy & Procedures

A. **Policy.** It is DHS policy to facilitate agency-related communications by managing a cost-efficient process for providing business cards to employees who have extensive dealings with the business community, the public, and other government entities. In order to facilitate this policy, DHS headquarters and DHS agencies may lawfully obligate a general or lump-sum appropriation for the purpose of purchasing business cards for such employees, provided that the primary purpose of the business card is to facilitate necessary DHS-related communications.

B. **Procedures.**

1. DHS agency employees, not including DHS headquarters employees, will follow their agency's internal procedures.
2. DHS headquarters offices must use an outside vendor to obtain business cards. Cards may not be printed on in-house printers. Any cards purchased from a private vendor must follow the approved format.
3. The person authorized to approve a request for obligation of funds in each DHS headquarters office shall have the authority to approve the purchase of business cards for a headquarters employee.

4. Any DHS employee may purchase business cards for official use with their own funds. The design of the business card must follow the approved format. The Office of Administrative Services will provide a list of vendors that have shown the capability to print cards following the approved format.

C. **Questions or Concerns Regarding the Process.** Any questions or concerns regarding this directive should be addressed to the Chief of Administrative Services.