



Communications and Information

REPROGRAPHICS MANAGEMENT

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OPR: TCCS-IM

Approved By: TCCS(MG Gregory Couch, USA)

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This instruction establishes policies, procedures, and standards for United States Transportation Command (USTRANSCOM) printing, duplicating, and copying activities. It implements Department of Defense Instruction (DODI) 5330.03, *Defense Logistics Agency Documents Services*, and Executive Order 13589, *Promoting Efficient Spending*. It is applicable to all USTRANSCOM agencies on and in the vicinity of Scott Air Force Base, Illinois, the Joint Enabling Capabilities Command (JECC), and the Defense Courier Stations. Refer recommended changes and questions about this publication to the office of primary responsibility using Air Force Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

SUMMARY OF REVISIONS

This update is a major rewrite from the previous instruction. Key changes are: adds Roles and Responsibilities; positions authorized pre-printed memo pads updated; print policies updated; justification for print requests added; and Copier Monitor Appointment Letter added.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. Overview. USTRANSCOM Chief of Staff, Information Management (TCCS-IM), is the command's reprographics manager and liaison with Defense Logistics Agency (DLA) Document Services. TCCS-IM establishes USTRANSCOM policies and procedures for reprographics management and reviews all USTRANSCOM printing requirements funded by USTRANSCOM. Directorates that receive separate funding for printing non-Transportation Working Capital Funds products will process all requirements through TCCS-IM to include in-house and commercial printing. The JECC and the Defense Courier Stations will appoint a representative to approve DLA Document Services requests based on their host base local policy.

3. Roles and Responsibilities.

3.1. Deputy Chief of Staff (TCCS-D). Approval authority for print requests. This duty may be delegated to TCCS-IM.

3.2. TCCS-IM will:

3.2.1. Be delegated approval authority for print requests.

3.2.2. Manage the USTRANSCOM print budget.

3.2.2.1. Keep a detailed accounting of all items printed by fiscal year.

3.2.3. Manage the USTRANSCOM copier program.

3.2.3.1. Provide a consolidated meter reading report to vendor by 20th day of each month.

3.2.3.2. Keep a detailed accounting of all copier spending.

3.3. USTRANSCOM Directorates and Command Support Group Offices will:

3.3.1. Appoint primary and alternate copier monitors to TCCS-IM (see Attachment 2).

3.4. JECC and Defense Courier Stations will:

3.4.1. Appoint primary and alternate copier monitors to their respective administrative office.

3.4.2. Keep detailed accounting of all printing and copier spending.

3.5. Copier Monitors will:

3.5.1. Maintain records for each copier. Forward monthly meter readings to TCCS-IM by the 16th of each month. JECC and Defense Courier Stations will abide by local policy.

3.5.2. Post USTRANSCOM Visual (VA) 33-9a, *This Machine for Unclassified Reproduction Only*, by all copiers that are only authorized unclassified printing. Include Copier Monitor name and duty phone.

3.5.3. Post USTRANSCOMVA 33-9b, *Authorized for Reproduction of Classified Material*, by all copiers that are authorized classified printing. Include Copier Monitor name and duty phone.

3.5.4. Ensure copier replacement supplies (i.e., toner, paper, staples, etc.) are available.

3.5.5. Provide paper recycling bin near copier.

3.5.6. Clear any malfunction for which trained. Notify TCCS-IM if a service call is required for maintenance. JECC and Defense Courier Stations will abide by local policy.

3.5.7. Assist user with proper operating procedures.

4. Print Policies.

4.1. Only official material will be printed at government expense. TCCS-IM will procure all printing through DLA Document Services. JECC and Defense Courier Stations will abide by local policy.

4.2. Printing of private or personal work for individuals, private organizations, or commercial activities is prohibited. Examples are Service, enlisted, and officers Spouses Club Flyers, Booster Club Flyers, recipes, private party flyers, or any work for private contractors.

4.3. Print all documents in black ink, unless additional color is integral to the purpose (examples are maps and illustrations of flags; uniforms; safety; fire prevention; recruiting posters). The use of color should provide apparent or obvious value.

