

**BY ORDER OF THE COMMANDER
SIXTEENTH AIR FORCE**

**SIXTEENTH AIR FORCE
INSTRUCTION 17-101**



**23 FEBRUARY 2021
Certify Current, 18 March 2025**

***Cyberspace Operations
MANAGING THE PROCESSES OF
PRINTING, DUPLICATING,
REPLICATING, DOCUMENT
CONVERSION AND COPYING***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 16 AF/A6X

Certified by: 16 AF/A6
(Colonel Rick T. Johns)

Pages: 12

This publication implements Air Force Policy Directive (AFPD) 17-1, Information Dominance Governance and Management. It prescribes and explains procedures and standards of the Sixteenth Air Force (16 AF) Print Plant facility under the provisions of Department of Defense Instruction (DoDI) 5330.03, *Defense Logistics Agency (DLA) Document Services*. The 16 AF/A6X (Print Plant) ensures the intelligence printing, binding, publishing, production, and reproduction of all printed material. The production and replication of compact disk (CD), digital video disk (DVD), document archiving, microfilm, and microfilm/fiche conversion is accomplished effectively and efficiently, in a manner conducive to national security and consistent with the authorities and duties of all governing directives, instructions, and regulations. This publication primarily applies to 16 AF units and tenant organizations with intelligence and cyber missions located on Joint Base San Antonio-Lackland Texas, Port San Antonio, and National Security Agency/Central Security Service, Texas. This publication also applies to 16 AF geographically separated agencies, organizations and units, to include civilian intelligence counterparts, who are authorized service. Certain elements of this instruction and prescribed forms may be used at 16 AF field units. This publication does not apply to 16 AF aligned Air National Guard or Air Force Reserve units. 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 Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct supplements must be routed through the OPR prior to certification and approval. The

authorities to waive wing/unit level requirements in this publication are identified with a Tier (e.g., **T-0, T-3**) number following the compliance statement. Requests for waivers must be submitted through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Maintain records created as a result of the processes prescribed in this publication in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System Records Disposition Schedule (AFRIMS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact your supporting records manager as required. This publication does not generate information collection and reports as outlined in AFI 33-324, *The Air Force Collections and Reports Management Program*.

CHAPTER 1

RESPONSIBILITIES AND LIMITATIONS

1.1. General Information. The primary purpose of the print plant facility is for the reproduction of classified, up to Top Secret/Sensitive Compartmented Information (TS/SCI), information in support of core intelligence missions. The print plant provides unclassified and classified printing, bindery, high-speed/high-volume copying/duplicating, CD/DVD creation/replication, micrographics, micrographic conversion, and document image and/or automation services. This Numbered Air Force (NAF) instruction provides a list of responsibilities and limitations of this facility. If an item is not covered in this instruction, the print plant printing officer will research the item needing reproduction and make a recommendation to the customer.

1.1.1. Tiered Support. All classified and unclassified requests for services will be supported in a tiered, prioritized approach IAW this instruction.

1.1.1.1. Tier 1 (first priority). Provided to 16 AF units and other organizations with a core intelligence mission.

1.1.1.2. Tier 2 (second priority). Provided to units with an intelligence mission affiliation.

1.1.1.3. Tier 3 (third priority). Provided to all other government official business requirements IAW this instruction.

1.2. Advertising. Do not put advertisements or endorsements of civilian organizations or sponsors in any government publication.

1.3. Art Signatures. Remove or reduce signature on freehand art. Do not print products with signatures of technical illustrators, designers, typographers, or layout artist when the author's name may be printed.

1.4. Binding Rules. Avoid unnecessary binding. Use the most cost effective, least-expensive method possible.

1.5. Business Cards. The use of existing software and NAF purchased card stock is authorized for the production of business cards IAW the Office of Secretary of Defense, Administration and Management Memorandum, *Printing of Business Cards*, dated 28 August 1998. Business cards are to be used in connection with official activities. Individuals requesting business cards must use one of the templates provided by the print plant. All business card requests will be evaluated and approved by the print plant printing officer prior to production.

1.6. Copyright Notices. The OPR for a publication must provide a release for copyrighted material. For copyright notices, use a type size that is smaller than both text and illustration legends.

1.7. Emblems and Other Markings. Organizational Emblems and other markings, such as those for local or single major command applications must go through the Government Printing Office (GPO). The print plant printing officer will evaluate and approve all decal and other markings requests. The customer service section will accomplish all GPO work requests. The print plant printing officer will confirm with 16 AF History Office that all emblems are officially approved for use.

1.8. Die-Cut Windows in Publications. If you have a valid need for a die-cut window on a product, your request must be forwarded to the print plant printing officer with a letter of justification explaining why your product must have a die-cut window rather than less expensive alternatives. The print plant printing officer is the final approval authority.

1.9. Expedite Jobs. Normal production “turnaround time is 3- to 5-duty days” from the time the work is approved for printing. Some production projects will take considerably less time. Requests for expedited turnaround will be supported when possible. The print plant printing officer will review all requests for expedition and notify the customer if they can or cannot be supported.

