

April 29, 1994

Safety, Security and Administration

REPROGRAPHICS MANAGEMENT PROGRAM FOR COPIERS AND FACSIMILES



BY ORDER OF THE DIRECTOR

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AUTHORITY: Defense Commissary Agency Directives Management Program is established in compliance with DOD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990.

MANAGEMENT CONTROLS SYSTEM: This directive contains Management Control provisions that are subject to evaluation and testing as required by DeCAD 70-2 and as scheduled in DeCAD 70-3. The Management Control Review Checklist to be used by assessable unit managers to conduct the evaluation and test management controls is at **Appendix F**.

HOW TO SUPPLEMENT: Lower echelon DeCA organizations may supplement this directive as needed. A copy of the supplement will be forwarded to HQ, DeCA, ATTN: SAAP, Fort Lee, VA 23801-6300.

APPLICABILITY AND SCOPE: This directive applies to the Defense Commissary Agency HQ, regions, districts, central distribution and remote distribution centers, and commissaries.

HOW TO ORDER COPIES: Stores needing additional copies will submit requirements on DeCA Form 30-21 to Region/IM.

SUMMARY: This directive provides procedures for the acquisition, management, and reporting requirements of copiers and facsimiles throughout DeCA.

SUPERSEDES: DeCA Policy Letter 30-12.
OFFICE OF PRIMARY RESPONSIBILITY (OPR): HQ DeCA/SAA
COORDINATORS: HQ DeCA/SA/AM
DISTRIBUTION: E

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1-1. **PURPOSE:** This directive:

- a. Establishes the DeCA reprographics management program which includes acquisition and reporting requirements for copiers and facsimiles.
- b. Assigns the responsibility for the implementation and administration of the program.
- c. Prescribes the regulations to be used as official guidance in managing reproduction services.

1-2. **REFERENCES:**

- a. The Government Printing and Binding Regulations, published by the Joint Committee on Printing, U.S. Congress.
- b. DeCAD 40-19, Security Program.

1-3. **POLICY:** The DeCA Reprographics Management program is designed to provide for an effective, efficient and standardized method of acquiring, managing, and replacing copier and facsimile equipment.

- a. Copiers.
 - (1) Copying devices are to be used to make a limited number of copies of material needed to satisfy mission essential requirements. Do not exceed 25 copies per original and avoid multiple copies of lengthy documents (i.e. greater than 20 originals). Documents which exceed the limitation and are mission essential requirements should be forwarded to the host Defense Printing Service (DPS), unless otherwise mandated by the host printing facility. Proper control must be exercised over all matters relating to the prudent management of all office copiers, including maintenance of appropriate records (e.g., an accurate inventory of all copier equipment and applicable direct costs related to each unit in the inventory. This includes rental, extra copy charges, supplies, and maintenance costs.)
 - (2) Copying of a private or commercial nature will not be accomplished at any DeCA facility or with DeCA funds.
 - (3) Copying will not include material which implies DeCA endorsement of any specific commercial product, commodity, or service.
 - (4) Congress, by statute, has forbidden copying under certain circumstances. There may be penalties of fine or imprisonment imposed on those guilty of making such copies. This includes, but may not be limited to:
 - (a) Certain obligations or securities of the U.S. Government.
 - (b) Obligations or securities of banks, corporations, or foreign governments.
 - (c) Copyrighted material of any manner or kind without permission of the copyright owner.
 - (d) Certain material signifying authority or obligation.
 - (e) Copying of the following is prohibited in some states:
 - Automobile licenses.

- Driver's permits.
- Automobile Certificates of Title.

(5) Additionally, the following material may not be copied:

- (a) Blank forms or publications that are available through prescribed supply channels or HQ DeCA/SA.
- (b) Material that can be more economically produced in host printing or duplicating facilities.
- (6) Classified materials must be copied only on copiers which are specifically designated for this purpose (see DoD 5200.1-R and DeCAD 40-19).

b. Facsimiles.

