

**BY ORDER OF THE COMMANDER
HQ 71ST FLYING TRAINING WING
(AETC)**

**VANCE AIR FORCE BASE
INSTRUCTION 33-301**



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Communications and Information**

LEASED COPIER PROGRAM MONITORING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements procedures pertaining to base-leased copiers on Vance AFB. It prescribes procedures for Vance Air Force Base (AFB) Copier Monitors and applies to all Air Force military, civilian, and contractor personnel. This publication also applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) Units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS), located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. (AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program [FMP]. Refer to that publication for guidance on filling out the form.)

SUMMARY OF CHANGES

Restructure of the program resulted in changes of responsibilities.

1. Vance AFB (Base Copier Monitor) is responsible for:

- 1.1. The tracking and monitoring of leased copiers, to include communicating all issues to the Vance AFB prime contractor procurement office concerning vendors failure to perform, or other problems related to copier activities.
- 1.2. Acting as liaison between unit copier monitors and the leasing agency.

- 1.3. Submitting required paperwork to the leasing agency of any and all approved copier moves.
- 1.4. Ensuring current and signed Copier Appointment letters are on file and forwarded to the leasing agency.
- 1.5. Coordinating with leasing agency to schedule and advertise copier training upon initial copier installation or major changes in equipment for all base populace.
- 1.6. Providing technical solutions for all AF Form 3215, *IT/NSS Requirements Document* requests to include but not limited to; upgrades or temporary lease of additional copiers. Base Copier Monitor will evaluate and validate copier requirements referenced on AF Form 3215, to ensure the equipment is adequate to perform organizational workload requirements.

2. Unit Copier Monitors are responsible for:

- 2.1. Providing a signed and current appointment letter stating the primary and alternate monitor's names, telephone numbers, and copy machine ID number. This must be sent to the Vance AFB Copier Monitor, who will forward it to the leasing agency. In the event Unit Copier Monitors change within the Vance AFB organization, the Base Copier Monitor shall receive an updated appointment letter from the current monitor or supervisor.
- 2.2. If applicable, newly appointed Unit Monitors shall coordinate directly with the leasing agency customer service department for scheduling of on-site operator training.
- 2.2. Copier-related issues (service calls, toner replacement, and problems with accomplishing a copying/printing task). These need to be addressed by our leasing agency. Monitors will find the leasing agencies number located on the front of every machine. When placing a call to the leasing agency, monitors will need to provide their copier's ID number, which is located on the front of the copier.
- 2.3. Ensuring the proper procedures are followed when copiers need to be moved. Monitors are never allowed to move copiers under any circumstances. If a copier needs to be moved, contact the Vance AFB Base Copier Monitor at 213-7569. Once the request to move has been approved by the Base Copier Monitor the Unit Monitor or supervisor shall coordinate directly with the leasing agency to establish a date and time for the move. Upon the completion of the move, the Vance Base Copier Monitor shall be notified to update the new location of the copier.
- 2.4. The following handouts are required to be posted above all office copiers.
 - 2.4.1. Vance AFB VA 33-305, *Your Copier Monitors Are*.
 - 2.4.2. AETC VA 31-5, *Approved Classified Copiers Only*. If reprints of this visual aid are needed, reprints must be printed in color on 8.5" x 11" yellow cardstock.
 - 2.4.3. AETC VA 31-6, *Unclassified Copiers Only*. If reprints of this visual aid are needed, reprints must be printed in color on 8.5 x 11 white cardstock.

3. Prescribed Forms.

None.

4. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

AF Form 3215, *IT/NSS Requirements Document*

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