1.10. Illustrations. Use illustrations only if they serve the interest of the missions rather than an individual’s interest. Ensure the illustration is the smallest size possible to achieve its end purpose. It must show good taste and no offensive material.

1.11. Invitations and RSVP. Invitations and RSVP cards will be produced for change of command, high-level awards banquets, unit activations/deactivations, and other ceremonies that require this type of protocol item. Commanders are required to keep the amount of invitations and RSVP cards to a minimum. Electronic invitations and RSVPs should be considered as an alternative to printed media. Printed quantities will be kept to a minimum. The print plant printing officer will approve all invitations and RSVP requests. The print plant self-help copier resource will be used for all other programs with the approval of the 16 AF Protocol Office and the print plant printing officer.

1.12. Legal and Business Constraints. The customer’s signature on all work orders certifies that the printing, duplicating, binding, replication, or digital conversion is for official government business and IAW this 16 AFI. It is illegal to produce or procure work for private individuals, private organizations, or for commercial concerns.

1.13. Mastheads Publications. Mastheads must include the military department, publishing command/issuing unit, and the names of all editors involved in the creation of the publication.

1.14. Multicolor Printing. The vastly reduced cost caused by new technology, production, publishing, and dissemination process have now made it cost effective to print more products in multicolor. The print plant printing officer will take the total printing cost into consideration to ensure all products are printed in the most efficient and cost effective manner. The use of color in the requested product must have operational significance and not be used solely for its decorative effect.

1.15. Printing, Duplicating, and Replication for Morale, Welfare, Recreation, and Services Activities. Moral, Welfare, Recreation, and Services Activities; non-appropriated fund instrumentalities; and private associations are not authorized the use of the print plant facility.

1.16. Programs for Ceremonies. Programs will be produced by the print plant for change of command ceremonies, awards banquets, unit activations/deactivation ceremonies, retirement ceremonies and other official ceremonies that require this type of protocol item. Requirements for official ceremony programs require approval of the 16 AF Protocol Office to ensure compliance with protocol standards. Official ceremony programs will be kept to two pages, no larger than 8.5 x 11 inches, and printed on both sides. Individual pages are set to 5.5 inches x 8.5 inches. The total number of programs to be printed must be kept to the absolute minimum required, and only 10 percent of the programs will be printed in color. The remaining 90 percent of the programs

will be printed in black and white. Programs for unofficial ceremonies will not be produced by the print plant. Organizations in need of materials for unofficial ceremonies are authorized use of desktop publishing capabilities in their organization and the self-help copiers within the print plant section.

1.17. Standard Paper Stock. The standard for all printing reproduction requirements is duplex format (printing on the front and back of each page) in order to conserve resources. If a product requires printing on one side only, a letter of justification must accompany the work request and be forwarded to the print plant printing officer for approval. Standard paper stock size is 8.5 x 11 inches. This print plant can produce products from business card size to poster size.

1.18. Stationery/Memo Pads. Memo pads are produced only for two-letter offices and for conference support. These are to be kept generic. Names of individuals are not authorized to be placed on memo pads.

CHAPTER 2

GPO

2.1. GPO Authorized. The 16 AF print plant is authorized to deal directly with the GPO on requests that cannot be produced in-house. The print plant customer service center is the focal point for all printing purchase requests from GPO. All requests will be evaluated for their mission impact and will be approved by the print plant printing officer before printing is purchased through GPO. The requesting organization is responsible for GPO fees.

CHAPTER 3

MANAGING MICROGRAPHICS OPERATIONS

3.1. Focal Point. The print plant is the focal point for all micrographics, micrographics conversion, micrographic fiche, diazo fiche, 16 millimeter (mm) and 35 mm micrographic film production and management. The print plant will also convert existing media into electronic, CD and/or DVD media for ease of archival storage, movement, retrieval, and printing.

3.2. Managing the Document Archival, Micrographics Conversion Program. This print plant is tasked with the responsibility of converting documents that have been identified as needing to be archived into a media that meets the OPR's needs and satisfies archival/retrieval standards. The print plant will also convert existing micrographic media into a better and less costly product ensuring that the information is easily managed, used, handled, transferred, stored, and preserved to archival standards, with ease of retrieval of documents and information. The print plant will also be tasked to use the best system designs so the end user will have ease of retrieval, viewing, printing, replicating, and storing. With a strong emphasis on security, this facility will ensure the converted product is secure, with no window for the information to become altered from its original form. The print plant will ensure the development of a compatible finished product. Documents, microfilm, fiche, and reel film will be converted into electronic documents, magnetic media, CD, and/or DVD media per originators requirement. The OPR will absorb all packaging, postage, and shipping cost. All hard documents, micrographic fiche, replicated fiche, diazo fiche, 16 mm, and 35 mm micrographic film will be returned to the OPR for final disposition.