(1) Facsimiles are to be used only when documents to be faxed are time sensitive and must be received immediately. When the time sensitive document is voluminous (more than 15 pages), compare the cost of faxing with the cost of overnight mailing and use the most economical and efficient method.

(2) Generally, when you fax a document, do not mail the document. If a document has been mailed, do not fax. Avoid duplication of effort and paper.

(3) The same limitations for copying certain materials apply with facsimiles.

(4) When possible use the smaller Fax Transmittal Form (Optional Form 99) or equivalent (may be in stamp form) in lieu of the full page DeCAF 30-3. See **Appendix A** for sample and usage constraints.

(5) Minimum specifications for Region facsimiles are as follows:

- (a) Polling capability.
- (b) CCITT Groups 3 and 2 capable.
- (c) 9600 BPS with automatic fallback to 7200, 4800 and 2400.

1-4. **RESPONSIBILITIES:**

a. The reprographics manager at the DeCA headquarters will authorize, approve and assign control numbers for copiers and facsimiles within the headquarters and the East Service Center.

b. A reprographics manager will be appointed within each region. Request regions provide a copy of the appointment to DeCA/SAAP (ATTN: Reprographics Manager). The region reprographics manager shall:

(1) Authorize and approve copier and facsimile acquisition for the regions and districts, CDCs and commissaries under their responsibility. Return approval/disapproval to commissary, district or CDC requestor to initiate procurement action with the host contracting activity. The region request for equipment will be supported by the region Contracting Division. The West Service Center's Contracting Division will support the Midwest Region. The following reprographics equipment is not authorized without prior approval by DeCA/SA:

- (a) Any equipment with a dollar value exceeding \$25,000.
- (b) Any copier which exceed 70 copies per minute in speed.

(2) Maintain a Reprographics Inventory Cost and Production Report (DeCA Form 30-28, **Appendix B**) for the Service Center, Region, District, CDC and Commissaries within your area of responsibility. This report may be generated electronically, and must contain all the data elements and follow the exact format of the existing printed form. Provide a completed report to DeCA/SAAP annually (Due on Oct 31).

(3) Assign approval control numbers, on DeCAF 30-28, to each copier or facsimile on hand and procured. These numbers should contain your office symbol followed by 001-94, 002-94 (F001-94, F002-94 for facsimiles), and so on. When the fiscal year changes, change your numbering system for subsequent copiers and facsimiles to correspond. (The first purchase in FY 95, would be 001-95, even if it replaces a previous copier). Facsimiles and copiers should have separate reports.

(4) Within 15 days of equipment installation, insure the Reprographics Inventory Cost and Production Report is updated to include new machine and delete replaced item, if applicable.

(5) Insure DeCAP 30-42 is posted by copying equipment. Post DeCAP 30-53 by copiers authorized for classified reproduction (**Appendix C**).

c. The DeCA Headquarters Directorates and Staff Offices, Service Centers, Districts, Regions, CDCs and Commissaries are responsible for initiating any equipment requirements in their immediate area. To include ensuring:

(1) The justification is prepared (**Appendix D**).

(2) The Lease/Purchase Analysis is prepared (DeCA Form 30-29, **Appendix E**). The lease/purchase analysis must include a comparison of at least 2 brands of equipment, within the same group number, with similar capacities and accessories. The GSA Federal Supply Service Catalog for the current fiscal year should be used to obtain information required for this form. Prior to contacting a commercial source for information, you must contact your supporting contracting office for approval, however do not commit or obligate the government as to any copier acquisitions. The supporting contracting office is the only entity authorized to make this decision. Your recommendation will be included in the latter portion of DeCAF 30-29.

(3) A Host Support Agreement is in place which covers host installation contracting support for the commissaries.

d. Commissaries have the option to retain copier support from the host installation or be supported by the DeCA Reprographics Management Program, which is implemented within this directive. If the commissary chooses to use the copier(s) provided by the host installation they must also:

(1) Maintain a file with monthly copy volume for historical data to justify any future requirements under DeCA.

(2) Insure the requirement is included in the host support agreement.

