



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
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USNAINST 5600.7A  
6/ITSD  
15 Jul 2016

USNA INSTRUCTION 5600.7A

From: Superintendent, U.S. Naval Academy

Subj: PHOTOCOPY EQUIPMENT

Ref: (a) USNAINST 5230.1B  
(b) USNAINST 7320.10

1. Purpose. To establish U.S. Naval Academy (USNA) policies and procedures for managing and using photocopier equipment.
2. Cancellation. USNAINST 5600.7 dated 19 Feb 2010.
3. Scope and Applicability. This instruction is applicable to all photocopier equipment acquired to support USNA's mission. USNA-leased photocopiers are information technology (IT) equipment managed by the Information Technology Services Division (ITSD), per references (a) and (b).
4. Policy. These policies and procedures shall be reviewed annually and updated as necessary by the Director, ITSD. All USNA personnel must abide by the direction herein.
5. Background. Photocopying is convenient but expensive. Prudently employing photocopier resources necessitates avoiding costly practices in copier usage, considering alternative solutions, and complying with copyright laws and reproduction restrictions.
  - a. Misusing photocopiers not only has an adverse effect on direct costs, but it 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 reproducing copies where the initial copies are less than perfect).
    - (2) Using government photocopiers for personal copying.
    - (3) Tendency to round-off upward or to make more copies than actually required (includes preparing convenient, suspense, information, and multiple file copies).
    - (4) Using photocopiers in lieu of having copies printed.
    - (5) Copying blank forms. Forms are to be reproduced through purchase order placement with the Defense Automation and Production Service (DAPS).

(6) Copying printed material that is already available from command stockrooms, Naval Supply Centers, or which may be produced more economically at DAPS printing facilities.

(7) Failing to reset the quantity dial before using the photocopier.

(8) Copying copyrighted material.

(9) Failure to use DAPS services.

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

c. Most inefficient copying applications result from organizations either insufficiently promoting good paperwork practices or ignoring alternative reprographics and printing services. Organizational adherence to the following practices may substantially reduce the volume of unnecessary copying:

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

(2) Develop a multiple-part form or revise existing forms to accommodate the entire distribution required.

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

(4) Eliminate or reduce the distribution requirements as much as possible.

d. Copyright laws prohibit reproducing copyrighted material without the written permission of the publisher or author to protect the property of the publisher or author and affords individuals the right to determine who may reproduce their 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 only be copied with the permission of the publisher or author. Where doubt exists as to whether or not an item is copyrighted, consult the USNA Staff Judge Advocate.

e. Congressional statutes forbid copying the following subjects. Monetary fines or imprisonment may be imposed on those guilty of making such copies.

(1) Obligations or securities of the U.S. Government, such as but not limited to: paper money, U.S. Bonds, Federal Reserve Notes, Treasury Notes, Certificates of Deposit, Bonds and obligations of certain agencies, U.S. Savings Bonds, Postage Stamps, and 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 Service Members or employees of the U.S. 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:

(1) Maintain an inventory of USNA-leased photocopiers including manufacturer, model number, attachments or accessories, serial numbers, locations, installation dates, and monthly volume data.

(2) Liaise with commercial vendors and governmental providers in support of USNA photocopying requirements.

(3) Act as Contracting Officer Representative for oversee 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. USNA personnel are responsible for the photocopy equipment assigned to their cost center. 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 (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 moving assigned photocopiers as directed by the ITSD Copier Administrator.

c. All users of USNA-leased photocopiers are required to avoid costly practices, consider alternative solutions, and comply with restrictions in regard to copyright law and reproducing certain material.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

8. Review and Effective Date. The Information Technology Services Division will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five year anniversary date, or an extension has been granted.

  
W. E. CARTER, JR.

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA intranet website, <http://www.usna.edu/AdminSupport/INST/USNAINST5600.7A/>