

- (Added)(AF) (f) Title 44 United States Code (U.S.C.), *Public Printing and Documents*
- (Added)(AF) (g) Senate Publication 101-9, *Government Printing and Binding Regulations* (GPBR), February 1990
- (Added)(AF) (h) Department of Defense Instruction (DODI) 5330.1, *Printing, Binding and Related Equipment Programs*, July 6, 1954, with Change 2, June 12, 1961
- (Added)(AF) (i) DODI 7760.3, *Requisitioning of Printing, Duplicating and Reproduction Work (DD Forms 843 and 844)*, June 16, 1955
- (Added)(AF) (j) *USAF - DAPS Memorandum of Agreement*, dated 9 January 2003
- (Added)(AF) (k) AFI 25-201, *Support Agreements Procedures*
- (Added)(AF) (l) AFI 31-401, *Information Security Program Management*
- (Added)(AF) (m) AFI 33-360, Volume 1, *Publications Management Program*
- (Added)(AF) (n) AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*
- (Added)(AF) (o) AFI 51-303, *Intellectual Property--Patents, Patent Related Matters, Trademarks, and Copyrights*
- (Added)(AF) (p) AFI 65-601, Volume 1, *Budget Guidance and Procedures*
- (Added)(AF) (q) AFMAN 37-139, *Records Disposition Schedule*
- (Added) (AF) (r) AFRSI 33-302, *Business Card Program*

1. PURPOSE

Pursuant to the authority vested in the Secretary of Defense under reference (a), this Directive reissues reference (b) to redesignate the Defense Automated Printing Service (DAPS) to the Document Automation and Production Service and to update associated responsibilities, functions, relationships, and authorities.

1.1. (Added)(AF) This supplement implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3 when published), the Document Automation and Production Service Most Efficient Organization (MEO) award, dated 18 January 2002, and the *DAPS - USAF Memorandum of Agreement*, dated 9 January 2003. This supplement is based on Title 44 U.S.C., *Public Printing and Documents*; Senate Publication 101-9, *Government Printing and Binding Regulations* (GPBR), February 1990, issued by the Congressional Joint Committee on Printing (JCP), which governs printing and duplicating; *Comptroller General Decisions* affecting printing products; *Code of Federal Regulations* (CFR) that govern certain printing products used throughout the Air Force; DoDI 5330.1, *Printing, Binding and Related Equipment Programs*, July 6, 1954, with Change 2, June 12, 1961; and DoDI 7760.3, *Requisitioning of Printing, Duplicating and Reproduction Work (DD Forms 843 and 844)*, June 16, 1955. This publication may be supplemented to add additional guidance. Issue supplements at the highest level possible, preferably at the MAJCOM, DRU, or FOA level. Send one copy of the supplement to Headquarters Air Force Enterprise Information Management and Policy Branch (HQ USAF/ILCX), 1030 Air Force Pentagon, Washington DC 20330-1030; other commands send one copy of each supplement to the next higher headquarters. Send recommended changes or

comments to Headquarters Air Force Communications Agency (HQ AFCA/ITXD), 203 W. Losey Street, Room 1100, Scott AFB IL 62225-5222, through appropriate channels, using Air Force (AF) Form 847, **Recommendation for Change of Publication**. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*. Public Law 104-13, *Paperwork Reduction Act of 1995*, and AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*, affect this publication. See Enclosure 1 for a glossary of references and supporting information used in this supplement.

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

2.1. (Added)(AF) This supplement applies to all Air Force activities excluding Air National Guard and the Air Force Reserve. Use of DAPS services by the Air Force Reserve or ANG is at the discretion of the Component Commander.

2.2. (Added)(AF) In cases where DAPS cannot meet the Air Force requirement, Air Force activities may submit requests to procure support and services outside of DAPS to their respective MAJCOM, DRU, and FOA with justification and mission impact statements. The MAJCOM, DRU, and FOA will make a recommendation and forward to HQ USAF/ILCX for processing through DAPS. Only the Government Printing Office (GPO), through DAPS, can approve a waiver. Mission critical and/or time sensitive waivers may be worked by the local DAPS office manager; however, copies of the required documentation must be forwarded to the MAJCOM, DRU, FOA and HQ USAF/ILCX as information only.

