



***Communications and Information
MANAGEMENT OF PRINTING AND DUPLICATING REQUIREMENT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This operating instruction provides guidance, procedures, and responsibilities for obtaining printing and duplicating services. It implements Department of Defense Instruction (DoDI) 5330.03, *Defense Logistics Agency (DLA) Document Services*, and AFPD 37-1; *Information Management*. It applies to offices of the Secretariat and the Air Staff (HAF).

SUMMARY OF CHANGES

This publication supersedes HOI 33-2, *Management of Printing and Duplicating Requirements*, Mar 1998. It updates management procedures, commercial procurement of printing, duplicating, copier, and related services, as well as OPR. It also updates management procedures due to Department of Defense (DoD) consolidating printing/duplicating activities under DoDI 5330.03.

1. Overview or Background

1.1 This instruction explains how Headquarters Air Force (HAF) offices obtain printing and duplication support through the facilities of the Media Services Division. This printing and duplication support includes copier duplication, printing duplication, publication, liaison with, Defense Logistics Agency (DLA) Document Services, and the management of Multifunction Devices (MFDs) within the HAF.

2. Roles and Responsibilities.

2.1. Secretary of the Air Force, Administrative Assistant (SAF/AA). Establishes guidance and provides instructions in accordance with DoDI 5330.03.

2.2 Director, Information Management (SAF/AAD).

- 2.2.1. Provides printing, duplicating, and copying guidance to Air Force organizations.
- 2.2.2. Office of primary responsibility DoDI 5330.03.
- 2.2.3. Interprets and clarifies printing, duplicating, and copying guidance for Air Force organizations.
- 2.3. Media Services Division Chief (SAF/AAIM) directs the HAF printing, duplicating, and copying programs.
- 2.4. Printing Officer (SAF/AAIM).
 - 2.4.1. Maintains the budget for printing, duplicating, and copying; ensures accuracy and validity of vendors' invoices; and ensures timely reimbursement for services.
 - 2.4.2. Interprets, clarifies and formulates printing, duplicating, and copying management guidance for Air Force printing
 - 2.4.3. Coordinates and guides the use of available local printing and duplicating capabilities to meet HAF customer requirements
 - 2.4.4. OPR for this instruction.
 - 2.4.5. Arranges and/or coordinates printing and duplicating services through Defense Logistics Agency (DLA) Document Services as necessary to fulfill the HAF mission requirements.
 - 2.4.6. Maintains contact with DLA Document Services and monitors production, quality, and delivery of products.
 - 2.4.7. Certifies requisitions to reflect that printing and duplication work is authorized, involves official business, and does not exceed the allocated budget for the fiscal year.
 - 2.4.8. Obtains reproduction releases for classified documents and copyright documents before printing or duplicating.
- 2.5. Multi-Function Device (MFD) Program Manager (SAF/AAIM)
 - 2.5.1. The MFD Program Manager is the only office authorized to acquire MFDs for HQ USAF.
 - 2.5.2. Oversees and manages leased and government-owned MFD equipment and services for the HAF.
 - 2.5.3. Evaluates requirements and requests for new MFD capabilities, and recommends MFD solutions to requestors.
 - 2.5.4. Recommends approval or disapproval of new or additional MFD requirements.
 - 2.5.5. Monitors and tracks centrally-managed MFD supplies, purchases, and inventories.
 - 2.5.6. Manages the HAF MFD inventory, records, maintenance or service, replacements, deliveries, set-ups, and removals; coordinates delivery of all HAF MFDs.

2.5.7. Ensures and tracks assignment and training of workplace monitors for all assigned MFDs, and communicates MFD program information with assigned monitors.

2.5.8. Verifies validity and accuracy of invoice billing.

2.5.9. Conducts on-site visits and inspections of facilities, equipment, and usage.

2.5.10. Ensures each MFD monitor is provided user information pertaining to their machine (i.e. serial number, make, model and the necessary contact information to obtain all non-chargeable supplies).

2.6. Using Office (MFD monitor) Responsibilities:

2.6.1. To better manage printing and copying, each directorate or comparable HAF office will appoint a workplace MFD monitor to evaluate MFD requirements and performance in collaboration with the SAF/AAIM MFD program manager.

2.6.2. Each directorate or comparable HAF office will designate its MFD monitor by forwarding the point of contact's (POC) name, organization and telephone number and any changes to SAF/AAIM

3. Procedures/Guidance

3.1. Federal law; Executive Order 13589 §5; the Joint Committee on Printing (JCP); DoD; and Air Force policies affect many of our printing and duplicating processes. More information about restrictions is available in Title 44, U.S.C. Sections 103, 501, and 502, and DoDI 5330.03.

3.1.1. Advertising. Do not put advertisements or endorsements in Government publications.

3.1.2. Calendars. Government funds may be used to buy General Services Administration (GSA) desk and wall calendars. These are the only calendars which Departments are authorized to obtain at Government expense and they are available from GSA. Schedule and appointments sheets are not considered calendars.