(3) Follow the copier policy as provided by the host. Do not include these copiers in reporting requirements for DeCA. Do not assign DeCA control numbers to these copiers.

USE OF FACSIMILE TRANSMITTAL FORM OR STAMP
(See figure below)

OPTIONAL FORM 99 (7-90)

FAX TRANSMITTAL		# of pages ▶
To		
Dept./Agency	Phone #	
Fax #	Fax #	
NSN 7540-01-317-7368	5099-101	GENERAL SERVICES ADMINISTRATION

This smaller version of a facsimile cover sheet is allowable in order to save long distance transmittal cost. The following constraints apply:

1. Do not use with forms, invoices, receipts and receiving report type documents.
2. When used, place or stamp in lower right corner of document for standardization and so receiver will know immediately where to look for routing purposes.
3. Do not use when additional written info is necessary outside of the documentation itself. Additional info may be written on DeCA Form 30-3, Fax cover sheet.
4. Do not use over existing text or visuals.
5. Size of form or stamp should be no larger than 2" X 4" for maximum use in various documents.
6. Insure handwriting is legible.

REPROGRAPHIC INVENTORY, COST AND PRODUCTION REPORT

(For use of this form see DeCAD 30-14, DPR is SAAP)

TO: Defense Commissary Agency ATTN:		FROM: (Reporting Activity)				FOR PERIOD:		From	To
DeCA CONTROL NO. A	MAKE/MODEL B	GROUP	SERIAL NO. C	CHECK ONE D		COPIER LOCATION E	DATE INSTALLED F	DATE REMOVED G	INITIAL COST IF OWNED H
				OWN	LEASE				
001-93	ACAME 1600 EX	2	54521	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ADMIN AREA FT 10 CAMP	JUN 93	-	5000
002-93	ETHOSCOPY 200EZ	3	6428	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WHES FT FOX, TX	SEP 93	-	10000
									SIGNATURE AND DATE

EXAMPLE

Supersedes DeCAF 30-28, Jan 92 which is obsolete

DeCA Form 30-28, Aug 93

**THIS MACHINE TO BE USED FOR
OFFICIAL GOVERNMENT BUSINESS ONLY!**

**COPY NO MORE THAN 25 COPIES
PER ORIGINAL**

STOP

**DO NOT USE
THIS MACHINE FOR
CLASSIFIED REPRODUCTION**

STOP

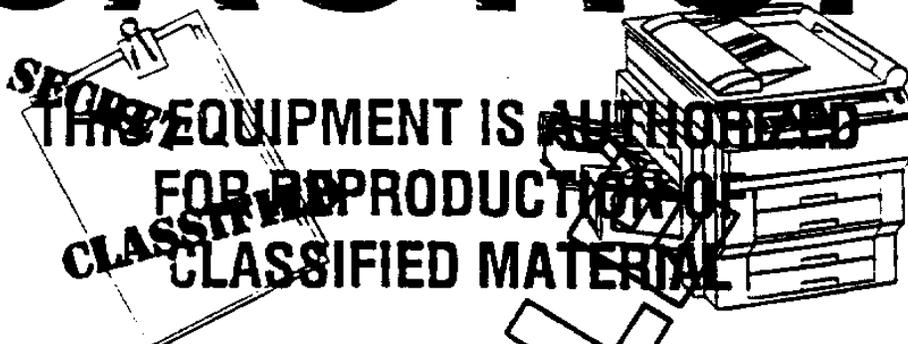
SEE KEY OPERATOR FOR COPIER MALFUNCTIONS

NAME _____

EXT _____

DeCAP 30-42, JUN 93

CAUTION



CLASSIFIED REPRODUCTION RULES

- REPRODUCE ONLY THE NUMBER OF COPIES AUTHORIZED FOR OFFICIAL PURPOSES.
- INSURE THE TOTAL NUMBER OF COPIES PROGRAMMED FOR REPRODUCTION ARE RECEIVED.
- RETRIEVE ALL COPIES AND ORIGINALS.
- DOUBLE CHECK THE MACHINE AND AREA FOR CLASSIFIED MATERIAL BEFORE LEAVING.
- INSURE IMAGE CARRYING PARTS ARE CLEARED AFTER REPRODUCTION:
 - RUN BLANK SHEETS THROUGH EQUIPMENT TO DETERMINE PRESENCE OF LATENT IMAGES. DESTROY THESE SHEETS AS CLASSIFIED WASTE.
 - CLEAN DUPLICATING BELTS, IMPRESSION CYLINDERS, ETC., WITH PROPER SOLVENTS.