3. MISSION

The DAPS shall serve as the consolidated organization for printing and high speed-high volume duplicating, and as the preferred provider of document conversion and/or automation services (hereafter referred to collectively as "automated printing services") in the Department of Defense, excluding:

3.1. Intelligence Agencies of the Department of Defense in accordance with reference (c) (the Defense Intelligence Agency, National Security Agency, and the National Imagery and Mapping Agency).

3.2. Tactical activities and National Guard and Reserve organizations, except as mutually agreed by the cognizant DoD Component and the Administrator, DAPS.

3.3. (Added)(AF) DAPS is an optional source for automated production services procured with nonappropriated funds (NAF) and when such services are advantageous to the funding NAF activity.

4. ORGANIZATION AND MANAGEMENT

The DAPS is established as a component of the Defense Logistics Agency (DLA). It shall consist of an Administrator and such subordinate organizational elements as may be established within authorized resources.

5. RESPONSIBILITIES AND FUNCTIONS

5.1. The Director of Administration and Management, Office of the Secretary of Defense, shall:

5.1.1. Serve as principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense on automated printing services policies and programs and provide policy guidance to the DoD Components regarding the operation and management of printing services in the Department of Defense.

5.1.2. Chair the DoD Automated Printing Services Oversight Group, composed of senior-level representatives of the Secretaries of the Military Departments; the Under Secretary of Defense (Comptroller) (USD(C)); the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence; and the Director, DLA. Other DoD officials may be invited to participate, as required. The Group will meet annually, or more often as necessary, to resolve significant issues.

5.1.2 (AF) HQ USAF/ILCX acts as the Air Force representative for the DOD Automated Printing Services Oversight Group.

5.1.3. Represent the Department of Defense on printing services policy matters with the Joint Committee on Printing (JCP), Government Printing Office (GPO), Office of Management and Budget (OMB), and other Government Agencies.

5.1.3. (AF) HQ USAF/IL acts as the Central Printing and Publications Management Organization (CPPMO) responsible for Air Force compliance with Public Law (US Code, Title 44, Section 3506).

5.2. The Director, DLA, is designated as the single manager for DoD automated printing services, both for the operation of DoD in-house facilities and for the departmental printing services procurement functions. In this capacity, the Director, DLA, shall:

5.2.1. Exercise authority, direction, and control over the DAPS.

5.2.2. Appoint an Administrator to manage and operate the DAPS.

5.2.3. Provide guidance to the Administrator regarding the management of the DAPS and its relationships with other commands, organizations, and activities within the DLA, as well as with other DoD Components and Government Agencies.

5.2.4. Finance the operations of the DAPS under the Printing and Publications Services Business Area of the Defense Business Operations Fund.

5.3. The Administrator, DAPS, shall:

5.3.1. Organize, direct, and manage the DAPS and all its assigned resources; produce or procure automated printing services; and administer, supervise, and control all assigned programs, services, and functions.

5.3.2. Provide effective and efficient automated printing services support to the DoD Components.

5.3.3. Conduct a coordinated DoD automated printing services program covering the production, procurement, and distribution of publications.

5.3.4. Administer Department-wide automated printing services management systems, programs, and activities, including technical assistance, support services, and information.

5.3.5. Provide advice and assistance on automated printing services matters to the DoD Components and other organizations, as appropriate.

5.3.6. Act as DoD representative for technical automated printing services matters under DAPS cognizance with the JCP, GPO, OMB, and other Government Agencies.

5.3.7. Ensure that the products and services provided are based on "best value" as determined by quality, price, and delivery time.

5.4. The USD(C) shall advise and provide policy guidance on the functioning of the Printing and Publications Services Business Area of the Defense Business Operations Fund and related financial management matters.

5.5. The Heads of the DoD Components shall:

5.5.1. Obtain automated printing services through DAPS, consistent with the provisions of this Directive.

5.5.1.1. (Added)(AF) Air Force activities utilize three DAPS operational strategies: Full-time staffed, Part-time staffed, and Self-service capabilities at Air Force installations to provide support of Air Force printing, duplicating, copying, and as necessary, commercial procurement of these services. Optional cost-plus solutions are available through DAPS for self-help or operational Air Force funded manpower. Air Force activities will forward requests for cost-plus solutions through their respective MAJCOM, DRU, FOA, and HQ USAF/ILCX.

