

## NASA COLOR DUPLICATING POLICY

Duplicating in two or more colors is prohibited for work in which additional colors provide no demonstrable value. In all instances in which two or more colors are desired, it is the responsibility of the Center Printing Management Officer (IPMO) together with the Installation Copying Management Officer (ICMO), will make final determination as to whether or not additional colors provide a substantial value as required by public law.

Consultation with the IPMO, ICMO or Lesco Graphics Manager on proposed layouts and visuals for all requirements for multicolor duplicating prior to completion of art work will avoid wasted expenditures for art work in the event the request for duplicating in two or more colors is disapproved. For the purposes of these regulations, substantiate the valuable multicolor duplicating includes the following categories:

Maps and technical diagrams for which additional color is necessary for clarity.

Object identification (medical specimens, diseases, plants, flags, uniforms).

Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting.

Areas in which identifiable savings in cost can be soundly predicated on multicolor use.

Duplicating for programs required by law whose relative success or failure is in direct ratio to the degree of public response and where that response can be logically attributable to the number of colors planned and the manner in which they are proposed to be used.

Promotional or motivational purposes such as programs concerning public health, safety, and consumer benefits or for the purpose of encouraging use of Government facilities such as programs for social security, medicare, and certain areas of need for veterans.

Multicolor duplicating that does not meet the demonstrably valuable contribution requirement of these regulations includes, but is not exclusively limited to, the following categories:

Duplication items for which additional color is used primarily for decorative effect.

Duplication items for which additional color is used primarily in lieu of effective layout and design.

Duplication items for which additional color is used excessively, e.g., four colors when two or three will fulfill the need, three colors when two are adequate, or two colors when one with or without reverse treatment is adequate.

Duplication items for which the inclusion of multicolor does not reflect careful, competent advanced planning that recognizes the contribution the use of color is expected to make to the ultimate end purpose.