



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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ANNAPOLIS, MARYLAND 21402-1300

USNAINST 5600.7
6/ITSD

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USNA INSTRUCTION 5600.7

From: Superintendent

Subj: PHOTOCOPY EQUIPMENT

Ref: (a) USNAINST 5230.1
(b) USNAINST 7320.1

1. Purpose. To establish United States Naval Academy (USNA) policies and procedures for management and use of photocopier equipment.
2. Scope. This instruction is applicable to all photocopier equipment acquired for support of the Naval Academy's mission. USNA-owned photocopiers are information technology equipment managed by the Information Technology Services Division (ITSD) per references (a) and (b).
3. Policy updates. These policies and procedures shall be reviewed annually and updated as necessary by the Director ITSD.
4. Background. Photocopying is convenient but expensive. Prudent employment of photocopier resources necessitates avoidance of costly practices in copier usage, consideration of alternative solutions, and compliance with restrictions in regard to copyright laws and reproduction of certain material.
 - a. Misuse of photocopiers not only has an adverse effect on direct costs, but also contributes to the hidden costs of copying. Increased personnel costs, wasted materials, increased file maintenance, and related floor space expenses are all results of misuse. Examples of misuse include:
 - (1) Insistence on perfect copies (including the reproduction of copies where the initial copies are less than perfect),
 - (2) Use of government photocopiers for personal copying.
 - (3) Tendency to round-off upward or to make more copies than actually required (includes preparation of convenient copies, suspense copies, information copies, and multiple file copies).
 - (4) Using photocopiers in lieu of having copies printed.
 - (5) Copying of blank forms. Forms are to be reproduced through purchase order placement with the Defense Automation and Production Service (DAPS).
 - (6) Copying of printed material that is already available from command stockrooms, Naval Supply Centers, or which may be produced more economically at DAPS printing plants/facilities.
 - (7) Failing to reset quantity dial before using the photocopier.
 - (8) Copying of copyrighted material.
 - (9) Failure to use services offered by DAPS.
 - b. The trend toward copying perfection and automated features, along with the sophisticated marketing techniques used by vendors, has led to more costly equipment use than operational needs

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warrant. On the other hand, the use of inadequate equipment where high volume requirements exist can prove equally wasteful.

c. Most inefficient copying applications reflect either insufficient promotion of efficient paperwork practices within the organization or the ignoring of alternative reprographics and printing services available to the organization. Organizational adherence to the following practices can, in many cases, substantially reduce the volume of unnecessary copying:

(1) Preparation of sufficient copies at the time of original printing.

(2) Development of a multiple-part form or the revision of existing forms to accommodate the entire distribution required.

(3) Encouragement of originators to furnish a sufficient number of copies.

(4) Elimination or reduction of the distribution of specific reports or other documents is a strongly recommended cost reduction technique. The use of a route slip approach to the distribution of information is another alternative.

d. Copyright laws prohibit reproduction of copyrighted material without the written permission of the publisher or author. It is intended to protect the property of the publisher or author and affords individuals the right to say who may reproduce their written or published work and to demand payment for it. Where a notice of copyright is shown, either on the work itself, or by a general statement in the publication, the law is clear; it may not be copied unless permission of the publisher or author is obtained. Where doubt exists as to whether or not an item is copyrighted, consult the Staff Judge Advocate at x31563.

e. Congress, by statute, has forbidden the copying of the following subjects and others under certain circumstances. Monetary fines or imprisonment may be imposed on those guilty of making such copies.

(1) Obligations or securities of the United States Government, such as but not limited to:

- (a) Paper Money
- (b) United States Bonds
- (c) Federal Reserve Notes
- (d) Treasury Notes
- (e) Certificates of Deposit
- (f) Bonds and obligations of certain agencies of the government, such as FHA, etc.
- (g) U.S. Savings Bonds
- (h) Postage Stamps
- (i) Postage Money Orders

(2) Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)

(3) Passports. (Foreign passports may be photographed.)

(4) Immigration Papers.

(5) Badges, Identification Cards, Passes, or Insignia carried by Armed Forces personnel or employees of the Federal Government.

6. Responsibilities. The following responsibilities are assigned:

a. The Director ITSD is responsible for establishing, implementing, and administering policies and procedures relating to photocopier management and use. This includes assigning a Copier Administrator to:

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- (1) Maintain an inventory of USNA-owned photocopiers including manufacturer, model number, attachments or accessories, serial numbers, locations, installation dates, and monthly volume data.
 - (2) Liaise with commercial vendors and/or governmental providers in support of USNA photocopying requirements.
 - (3) Act as Contracting Officer Representative for oversight of photocopier vendor performance (e.g. supplies, service calls, physical relocation, replacement, reporting, etc.) and payment (e.g. certify vendor invoices).
 - (4) Review photocopier utilization annually to assure existing equipment remains properly matched with workload and user requirements.
- b. Naval Academy Cost Center and/or Organization personnel are responsible for coordinating usage of photocopy equipment assigned to the Cost Center/Organization. This includes assigning a Copier Agent to:
- (1) Monitor assigned photocopiers, refill photocopiers with paper, clear paper jams, and perform other related operations normally accomplished by local operators.
 - (2) Ensure photocopiers are serviced as required by contacting the vendor service representative per guidance provided by the ITSD Copier Administrator.
 - (3) Verify usage meter readings with the vendor service representative at the time of reading and provide a copy of the verified readings to the ITSD Copier Administrator.
 - (4) Inform the ITSD Copier Administrator of repeated photocopier problems or failure of vendor service personnel to respond within the applicable timeline. Provide the following data:
 - (a) Photocopier model and serial number,
 - (b) Photocopier location (e.g. building and room number),
 - (c) Copier Agent contact information (e.g. email address and phone number),
 - (d) Time and date of service call was sent to the vendor, and
 - (e) Time and date of reported vendor non-response.
 - (5) Coordinate moves of assigned photocopiers as directed by the ITSD Copier Administrator.
- c. All users of USNA-owned photocopiers are required to avoid costly practices, consider alternative solutions, and comply with restrictions in regard to copyright law and reproduction of certain material.

7. Action. This instruction is mandatory for all Naval Academy Cost Centers and/or organizations supported by ITSD.

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)