(* APPROPRIATE INFORMATION SECURITY PROGRAM MANAGER AUTHORIZING EQUIPMENT FOR CLASSIFIED REPRODUCTION ENTERS THE NUMBER OF SHEETS REQUIRED.)

JUSTIFICATION FOR REPROGRAPHICS EQUIPMENT

All request for reprographics equipment must include:

1. A statement explaining how the equipment will be used and why the equipment on hand will not meet the requirements.
2. A list of the copiers or facsimiles already on hand in the store, region or district where the proposed equipment will be installed.
3. The estimated monthly production and any special features or accessories required. Each additional special feature or accessory must be fully justified.
4. A description of the workload to be accomplished each month on the requested equipment. Explain how present requirements are produced, and the source of any new workload. For copier requests include the Group Number in which the machine is assigned:

Monthly Copy Volume Machine Accommodates

Group 1	75,001 and above.
Group 2	25,001 to 75,000 copies monthly
Group 3	10,001 to 25,000 copies monthly
Group 4	0 to 10,000 copies monthly

5. A statement of savings in work-hours and dollars over the present method of producing the work.
6. Proposed make and model number as identified in the GSA Federal Supply Service Authorized Federal Supply Schedule Price Lists for the current fiscal year.
7. Serial numbers of all equipment to be replaced, transferred to other organizational elements, or disposed through appropriate property disposal regulations.
8. A completed lease/purchase analysis, (DeCA Form 30-29).
9. Any additional statement relevant to acquisition of the equipment. Failure to provide sufficient justification can result in processing delays, as verbal or written confirmation of additional information may be required.

LEASE/PURCHASE ANALYSIS (For use of this form, see DeCAD 30-14: OPR or SAAP.)			
ORGANIZATION/INSTALLATION	LOCATION	PROJECTED MONTHLY VOLUME	SPEED/GROUP NUMBER (if applicable)
DEGA HQ, FORT LEE, VA	DECA, SAA Bldg 11200 3rd Floor FORT LEE, VA	100,000	1
MACHINE NUMBER	1	2	4
MANUFACTURER	Brand W	Brand R	
MODEL	Model A-1	Model B-2	
I. PURCHASE COSTS			
1	BASIC PURCHASE PRICE	45,700.00	45,695.00
2	ACCESSORIES COST (List on Reverse)		
3	INSTALLATION COSTS	195.00	160.00
4	OTHER (Training, etc. List on Reverse)		
ALLOWANCES			
5	DISCOUNTS		
6	PROMPT PAYMENT	1599.50	1599.50
7	TRADE-IN (List on Reverse)	200.00	200.00
8	OTHER (List on Reverse)		
9	NET COST	44,095.50	44,055.67
II. MONTHLY COSTS			
10	PURCHASE AMORTIZATION AT _____ MONTHS	734.93	774.26
11	MAINTENANCE	1182.04	1,147.50
12	SUPPLY COST (Toner, ink, developer, etc. ... Do not include paper)	35.00	NO COST
13	TOTAL	1951.97	1,881.76
14	RENTAL PLAN/COST	2293.50	2,165.00
15	PLAN/COST		
16	PLAN/COST		
17	PLAN/COST		