4.4. Specialty printing. TCCS-IM will process specialty printing. Specialty printing requires a printing process as silk screen, lithography, electronic photocomposition, typography, or any other process using mechanical or electronic means. TCCS-IM, through DLA Document Services, will obtain a waiver from the Government Printing Office if the process may be accomplished by a local or Government Service Administration vendor at a lower cost than Government Printing Office acquisition. Only items authorized for purchase with appropriated funds will be processed. Supply items involving the printing process in their manufacture, not made to fit specific USTRANSCOM needs and carried in stock by commercial vendors for sale to the general public, are not considered commercial printing and are not ordered by TCCS-IM.

4.5. General/flag officer stationery items may be overprinted at DLA Document Services in conjunction with official social functions.

4.6. Preprinted memo pads with functional titles and the USTRANSCOM emblem (no personal name) are authorized for the Commander, Deputy Commander, Chief of Staff, Directors, Deputy Directors, Chiefs of Command Support Group Offices, Senior Enlisted Leader, Command First Sergeant, and Executive Officers at or above the Directorate Level.

4.7. Reproduction of copyrighted material:

4.7.1. When reproduction of copyrighted material is required, the request for release of copyrighted material is coordinated by the requesting office through the USTRANSCOM Staff Judge Advocate (TCJA).

4.7.2. Upon approval by the copyright owner or publisher, copyright release notices will be included with the material to be reproduced.

5. Print Requests.

5.1. Submit a Department of Defense (DD) Form 844, *Requisition for Local Duplicating Service*, and a eSSS Justification to Request Printing with the document to TCCS-IM. Requests may be emailed to USTCCS-IM@ustranscom.mil.

5.1.1. TCCS-IM will evaluate and approve/disapprove the request.

5.1.1.1. Approved requests will be forwarded to DLA Document Services for printing. Routine items may take 3 to 5 duty days. Items requiring special printing require a minimum of 30 days. Short notice print requests require an additional expense and will only be considered if fully justified to meet an operational need.

5.1.1.2. Disapproved requests will be forwarded to TCCS-D for determination.

5.1.2. Requirements may be forwarded to TCCS-IM at the beginning of the fiscal year. TCCS-IM will weigh future requirements against current requests when determining if funds are available for printing. TCCS-IM will forward TCCS-D projected spending based on future projects when forwarding print requests for approval/disapproval.

5.2. Executive Order 13589, Section 5, “Agencies are encouraged to limit the publication and printing of hard copy documents and to presume that information should be provided in an electronic form, whenever practicable, permitted by law, and consistent with applicable records retention requirements. Agencies should consider using acquisition vehicles developed by the Office of Management and Budget’s Federal Strategic Sourcing Initiative to acquire printing and copying devices and services.” USTRANSCOM will:

5.2.1. Eliminate/reduce printed USTRANSCOM publications. Publications will be available electronically. Print requests must be fully justified; TCCS-D is the approval authority for printing.

5.2.2. Reduce printing for ceremonies and special events. Items will only be considered for official USTRANSCOM events. Items will be kept to the absolute minimum.

5.2.2.1. Items for retirements, promotions, etc., are of a personal nature and will not be printed using USTRANSCOM funds or resources. Printing with USTRANSCOM funds or resources only those items relating to retirements, promotions, etc., approved by Chief, Command Protocol.

5.2.3. Reduce printing for briefings and conferences. Items will only be considered if projection equipment is not available. Briefing and conference organizers should provide information electronically. Conference material should be available on a USTRANSCOM public website for attendees to access prior to and after the conference.

5.2.4. Eliminate/reduce printing of promotional flyers, primer cards, etc. Information should be available electronically.

5.2.5. Eliminate/reduce printing of USTRANSCOM reports (i.e., Oral Histories, Strategy, Budget). Reports should be available electronically. Print requests must be fully justified; TCCS-D is the approval authority for printing.

5.2.6. Reduce printing of training books. Printed training books will be used for training and retained for the next class. Training books will be available electronically for reference.

5.3. Classified Print Requests. Contact TCCS-IM for specific guidance and requirements. TCCS-IM will schedule an appointment with DLA Document Services for the requestor to deliver the approved classified print request. The requestor must hand carry classified material for reproduction. The requestor must complete a Classified Reproduction Courier Letter (Attachment 4) and coordinate with the Security Monitor in the Security Services Center. At the DLA Documents Services facility, the courier will check the print request in with cleared personnel who will review the DD Form 844 and ensure the entire document is accounted for. The courier is responsible for safeguarding and controlling the reproduction of the reproduced material.

5.4. Classified Reproduction on an Office Copier. Only use copiers cleared for classified use. Equipment must be located in an area under sight control by the copy monitor or other office personnel where the equipment is assigned. Reproduction of classified material is to be done only when it is deemed mission essential. Copier operator must remain at the copier and gather up all materials when job is finished. Operator must run two blank copies to verify the equipment is clear of classified information.

5.5. NATO Classified Reproduction. USTRANSCOM Copiers are NOT CLEARED for NATO Classified. Contact the Security Service Center for specific instructions on printing NATO Classified.

6. Copier Program. Submit requests for copiers to TCCS-IM. Include copier required capabilities, anticipated monthly copy volume, proposed location of the equipment, and nearest copier or other reprographics equipment presently being used (see sample at Attachment 5). The JECC and Defense Courier Stations will include copier requirements as part of their Memorandum of Agreement with their host base.

7. Adopted Form: DD Form 844, *Requisition for Local Duplicating Service*

GREGORY E. COUCH
Major General, USA
Chief of Staff

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS****Section A – References**

Executive Order 13589, *Promoting Efficient Spending*.
DODI 5330.03, *Defense Logistics Agency Documents Services*

Section B - Abbreviations and Acronyms

DLA – Defense Logistics Agency
JECC – Joint Enabling Capabilities Command
TCCS-D, Deputy Chief of Staff
TCCS-IM – Chief of Staff Information Management
USTRANSCOM – United States Transportation Command

Section C - Terms

Not Used

Attachment 2

**COPIER MONITOR APPOINTMENT LETTER
(Appointment letter required for each copier)**

MEMORANDUM FOR TCCS-IM

FROM: (office where copier is located)

SUBJECT: Appointment of Copier Monitor and Alternate Copier Monitor

1. The following individual is appointed copier monitor:

Rank:

Name:

Duty Phone:

Copier Model:

Copier Serial Number:

Building:

Room:

2. The following individual is appointed alternate copier monitor:

Rank:

Name:

Duty Phone:

Signature Block
(Chief of Office)

Attachment 3**eSSS JUSTIFICATION TO REQUEST PRINTING**

-----COORD

TCCS-IM –

TCCS-D – Approve/Dissapprove

-----STAFF SUMMARY

AO: Rank Name/Office/Duty Phone

SUBJECT: Print Request Justification for (title of print request)

1. PURPOSE: (The printed item is in support of?)
2. BACKGROUND: (Why is printed item required? What is the estimated cost of this print request?)
3. DISCUSSION: (Explain why electronic options will not satisfy this request. What will be the operational impact if this item is not printed? Is there Department of Defense guidance requires this item to be printed?)
4. RECOMMENDATION: TCCS-D approve print request.

//signed//Date

JOHN E. TRANSPORTATION

Division Chief or higher

Attachment 4

**CLASSIFIED REPRODUCTION COURIER LETTER
(Printed on USTRANSCOM Electronic Letterhead)**

MEMORANDUM FOR DEFENSE LOGISTICS AGENCY DOCUMENT SERVICES

FROM: (Office hand-carrying classified information)

SUBJECT: Classified Material Reproduction Services

1. The following personnel are authorized to drop off and pick up classified material for USTRANSCOM.

2. Last Name, First Name, Rank, Office, Duty Phone

NAME
Branch Chief or higher

1st IND Security Service Center

The above person is cleared up to (Clearance Level).

USTRANSCOM Security Service Center
DATE:
Printed Name:
Duty Phone:

Attachment 5
COPIER REQUEST

MEMORANDUM FOR TCCS-IM

FROM: (Office making request)

SUBJECT: Request for Copier

1. The following justification is provided for evaluation:

- a. Monthly anticipated volume –
- b. Types of originals –
- c. Size of finished products –
- d. Average number of pages per print job –
- e. Average number of copies printed per print job –
- f. What office(s) will use this copier –
- g. How many people will use this copier –
- h. Requested location of copier –
- i. Nearest copier to this location –
- j. Square footage that will be allotted for this copier –
- k. Does space accommodate electrical requirements –
- l. Required speed of copier –
- m. Copier will be used: 5 days a week/0730-1630, 7 days a week/0730-1630, not limited
- n. How often is 2-sided coping required?

2. Point of Contact: Name, Duty Phone

Signature Block
Division Chief or higher