3.1.3. Calling or Business Cards. Only professional recruiters may purchase cards with appropriated funds.

3.1.4. Greeting Cards. Greeting cards may not be purchased with appropriated funds.

3.1.5. Copyright Notices. The OPR for a publication must obtain and provide a release for copyrighted material included in the publication. The publication must include a notice of copyrighted material using a type size that is smaller than both text and illustration legends.

3.1.6. Courtesy Credit Lines. When non-government parties contribute or loan uncopyrighted materials, credit the source. When several materials come from a single non-government source, credit the source in an un-displayed paragraph using a type size smaller than that of the text and illustration legends.

3.1.7. Legal and Business Contracts. OPRs signing print orders certify that the printing, duplicating, or binding work is official business. Do not produce or procure work for private individuals or commercial concerns, even though they may ask to reimburse the Government.

3.1.8. Multicolor Reproduction. Reproduce all documents in one color, unless additional color is

integral to the purpose (examples are maps, illustrations, medical specimens/diseases, or recruiting posters). The JCP requires stringent control on color reproduction. Consult the Printing Officer (SAF/AAIM) for specific guidelines.

3.1.8.1. Do not use color solely for its decorative effect or for prestige.

3.1.8.2. Color should be used primarily to effectively clarify information presented.

3.1.9. Copiers. SAF/AAIM is the sole source and program manager for all copiers/Multi-Function Devices in HAF offices located within the Pentagon. Any copiers purchased without approved authorization from the copier management office (SAF/AAIM) will not be included in the copier management program.

4. Standards

4.1. Printing Format. Customers will print all jobs on both sides of the paper (duplex), unless one-sided (simplex) printing is essential to effectively meet the publication requirements. The OPR must justify ordering simplex printing for multiple-page documents.

4.1.1. Paper Stocks. (NOTE: Metric measurements are used in procurement of printing jobs and other business related activities.)

4.1.1.1. Use recyclable offset paper for standard publications, and administrative products, such as histories, reports, and periodicals.

4.1.1.2. Use coated paper only when fine-quality publications requiring process color are essential to meet official communication objectives.

4.1.2. Stationery.

4.1.2.1. Only cabinet-level officials are authorized to use engraved or embossed stationery. All other requests for these items require JCP approval (see Terms, Attachment 1).

4.1.2.2. Do not use government funds or equipment to personalize stationery. (Names, addresses, and telephone numbers on stationery items create "frozen" stock when personnel or offices change).

4.1.2.3. Print only generic memo pads, in black ink, 3½ by 8 inches, and not larger than 5½ x 8½ inches. Offices of the Secretary and the Chief of Staff are authorized memo pads with their office designation for use by immediate support staffs; these may be printed in blue ink.

5. Printing Procurement

5.1. HAF offices submit print requests to SAF/AAIM.

5.1.1. What Forms to Use.

5.1.1.1. DD Form 282, *DoD Printing Requisition Order*, is used to request, track and pay for

printing work processed through DLA Printing Service Document Services, and the Government Printing Office (GPO) activities.

5.1.1.2. Blank forms can be obtained electronically from Air Force Departmental Publishing Office web site (<http://afpubs.hq.af.mil/elec-products/forms>) repository or from SAF/AAIM.

5.1.2. Requesting printing service.

5.1.2.1. Normal and regular production time is usually 10 working days.

5.1.2.2. Priority or “rush” requirements generally incur additional fees which can add up to 50% over normal priority printing costs. Additional justification will be required to process priority or rush requests.

5.1.2.3. Requestors should allow for proof-reading time in their production planning to reduce re-work, control cost, and improve product quality.

5.1.3. Security Requirements. All requests for printing or duplicating classified documents must comply with DoD 5200.1-R, *Information Security Manual*, and AFI31-401_AFGM2013-03.

6. Multi-Function Device (MFD) Program Management

6.1. Copying is generally the most expensive form of duplicating. Use MFDs only to satisfy mission requirements. The MFD program was established to provide copy/print/scan services necessary to fulfill the mission requirements of HAF, and to make sure organizations request, acquire, manage, maintain, and use appropriate MFD equipment. SAF/AAIM now procures and administers MFDs to replace single-use/inefficient copiers.

6.1.1. MFD program management was established to control proliferation of MFDs and use/production, and to manage costs, using Title 44 U.S.C., the Congressional JCP Regulations, DoDI 5330.03 and Air Force policy as guidelines.

6.1.2. MFDs are authorized and assigned to directorates and their work centers based on mission role, requirements, and MFD-user ratio.

6.2. SAF/AAIM Responsibilities.

6.2.1. Ensures organizations request, acquire, manage and properly use multifunction equipment.

6.2.2. Ensures MFD services are adequate to support mission requirements and that required services are funded.

6.2.3. Establishes and ensures compliance of procedures and controls governing the acquisition and use of MFDs.

6.2.4. Establishes and uses information gathering techniques to maintain accurate recordkeeping, location and point of contact regarding each MFD.

6.2.5. Maintains current and accurate copier contracts.

6.2.6. Forecasts, budgets for purchases, plans, manage, and provide equipment training and

maintenance for all MFDs.