DeCA Form 30-29, Feb 94

III.		5-YEAR COST ANALYSIS					THIRD YEAR	FOURTH YEAR	FIFTH YEAR
MACHINE NUMBER 1		INITIAL	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR	FIFTH YEAR		
18	ANNUAL RENTAL CUMULATIVE *		7,912.00						
19	NET PURCHASE PRICE	44,095.00							
20	MAINTENANCE		10,957.76						
21	CUMULATIVE		55,048.76						
22	COMPARISON (Subtract Line 21 from Line 18)**		(57,136.76)						
MACHINE NUMBER 2									
23	ANNUAL RENTAL CUMULATIVE *		26,700.00						
24	NET PURCHASE PRICE	44,055.67							
25	MAINTENANCE		10,327.50						
26	CUMULATIVE		57,283.17						
27	COMPARISON (Subtract Line 26 from Line 23)**		(28,083.17)						
MACHINE NUMBER 3									
28	ANNUAL RENTAL CUMULATIVE *								
29	NET PURCHASE PRICE								
30	MAINTENANCE								
31	CUMULATIVE								
32	COMPARISON (Subtract Line 31 from Line 28)**								
MACHINE NUMBER 4									
33	ANNUAL RENTAL CUMULATIVE *								
34	NET PURCHASE PRICE								
35	MAINTENANCE								
36	CUMULATIVE								
37	COMPARISON (Subtract Line 36 from Line 33)**								
REMARKS									

*Includes equipment installation and removal charge shown in the first year.
 **A positive final result indicates a purchase recommendation; a negative final result indicates a rental recommendation.

RECOMMEND (Check one)
 Lease/Rental Purchase
 for
 Machine Choice

COMPUTED BY (Name)/TITLE/DATE

INSTRUCTIONS FOR COMPLETING DeCA FORM 30-29
LEASE/PURCHASE ANALYSIS

1. The Heading:

- a. Manufacturer.** Enter the name of the manufacturer of each equipment item considered.
- b. Model.** Enter the model number of each equipment item considered.

2. Part I--Purchase Costs:

- a. Basic Purchase Price.** Enter the price of the basic item.
- b. Accessories Costs.** Enter the total cost of accessories for each equipment item. List each accessory and its cost on the back of the form in remarks section.
- c. Installation Costs.** Enter the total installation and transportation costs for each model being considered, if applicable.
- d. Other.** Include any applicable costs such as training. Specify in the remarks section of form.
- e. Discounts:**
 - (1) **Prompt Payment Discount.** If a manufacturer offers a discount for prompt payment of bills, enter the discount.
 - (2) **Trade-in.** Enter the total allowance for equipment being traded-in. If more than one item is used in trade, list each item on the back of the form.
 - (3) **Other.** Enter the total of any other discounts offered by the vendor. List each one on the back of the form.
- f. Net Cost.** Subtract the total discount costs from the total purchase and installation costs. Enter this amount for each model being considered.

3. Part II--Monthly Costs:

- a. Purchase Amortization.** This is the monthly amount. Divide the net cost by 60 (that is, 12 months for 5 years - or adjust as appropriate for useful life of equipment) and enter this amount for each model being considered.
 - (1) **Maintenance.** Enter the monthly maintenance cost for each model.
 - (2) **Supplies.** Enter the monthly cost of toner/ink/developer/cartridges required for the equipment. Do not include paper costs, as cost generally would not vary from equipment to equipment.
 - (3) **Total.** Add the monthly amortization, monthly maintenance, and supply cost for each model. Enter this amount here.
- b. Rental Plan/Cost.** Enter the monthly cost of renting each item being considered. (If the model has several rental plans, use the space provided for each one.)

4. Part III--5-Year Cost Analysis: (Adjust computations as necessary for rental programs or useful life of equipment less than 5 years).

a. Annual Rental Cumulative. Select the appropriate rental for each model from part II, and multiply it by 12. Add one time installation, training (item 3 and 4, part I), and removal charges, if applicable. Enter this amount under the column "1st Year." Multiply the 1st year rental and supply total (exclude installation/training/removal charges) by the number of each succeeding year in 2nd, 3rd, 4th, and 5th years. Add this to the one time installation, training, and removal charge each year as these amounts are cumulative. See following example:

- A = Installation cost
- B = Training cost
- C = Removal cost
- D = Monthly rental cost + Monthly Supply cost + Monthly cost per copy estimate (if applicable)

Annual Rental Cumulative

- First year = $12D + (A+B+C)$
- Second year = $12D(2) + (A+B+C)$
- Third year = $12D(3) + (A+B+C)$
- Fourth year = $12D(4) + (A+B+C)$
- Fifth year = $12D(5) + (A+B+C)$

b. Net Purchase Price. Enter the net cost from part I, line 9.