CHAPTER 4

PRODUCTION/REPLICATION OF CDS AND DVDS

4.1. Product Obtainability. The OPR must ensure the product is not obtainable through other avenues (i.e., the originator, commercial means, or other organizations) and that no copyrighted items are included in the CD or DVD. If an item has copyrighted material, a written copyright release must be included with the work order. This includes music, photos, illustrations, and etc. which may be used in the product. All CDs and DVDs will have a classification designation printed directly on the media, IAW DoD Manual 5200 series. CDs and DVDs produced by the Department of Defense must have approval from the originator.

CHAPTER 5

BINDERY

5.1. Bindery Operations. Bindery operations include collating, cutting, folding, comb bind, padding, and perfect bind. It also includes scoring, wrapping, numbering, slip sheeting, spiral binding, packaging, stapling, tape binding, and two/three-hole punching.

5.1.1. Tape Bind. Tape binding will be provided on a limited basis due to the high price of tape material. This type of work request will be considered on a case-by-case basis. Customers should consider stapling their product versus tape binding when possible.

5.1.2. Comb Bind, Perfect Bind, and Spiral Bind. Comb, perfect, and spiral binding are provided to customers on a limited basis. Due to the increased price associated with this type of material, all requests will be considered on a case-by-case basis. Customers should consider stapling their product versus tape/comb/perfect/spiral binding when possible.

CHAPTER 6

CUSTOMER/OPR RESPONSIBILITIES

6.1. Customer Responsibilities. It is the responsibility of the customer to ensure the submitted product is in its final form and ready for production. The submitted product must be camera ready, error free, and in a format that is compatible with the programs used by the print plant. The customer has the responsibility to make all changes or correct any items within their product prior to the print plant starting the work process. The customer must also take into consideration the need for work time in the projection of their final product due date (i.e., pre-press, printing, and bindery/finishing).

6.2. Submission of Work Orders . Submit a completed 16 AF Form 215, *Request for Reprographics Service*, with the entire product to be reproduced to the print plant customer service desk. All routine work orders submitted have a standard 3- to 5-duty day turnaround completion schedule.

6.3. OPR Approval. Work orders must be reviewed and approved by the OPR prior to production. The OPR must sign an approval statement prior to the project going to production.

6.4. Work Order Content Format. All printing requirements submitted for reproduction must be in a camera-ready format and certified error-free by the OPR. The print plant does not make corrections or product manipulation. All product set-ups/manipulation must be accomplished by the OPR or the 16 AF/PA Graphics Section prior to submission of the work order.

6.5. Multiple Page Work Request. The standard for all printing reproduction requirements is duplex format (printing on the front and back of each page); it is not cost-effective to print a product single-sided. In order to ensure proper pagination of the reproduced copies, a completed 16 AF Form 216, *Page Sequence Sheet*, must be filled out by the work order originator and accompany the work order. Multiple reproduction requests requiring single-sided printing must have prior approval by the print plant printing officer. OPRs who submit a hard copy product to be reproduced must complete a 16 AF Form 215 work order and turn into the print plant customer service desk. Electronic copies of UNCLASSIFIED products to be reproduced may be sent to the 16 AF/print plant Jobs org box, AFISR_print_plant_Jobs@us.af.mil. Electronic copies of CLASSIFIED products to be reproduced may be sent to [~usaf-wclack_af_isr_agency/print plant@af.ic.gov](mailto:~usaf-wclack_af_isr_agency/print_plant@af.ic.gov).

CHAPTER 7

ITEMS NOT AUTHORIZED FOR REPRODUCTION

7.1. Unauthorized Items to Print. The following items are not authorized for reproduction in the print plant:

- 7.1.1. Calendars. Calendars are to be purchased at the local purchase store. **(T-0)**
- 7.1.2. Calling and Greeting Cards. Calling and greeting cards are considered personal expense items, and appropriated funds will not be used to procure these items. **(T-0)**
- 7.1.3. Personal Items. Any item that is personal in nature is not authorized. **(T-0)**
- 7.1.4. Private Organizations. Work for private organizations is unauthorized and will not be produced using appropriated funds. **(T-0)**

DAVID M. GAEDECKE, Brigadier General, USAF
Vice Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 5330.03, *Defense Logistics NAF (DLA) Document Services*, 8 February 2006

AFPD 17-1, *Information Dominance Governance and Management*, 11 April 2016

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 21 July 2019

Prescribed Forms

16AF Form 215, *Request for Reprographics Service*

16AF Form 216, *Page Sequence Sheet*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

16AF—Sixteenth Air Force

CD—Compact Disk

DLA—Defense Logistics Agency

DoD—Department of Defense

DVD—Digital Video Disk

GPO—Government Printing Office

IAW—In Accordance With

mm—Millimeter

NAF—Numbered Air Force

OPR—Office of Primary Responsibility

RSVP—Please Reply

SCI—Secret Compartmented Information

TS—Top Secret