

## Procedure for submission of ED-79 for Educational Materials by Course R/C's

### Overview

1. The ED79 form initiates a request to order USPS course/seminar materials.
2. The ED79 form is available at <http://www.usps.org/national/eddept/files/forms.html> Under Ed Dept Committee forms.
3. Following Course R/C review of final formatted course/seminar material provided by R/C PubCom, the ED79 form (in Word format) is:
  - a. Filled out by Educational Dept. Course R/C
  - b. Signed by Educational Dept. Course R/C
  - c. Submitted electronically to R/C PubCom (not USPS HQ)

### ED79 form

On the ED79 form, the Course R/C fills in the date in the upper right, Committee acronym/abbreviation (for example BHCom for Boat Handling Committee), Inventory Control No. (if known), Inventory Description, Quantity Requested and Approximate Yearly Usage.

Further, the Course R/C indicates by checking the appropriate box if this is an unchanged reprint, a reprint with changes, checks if a CD and Camera-ready copy is shipped separately and to whom. If new material, checks the box, this is new material whereby a new inventory control number is required, indicates sub class, sets reorder point or checks delete from inventory, now obsolete box.

The special Instructions section is completed by the R/C PubCom. Included here is special instructions for the printer such as color, binding, drilling, packaging and delivery

At the bottom of the ED79 the Course R/C signs the form inserts abbreviated committee name and date.

The ED79 form is sent electronically to the R/C PubCom.

### Course R/C Responsibilities

1. In order to provide timely, updated course/seminar material to our customers, it is the responsibility of the Course R/C in the Educational Department to monitor the monthly Net Suite Educational Department Inventory report (formerly IV-36) to determine the appropriate time to update and/or order course/seminar materials. This includes: Student course manuals, Instructor manuals, Power Point slides, CD's, DVD's, kits, all Seminar material, purchased third party materials and related forms. Each Course R/C must set an appropriate reorder point for each item.
2. Course R/C must verify all educational material to be published in any format is current, technically correct and uploaded to the Educational Dept. ftp site or ShareFile, and initially submitted to Publishing Com Chair (PubCom) for content review.

### Pub Com Responsibilities

3. Upon receipt of the final course/seminar copy in Word format from the Course R/C, Publishing Com will provide additional content review, editorial review, graphic review, formatting, and obtain an ISBN number from Mary Catherine Berube at USPS HQ. Comments from review will be shared with Course R/C.
4. Publishing Com will upload formatted, printer ready files in pdf format to the Educational Dept. ftp site or ShareFile for final review by Course R/C.
5. Upon receipt of formatted course/seminar copy from Publishing Com, the Course R/C must send a signed ED-79 form, preferably in Word format, to the Chair of Publishing Com.
6. Upon PubCom receipt of the ED-79 form from the Course R/C, the PubCom Chair will ask Jacky VanDoren at USPS HQ to obtain quotes from three vendors, previously approved by Ed Leadership. All obtained quotes will be submitted to the R/C PubCom for review and reference.

7. Based on all the quotes received by the USPS Purchasing Expeditor, the USPS Purchasing Expeditor will determine the vendor, and electronically notify R/C Pub Com of determined vendor. R/C PubCom will assign a log number to the ED79 form, add the designated vendor and special printer instructions, sign the ED79 form on behalf of the ANEO; **then** electronically send the ED79 form to Jacky Van Doren to proceed with issuing a purchase order to the selected vendor. The routing for new material and reorder material is the same. All must go through PUB Com.
8. R/C Publishing Com will send a copy of the signed ED79 form to the Course R/C, ANEO, and Art Stevens at USPS HQ once it has been processed.
9. Upon discussion with selected vendor, if an ED79 change is needed, the Publishing Com Chair will discuss with Course R/C.
10. Publishing Com will provide selected vendor with printer ready copy of the files.
11. The R/C Publishing Com will notify Course R/C the expected delivery date at USPS warehouse.
12. R/C Publishing Com will upload final formatted files to Ed Dept. ftp site and Share File.

R/C Priscilla B. Clarke, AP  
USPS Publishing Com Chair  
[pbcbuffalo.edu](mailto:pbcbuffalo.edu)

13 October 2016.