6.2.6.1. Serves as the agent, representative, and liaison with MFD vendors and customers, and determines the level of service necessary to support requestor's mission requirements.

6.2.6.2. Ensures propriety of all related services and certifies contractual integrity of the MFD program.

6.3. Requests for New or Replacement MFDs: Must be submitted in writing via memorandum and sent to SAF/AAIM. The requests must be signed at or GO/SES level. To ensure a fair and objective evaluation of your request, include as justification:

6.3.1. A brief mission statement and description of essential MFD role in meeting that mission.

6.3.2. Description of specific MFD usage requirements (e.g., letters, books, maps, computer printouts, scanning, conversion to electronic format, etc.).

6.3.3. Estimated monthly use (originals, scans/output pages, etc.).

6.3.4. Number of people using the MFD.

6.3.5. Location where the MFD will be installed.

6.4. MFD Monitor Responsibilities. Office chiefs appoint primary and alternate MFD monitors for each workcenter. Provide the following information in writing, to SAF/AAIM: Name, duty telephone number, and office symbol of the MFD monitor and alternate; the make, model and serial numbers, and location of the equipment they monitor.

6.4.1. Keep adequate MFD supplies (toner, staples, and paper) stored where office personnel will have immediate access. Order toner directly from vendor. All other supplies should be ordered through your Supply Authorization Office (SAO).

6.4.2. Reproducing classified material on non-designated devices is a security deviation which can result in a violation. To prevent violations, implement the following controls.

6.4.2.1. Submit a written request for each MFD to SAF/AAIM.

6.4.2.2. Post AFVA 205-9, *Classified Reproduction Authorized*, on or near equipment designated for classified reproduction. For equipment not so designated, post AFVA 205-8, "STOP Do Not Use this Machine for Classified Reproduction STOP" to warn users that copier is for unclassified reproduction only.

6.4.2.3. Place MFDs where monitors can observe the unit.

6.4.3. Record quarterly meter readings and provide in response to notification from SAF/AAIM MFD program manager. The program manager uses this information to track billing and payment of invoice charges.

6.4.4. Coordinate movement or removal of MFDs with SAF/AAIM. Provide 30 days notice for MFD moves to allow the program manager to make arrangements with the vendor.

6.4.5. Contact vendors directly to schedule maintenance on MFDs and ensure completion of routine repairs. MFD monitors are required to keep records of all maintenance requests to ensure repairs are done properly and in a timely manner. MFD monitors must contact SAF/AAIM if MFD service takes more than two weeks to complete or when MFD monitors note that MFD problems occur on a frequent basis.

6.4.6. Perform user-level preventive maintenance on MFDs to ensure effective equipment operations (emptying waste receptacles (if required), adding toner, cleaning glass, and scheduling cleaning by service technicians as appropriate).

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Administrative Assistant

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References:

AFI31-401_AFGM2013-03; September 18, 2013;
DoD Information Security Manual, DoDM 5200.01, Volumes 1-4; March 1, 2012;
DoDD 5330.3, Defense Logistics Agency (DLA) Document Services; May, 18, 2011
AFPD 33-3; Information Management; March 28, 2006
DoD Manual 5200.01, Volume 1; February 24, 2012
EO 13589-5
Title 44 USC Sections 103, 501 and 502
NASIC INSTRUCTION 31-107; Multi-Function Devices Security Operations and Procedures;
June 1, 2012

Adopted and Prescribed Forms:

AF Form 847; *Recommendation for Change of Publication*
DD Form 282; *DoD Printing Requisition/Order*

Abbreviations and Acronyms:

Air Force Instructions (AFI)
Air Force Visual Aids (AFVA)
Defense Automated Printing Service (DAPS)
Defense Logistics Agency (DLA)
Department of Defense (DoD)
Department of Defense Directives (DoDD)
General Services Administration (GSA)
Headquarters Air Force (HAF)
Joint Committee on Printing (JCP)
Office of Primary Responsibility (OPR)
Printing Control Officer (PCO)
Publishing Distribution Officer (PDO)
Supply Authorization Officer (SAO)

Terms:

Government Printing and Binding Regulations, Joint Committee on Printing, US 101st Congress, N0. 26, February 1990: §43-1. Stationery, Embossed: The Public Printer may furnish, upon requisition, to the President of the United States, members of his Cabinet, and the Department of State (for diplomatic correspondence exclusively), such quantities of embossed stationery as may be necessary for official use. The Comptroller General, the Librarian of Congress, the Public Printer, the head of each permanent commission, independent establishment or board, and the judges of the U.S. Courts may requisition embossed noteheads or letterheads

not to exceed 5,000 copies in the aggregate, and envelopes therefor in any one fiscal year: *Provided*, That greater quantities may be furnished upon the approval of the Joint Committee on Printing. The Public Printer shall not honor requests from any Government activity for embossing second sheets or other than standard-size envelopes. No embossed stationery other than listed above shall be produced or procured at Government expense unless authorized by the Joint Committee on Printing.