(1) **Maintenance.** Under 1st year, multiply the monthly maintenance (part II, line 11) by the number of months not covered by the warranty. For each succeeding year thereafter, enter the 12-month maintenance total.

(2) **Cumulative.** Add the yearly maintenance to the net purchase price for the 1st year. Each year thereafter, add that year's maintenance to the previous year's cumulative total.

c. Comparison. If your answer is a minus figure, enclose it in a parenthesis (50,000).

d. Recommendation. Make your recommendation, based on your findings at the end of the fifth (or final) year of comparison and any additional justification.

**Management Control Review Checklist
Review Checklist (Page 1 of 3 Pages)**

TASK: Personnel and/or Organization Management

SUBTASK: Reprographics Management

THIS CHECKLIST: Management, Control, Acquisition, and Program Execution of Reprographics Equipment.

ORGANIZATION:

ACTION OFFICER:

REVIEWER:

DATE COMPLETED:

ASSESSABLE UNIT: The assessable units are HQ DeCA, Regions, Districts, Central District Centers, and Commissaries. Each test question is annotated to indicate which organization(s) is (are) responsible for responding to the question(s). Assessable unit managers responsible for completing this checklist are shown in the DeCA MCP.

EVENT CYCLE 1: Copier and Facsimile Program Administration

Step 1: Establish standard policies and procedures to assure administration of copiers and facsimiles for acquisition and maintenance of Reprographics equipment.

Risk: Lack of standard policies and procedures may result in misuse or loss of Government resources.

Control Objective: Manage reprographics program throughout DeCA subject to application of consistent standards and procedures.

Control Technique:

1. Standardize DeCA control of reprographics program according to DeCAD 30-14 in all DeCA locations.
2. Maintain and report volume report for copiers.

Test Questions:

1. Did this directive standardize policies and procedures and clearly identify responsibilities? (**HQ, DeCA/SA**)

Response: YES___ NO___ NA___

Remarks:

2. Is appointment memo on file for reprographics manager in accordance with this DeCAD 30-14?

**Management Control Review Checklist
Review Checklist (Page 2 of 3 Pages)**

Response: YES ___ NO ___ NA ___

Remarks:

3. Are monthly volume reports being maintained and yearly consolidations reported and forwarded to DeCA HQ?

Response: YES ___ NO ___ NA ___

Remarks:

4. Is the local Defense Printing Service (DPS) being utilized for excess copies or voluminous items?

Response: YES ___ NO ___ NA ___

Remarks:

EVENT CYCLE 2: Program Execution

Step 1: Establish standard policies and procedures for acquisition, use, and maintenance of Reprographics equipment.

Risk: Lack of standard policies and procedures may result in improper acquisition or maintenance and cause misuse or loss of Government resources.

Control Objective: Ensure acquisition, proper use and maintenance of reprographics equipment is in accordance with reprographics directive and applicable equipment directives.

Control Technique:

1. Prepare justifications and comparisons for copier and facsimile acquisitions.
2. Insure maintenance is provided for equipment, when feasible. (Feasibility based on cost of maintaining old equipment compared to purchasing new.)

Test Questions:

1. Resources requested/available (request in budget for copiers/faxes/printing requirements)?

Response: YES ___ NO ___ NA ___

Remarks:

2. Does the Host Tenant Support Agreement include use of copiers (when applicable), Defense Printing Service, and contracting support?

Review Checklist (Page 3 of 3 Pages)

Response:

Remarks:

3. Are justification, equipment comparison, and approval on file for DeCA purchased reprographics equipment.

Response:

Remarks: