



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Self-Service Copiers, Duplicating Services, Contracting Printing, and Forms Management Program

Instruction 5301 FEB 27 2013

(ASD)

ABSTRACT

This Instruction implements policies and procedures at the Uniformed Services University of the Health Sciences (USUHS) and affiliated institutions for the official use of self-service copiers, the duplicating center, and the contract printing and forms management program.

A. Reissuance and Purpose.

This Instruction reissues USUHS Instruction 5301^a, cancels USUHS Instructions 5330^b and 5001^c, and establishes policies for the use of the self-service copiers, procedures for obtaining central duplicating services, and policies and procedures for the forms management program. This Instruction also establishes the USUHS Contracting Printing and Forms program.

B. References. *See Enclosure 1.*

C. Applicability.

The provisions of this Instruction apply to all USUHS departments and activities requesting copying, duplicating, engraving, printing, and publication services.

D. Definitions. *See Enclosure 2.*

E. Policy.

1. Copiers.

It is USUHS policy to provide self-service copiers throughout the USUHS complex and at USUHS affiliated institutions.

2. Forms.

a. USUHS-created official forms are controlled by the USUHS Administrative Support Division (ASD).

b. Each USUHS numbered form shall be properly planned, coordinated, and produced. These forms shall be referenced in the applicable USUHS Instructions.

c. Forms with sample entries may be shown in the prescribed directives when the form is complex and the instructions for completing the entries are subject to possible misunderstanding. Such sample forms should be clearly marked to read, “**Sample with sample entries.**”

d. A USUHS form shall not be created if a Department of Defense (DoD) or Office of Personnel Management (OPM) forms already exists for the same purpose.

3. Contract Printing.

The Contract Printing Program was established to provide the operational requirements for those items that could not be printed in-house because of volume, special binding requirements, and/or color.

F. Responsibilities.

1. The President, USUHS or his designee shall approve/disapprove requests for the engraving of mementos.

2. The Vice President, Finance and Administration shall approve/disapprove requests for overtime required to complete any duplicating requests.

3. Department Chairs, Directors/Activity Heads shall:

a. Ensure that their requests are in the best interest of the United States Government.

b. Submit their printing, engraving forms, and publication requests in writing using USUHS Form 5335. *See Enclosure 3.*

c. Submit their duplicating requests through the USUHS Duplicating Center using USUHS Form 7702. *See Enclosure 4.*

d. Provide departmental funding for printing requests when it has been determined that operational funding is not available.

4. The Director, Administrative Support Division shall:

a. Ensure the Duplicating Center operates efficiently.

b. Oversee each USUHS Form 5335 for completeness, provide estimates, assign job order numbers if required, and approve service/work requests. If a work request is disapproved, send necessary notification back to the requestor.

c. Advise USUHS personnel on the estimated cost of duplicating and printing requirements and provide a scheduled completion date for each job.

d. Ensure that each copier is maintained in proper operating condition and that an adequate supply of copier paper is available.

e. Maintain adequate stocks of USUHS, DoD, and other forms used at the USUHS.

f. Biannually review, in coordination with appropriate offices, to confirm the need and currency of the forms and form letters.

g. Provide assistance and technical advice to all personnel concerning forms, engraving, duplicating, and printing.

h. Follow the policies and procedures in DoD Instruction 7750.7^d.

i. Maintain and review the USUHS Contract Printing/Forms Management/Duplicating Program on an annual basis.

5. USUHS Employees shall:

a. Abide by existing rules and regulations (small reference cards can be found on the front of copiers) when using a copier. These include care of the machines, observance of all copyright laws, and compliance with the maximum number of copies produced.


b. Not make more than 201 cumulative copies. If requirements exceed 201 copies, the material shall be taken to the USUHS Duplicating Center for processing.

G. Privacy Act Requirements.

The USUHS faculty and staff who use the self-service copiers must be familiar with and abide by the U.S. Copyright Laws. There are no restrictions on copying articles written by Government authors. In addition, the Government maintains the right to copy printed materials originating from grant-supported work. For articles that do not fit into either category, the "Fair Use Guidelines" (*see Enclosure 5*), have been established to permit limited copying of copyrighted material without permission of the copyright proprietor.

H. Duplicating Charges and Form Information. *See Enclosure 6.*

I. Procedures. *See Enclosure 7.*



Charles L. Rice, MD
President

Enclosures:

1. References
2. Definitions
3. USUHS Form 5335, "USUHS Service/Work Request"
4. USUHS Form 7702, "Duplicating Center Service Request"
5. Fair Use Guidelines
6. Duplicating Charges and Form Information
Attachment 1: DD Form 282, April 1971
7. Procedures
Attachment 1: USUHS Form 5014 (ASD) (Revised 6/2012)

REFERENCES

- (a) USUHS Instruction 5301, "Self-Service Copiers and Duplicating Services," dated October 7, 1998 (hereby canceled).
- (b) USUHS Instruction 5001, "Forms Management Program," dated February 26, 1990 (hereby canceled).
- (c) DoD Instruction 7750.7, "DoD Forms Management Program," dated April 20, 2007.
- (d) U.S. Copyright Office, "Copyright Circulator 21: Reproductions of Copyrighted Works by Educators and Librarians."

DEFINITIONS

1. Contract Printing.

Refers to those printing requests that must be forwarded to the Government Printing Office (GPO) for contracting. The USUHS does not have the authority to award printing contracts.

2. Forms.

A form is any document (including letters, postcards, and memoranda), printed or otherwise reproduced that has fill-in space for information, descriptive material, or addressee information. Certain printed items without the fill-in space, such as contract provisions, instruction sheets, notices, tags, labels, and posters may be considered as forms when it is advantageous to identify and control them as forms for purposes of reference, printing, stocking, distribution, or use with other forms. Student tests or applications are not considered documents for the purpose of this Instruction. A form letter that does not require fill-ins, other than addressee information, is not identified as a form.

3. Letterhead Form.

A letterhead form is a preprinted letter that is reproduced and stocked in advance of its actual use. A letterhead that requires fill-ins in the body of the letter is identified as a form and is controlled. A form number shall be assigned and placed in the lower left corner of the letter.

4. Checklist Form.

A form that contains a list of frequently used statements with a box in front of each is identified as a form and is controlled.

5. Non-repetitive Form.

A form that is required for one-time purposes and is designated as such.

6. Forms Management/Duplicating Program.

To establish policies and procedures for the management of forms, form letters, and duplication services at the USUHS.

USUHS SERVICE/WORK REQUEST

TO: SERVICING ACTIVITY / DEPARTMENT	DATE OF REQUEST	DATE REQUIRED	I.D. NUMBER
FROM: ACTIVITY / DEPARTMENT	ROOM NO.	TELEPHONE NO.	

THE FOLLOWING SERVICE / WORK REQUESTED:

ADMIN. SUPPORT

LOGISTICS

- | | |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> PRINTING | <input type="checkbox"/> FORMS |
| <input type="checkbox"/> PUBLICATIONS | <input type="checkbox"/> ENGRAVING |
| <input type="checkbox"/> INSTRUCTIONS | <input type="checkbox"/> _____ |

- | | |
|--|--|
| <input type="checkbox"/> TABLES / CHAIRS | <input type="checkbox"/> SYSTEMS FURNITURE
RENOVATION |
| <input type="checkbox"/> RELOCATION | <input type="checkbox"/> _____ |

DESCRIBE IN DETAIL THE SERVICE / WORK TO BE PERFORMED.
(Attach additional information as necessary.)

JUSTIFICATION (Use reverse side, if necessary.)

PRINT / TYPE NAME OF REQUESTING OFFICIAL	PRINT / TYPE NAME OF DEPARTMENT CHAIR / ACTIVITY HEAD
SIGNATURE OF REQUESTING OFFICIAL	SIGNATURE OF DEPARTMENT CHAIR / ACTIVITY HEAD

SERVICE ACTIVITY USE ONLY

ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (See Remarks) <input type="checkbox"/> RETURNED FOR: <input type="checkbox"/> SIGNATURE OF DEPARTMENT <input type="checkbox"/> INSUFFICIENT FUNDS <input type="checkbox"/> ADDITIONAL INFORMATION <input type="checkbox"/> NOT AUTHORIZED <input type="checkbox"/> UNBUDGETED ITEM	ESTIMATED COSTS	ESTIMATED / COMPLETION DATE
	REMARKS	
	SIGNATURE	DATE

DUPLICATING CENTER SERVICE REQUEST

Requester Name _____

Phone Number _____

Requester E-mail _____

 Department

 Cost Center

Date In _____ Date Due _____

Total No. Pages _____ Total No. Copies _____

Document Title _____

Digital PDF File Provided ☐

Primary Document

Size: ☐ 8.5 x 11 ☐ 8.5 x 14 ☐ 11 x 17
 Stock: ☐ Standard ☐ Letterhead
☐ Transparency ☐ Index
Color: ☐ White ☐ Other _____
 Sides Imaged: Original ☐ 1 ☐ 2
 Duplicates ☐ 1 ☐ 2

Reduction/Enlargement: _____ %

Front Cover

Size: ☐ 8.5 x 11
 Stock: ☐ Standard
☐ Index

 Color: ☐ White
☐ Other _____

Sides Imaged:

☐ Front ☐ Back
☐ Both ☐ None

Back Cover

Size: ☐ 8.5 x 11
 Stock: ☐ Standard
☐ Index

 Color: ☐ White
☐ Other _____

Sides Imaged:

☐ Front ☐ Back
☐ Both ☐ None

Inserts

Size: ☐ 8.5 x 11
 Stock: ☐ Standard
☐ Index
☐ Tabs

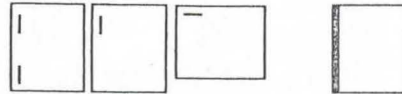
 Color: ☐ White
☐ Other _____

Sides Imaged:

☐ Front ☐ Back
☐ Both ☐ None

Finishing Specifications

☐ Collated ☐ Bifold
☐ Uncollated ☐ Trifold

☐ Stapled ☐ Comb Bound
☐ Hole Punch ☐ Paper Bound
☐ Strip Bound
Digital PDF File Requested ☐

Distribution Code

(Circle appropriate codes)

- A Chairpersons/Activity Heads
 B Graduate Students
 C _____ Year Students
 D All Support Personnel
 E All Personnel

Additional Detailed Instructions

Office Use Only

FAIR USE GUIDELINES

INSTRUCTORS may, for research or teaching purposes, make a single copy of:

- A chapter from a book.
- An article from a periodical or newspaper.
- A short story, short essay, or short poem.
- A chart, graph, diagram, cartoon, or picture from a book, a periodical or newspaper.

INSTRUCTORS may, for classroom use, make the following multiple copies provided that the material is used for only one course and that there are no more than nine instances of multiple copying for one course per term:

- A complete poem, if it is less than 250 words and printed on not more than two pages.
- An excerpt from a longer poem, if it is less than 250 words.
- A complete article, story, or essay, if it is less than 2,500 words.
- An excerpt from a prose work, if it is less than 1,000 words or 10% of the work, whichever is less.
- One chart, graph, diagram, drawing, cartoon or picture per book or article.

INSTRUCTORS may not:

- Copy to re-create, replace, or substitute for anthologies, compilations, or collected works.
- Copy a “consumable” work including workbooks, exercises, tests, answer sheets, etc.
- Copy as a substitute for purchase of books, reprints, or periodicals.
- Repeatedly copy from term to term material by the same teacher.
- Make multiple copies of a work for classroom use if it has already been copied for another class in the same institution.
- Make multiple copies from works by the same author more than once per class term.

DUPLICATING CHARGES AND FORM INFORMATION

A. Charges for Duplicating Services

1. Pages:

a. Regular charge:

- | | |
|-----------------|----------------|
| (1) 1-200 | .09 cents/page |
| (2) 201 or more | .05 cents/page |

b. Same-day service: .09 cents/page (requests dropped off after 2:00 p.m. are completed the next business day)

c. Exams scheduled 24 hours in advance: .05 cents/page

d. Syllabi/handouts over 75 single-sided pages:

- | | |
|----------------------------------|----------------|
| (1) Required in 10 working days: | .05 cents/page |
| (2) Less than 10 working days: | .09 cents/page |

2. Tabs:

- | | |
|--|-------------------|
| a. 5 position tabs must be purchased in sets of 5: | .75 cents per set |
|--|-------------------|

3. Binding:

- | | |
|--------------------|---------------------|
| a. Strip binding: | 1.25 cents per item |
| b. Spiral binding: | 1.25 cents per item |

4. The account number (cost center) noted on USUHS Form 7702 shall be the cost center charged for duplicating services.

B. New or Revised Forms

1. A request for a new form or a significant revision of an existing form shall be submitted to the ASD on a DD Form 282, with the proposed form attached. The request shall be approved by the Chair/Activity Head initiating the request. The Office of Primary Responsibility (OPR) shall complete the USUHS Form 5335 when requesting a new or revised form.

2. The OPR shall maintain stocks of departmental forms. ASD shall maintain stocks of USUHS-wide forms.

3. To obtain established USUHS or any other agency forms, submit USUHS Form 5335, which is available in ASD room G-059B, stating the form number and quantity required.

C. Letterhead Forms

Procedures for requesting new or revised letterhead forms shall be the same as for USUHS forms. The proponent sponsoring the form shall promptly notify the Director, ASD, when such forms are no longer required by their department/activity.

D. Charges for Contract Printing and Publications

1. Jobs of high finish quality and/or color processing that may include postcards shall be paid by the requesting department/activity.

2. Charges for contract printing and publication shall be charged to the department/activity cost center.

Attachment:
DD Form 282, "DoD Printing Requisition/Order"

DOD PRINTING REQUISITION/ORDER		CLASSIFICATION <small>(Requisition automatically becomes "UNCL" when detached from classified material.)</small>		FOR PLANT USE	(PLANT JOB NUMBER)					
REQUISITION NO.	DATE OF REQUEST	REQUESTED DELY	EST. COST							
FOR REFERENCE CONSULT			PHONE					SCHEDULED COMPLETION DATE	ESTIMATED COST	
ACCOUNTING DATA										
FORM/PUBLICATION NO. AND TITLE <i>(In that order)</i>										
QTY. <i>(Specify shts, sets, etc.)</i>		PAGES	QTY. WILL LAST MOS.	JOB TO BE REPRINTED <input type="checkbox"/> YES <input type="checkbox"/> NO	JOB IS <input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> A REPRINT		LAST JOB NO.			
ENCLOSURES PAGES COPY	<i>(Submit clean, well protected copy)</i> NEGA- TIVES		<i>(If other, specify)</i> PLATES		PROOFS <i>(Specify only if necessary)</i> <input type="checkbox"/> NOT REQ'D			SEND TO:		
S P E C I F I C A T I O N S	FINISHED SIZE <div style="text-align: center;">X</div>		MARGINS <i>(Top)</i> <div style="text-align: center;">(Left/Bind)</div>		INK <i>(If not black)</i>		GRADE OF PAPER*	WEIGHT*	COLOR*	
	FOLD TO <i>(Size)</i> <div style="text-align: center;">X</div>		PRINT <input type="checkbox"/> ONE SIDE <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> OTHER <i>(SEE COPY ATTACHED)</i>				1.			
	ASSEMBLE <input type="checkbox"/> IN SETS <input type="checkbox"/> PAGE SEQ.		WIRE STITCH <i>(Staple)</i> Number Stitches: <input type="checkbox"/> UPPER LEFT <input type="checkbox"/> TOP <input type="checkbox"/>		OTHER <i>(Specify)</i>		2.			
	STANDARD PUNCH <i>(Drill)</i> <input type="checkbox"/> 2-HOLE TOP <input type="checkbox"/> 3-HOLE LEFT		OTHER <i>(Diameter)</i> <div style="text-align: center;">(Clr. to clr.)</div>		<i>(Location)</i>		3.			
	PERFORATE/SCORE <input type="checkbox"/> SEE COPY		PAD SHTS SETS <input type="checkbox"/> TOP <input type="checkbox"/> LEFT		PRONG FASTENERS <input type="checkbox"/> YES <input type="checkbox"/> NO		4.			
	COMPOSING/PROCESSING <i>(Prepare/alter copy; fotolist; offset; etc.)</i>				WRAP <i>(No. per pkg.)</i>		5.			
							6.			
						7.				
						*NOTE: Grades and weight of paper will be in accordance with specifications issued by the Congressional Joint Committee on Printing. No deviations permitted unless justified.				
						DISPOSITION OF NEGS. ____ ORIG. ____ H-HOLD D-DESTROY R-RETURN				
FOR PLANT USE ONLY								SPECIAL INSTRUCTIONS/REMARKS		
NUMBER ORIG.	LINE H.T.						SERIAL NUMBERING, REGISTRATION, ETC.			
IMAGE SIZE <div style="text-align: center;">X</div>										
PRESS	PLATES	IMP								
PRESS SHEET SIZE										
TRIM SIZE										
PLANNED BY										
ORDERING OFFICE <i>(If other than delivery address)</i>						DELIVER TO <i>(Complete address)</i>				
LIAISON OFFICE APPROVAL <i>(Signature and date)</i>										
APPROVING OFFICE <i>(Signature and date)</i>										
SEND CONFIRMATION/BILLING COPY TO <i>(Insert complete mailing address)</i>										
						DISTRIBUTION REQUIRED <input type="checkbox"/> LIST / <input type="checkbox"/> LABELS ATTACHED				
						WILL PICK UP - PLEASE NOTIFY: <i>(Ext.)</i> <input type="checkbox"/> HOLD				
						MATERIAL RECEIVED <i>(Signature and date)</i>				

PROCEDURES

A. Self-Service Copiers

1. Most of the self-service copiers at the USUHS require a Vendor Card to operate. Vendor Cards are issued to the department/activity by the ASD, Duplicating Center, Room G059B. At the end of each month, the department/activity shall be charged appropriately. Vendor Cards for the self-service copiers may be acquired from ASD. These Vendor Cards are issued in "number of copies." The Vendor Card issued from the ASD may be used in the Learning Resource Center (LRC) as well as with all the self-service copiers equipped with Vendor Card system.

2. To obtain a new or replenish a Vendor Card for official use:

a. Prepare a USUHS Form 5014 with the usual procurement information.

b. Present the properly completed and signed USUHS Form 5014 in person at the USUHS Duplicating Center, Room G059B between 07:30-16:30 hours.

3. Requests for additional copying equipment, replacement of existing equipment, or any changes in equipment status, must be submitted to the ASD in a memorandum with justification for approval and appropriate action.

B. Purchasing Copiers

1. Copiers purchased through the ASD are USUHS-owned copiers and shall be tagged by the Property Management Office. The ASD shall purchase, maintain supplies, and oversee the maintenance contracts.

2. Copiers purchased through the Henry M. Jackson Foundation (HMJF) are solely the responsibility of the principal investigator making the purchase. These copiers are the property of HMJF.

3. Paper obtained for copiers that are not USUHS owned may be purchased "at cost" through the Duplicating Center. The department/activity shall provide the Duplicating Center with a cost code to purchase the paper.

C. USUHS Duplicating Center

1. The USUHS Duplicating Center is located in Room G059B and any service requiring more than 201 copies shall be processed through this Activity. Copies produced are charged to the appropriate cost center of the requesting department/activity/grant. In addition to duplicating and collating services, the USUHS Duplicating Center provides the following:

a. PDF to disk.

b. Hole punching.

c. Paper cutting.

d. Heavy duty stapling.

e. Paper folding.

f. Self-service shredder.

g. Book binding.

h. Velo-binding.

i. Engraving.

j. Plotting services.

2. All material submitted to the USUHS Duplicating Center must be copy ready or a fee shall be charged if the Duplicating Center has to make the material copy-ready.

3. A USUHS Form 7702 must accompany each order for central duplicating.

a. Teaching material, student handouts, and laboratory procedures exceeding 201 pages per copy should be forwarded to the USUHS Duplicating Center at least 10-working days prior to the date required. If prior approval is obtained, all medical student teaching (i.e., other than graduate student and continuing medical education) duplication costs are paid for by the Multidiscipline Laboratories.

b. Duplicating requests for clinical research and development, training, or grants shall be submitted to the USUHS Duplicating Center on a USUHS Form 7702 citing the appropriate cost center to be charged. As an option, the self-service copiers located in the USUHS Duplicating Center may be used for this purpose when the number of copies does not exceed 201.

c. Rush jobs constitute those requests that require the interruption of a duplicating clerk's normal work schedule for the completion of a job that is required on the same day of the request. Rush jobs required the same day, regardless of number of copies, shall be charged \$0.08 per page.

4. Reproduction of tests or other sensitive material shall be scheduled through ASD. An individual from the requesting office must be present at all times during the processing of these sensitive materials.

5. Requests for engraving, forms, and publications shall be requested utilizing USUHS Form 5335.

D. Two-Sided Copying

As per Assistant Secretary of Defense memo dated February 3, 1993, two-sided copying shall be used for all jobs exceeding two pages. If a requester requires to have copies printed on one side only, adequate justification must be submitted with the USUHS Form 7702.

E. Authorized Uses Of Duplicating Equipment

The self-service copiers and central duplication are provided to support USUHS requirements. All material to be copied must be “official”; and directly related to a USUHS-sponsored activity.

Attachment:
USUHS Form 5014 (ASD) (Revised 6/2012)

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
ADMINISTRATIVE SUPPORT DIVISION
COPY CARD REQUISITION FORM

DEPT: _____

ADMINISTRATIVE SUPPORT
DUPLICATING CENTER
295-3036, RM:G-059B

REQUESTOR: _____

PHONE: _____

COST CENTER: _____			
GRANT NUMBER: _____		TOTAL \$ _____	
CARD NUMBER	NUMBER OF COPIES REQUESTED	UNIT COST	TOTAL COST
PRINT NAME & DEPT. CODE		SIGNATURE	
DUP CLERK'S SIGNATURE		DATE	