5.5.1.2. (Added)(AF) MAJCOM, DRU, FOA SCs appoint a DAPS manager to interpret and establish guidance, to write the contingency operations plan for both in-garrison and deployed scenarios, and to elevate issues. Forward name, E-mail address and phone number to HQ USAF/ILCX. MAJCOM, DRU, FOA DAPS managers will coordinate issues with DAPS Regional Managers and the Air Force - DAPS Program Manager (HQ USAF/ILCX).

5.5.1.3. (Added)(AF) Mission Support Group Commanders (or equivalent) will designate individuals to serve as base/unit focal points for DAPS services and support. Forward name, E-mail address, and phone number to MAJCOM, DRU, and FOA DAPS manager. At a minimum, duties include assisting DAPS to conduct payment reconciliation and resolution of billing problems, quality control, marketing DAPS services, and managing the base copier program for in-garrison and deployed requirements. Focal points will also assist base budget personnel in identifying funding requirements for DAPS services. Base/unit focal points will coordinate and resolve issues with DAPS Office and Regional Managers, and MAJCOM, DRU, and FOA DAPS managers.

5.5.1.4. (Added)(AF) Base/unit focal points will notify the local DAPS office of printing discrepancies, changes in direct deal contracts, contractor's failure to perform, or other problems related to printing activities. Forward findings to MAJCOM, DRU, FOA, and HQ USAF/ILCX.

5.5.1.5. (Added)(AF) Decals and other labels, prescribed in Air Force technical orders (TO), must be procured through DAPS. The request must include the TO number, illustrated parts breakdown figure and index, part number, and quantity required. Decals and labels required for local or single MAJCOM use, are also obtained directly through DAPS.

5.5.1.6. (Added)(AF) Do not submit GPO Form 3868, **Notification of Intent to Publish** (available through DAPS), if the publications you intend to print are: national security classified, For Official Use Only, strictly for administrative or operational purposes and of no interest to the public or of no educational value.

5.5.1.7. (Added)(AF) Calendars are considered a supply item and Air Force personnel must not request DAPS to print calendars. Follow local supply purchase procedures to obtain calendars.

5.5.1.8. (Added)(AF) Air Force personnel may print or procure business and greeting cards in accordance with AFI 65-601, Volume 1, *Budget Guidance and Procedures*. Air Force recruiters should follow the guidance in Air Force Recruiting Service Instruction (AFRSI) 33-302, *Business Card Program*, for approval to print business cards.

5.5.1.9. (Added)(AF) DAPS manages the Air Force Copier Program. Prior to procuring copiers, DAPS must obtain the base liaison's approval before moving or acquiring any copier equipment. DAPS will give priority to the Air Force vision to migrate copier functionality to a digital and multifunctional platform when security accreditation and disk purging utilities are approved by the security community. DAPS, through the base liaison, will coordinate with Base Information Assurance Office to obtain Certificate to Operate (CtO), Certificate of Networkiness (CoN), and approval from the Designated Approval Authority (DAA) when required. The Mission Support Group Commander appoints a Base Copier Program Manager and is the final approval authority for the acceptance of DAPS-procured copiers and/or multifunctional devices. Squadron commanders appoint copier program monitors for their organizations. The Base Copier Program Manager validates copier and/or multifunctional device requirements with the unit copier monitors; ensures the lease/procurement of copiers is coordinated through the local contracting office for contract award to DAPS. DAPS may not move or acquire a copier without the approval of the base/unit focal point. The Base Copier Program Manager will develop local visual aids that indicate the machine is not authorized for classified reproduction. When copiers are authorized for classified reproduction, post locally developed visual aids that outline Classified Reproduction Rules (reference AFI 31-401). In addition, locally developed Copying Machine Limitations and Unlawful Reproduction notices will be affixed to all copiers.

5.5.1.10. (Added)(AF) Base/unit focal points work with the DAPS copier manager to ensure deployed requirements are met. DAPS will match the deployment requirement with the appropriate operational platform.

5.5.1.11. (Added)(AF) Air Force personnel may print or procure stationery in accordance with AFI 65-601, Volume 1. Names, addresses, and telephone numbers on stationery items create obsolete stocks when personnel change. Use functional titles of key officials when printing memoranda and note pads.

5.5.1.12. (Added)(AF) Air Force activities will encourage offices of primary responsibility (OPR) to print documents on both sides of paper whenever possible. It is more economical and ecologically efficient.

5.5.1.13. (Added)(AF) Air Force activities will procure only recycled paper for printing product in accordance with the *National Defense Act of 1998*, Section 2378. Air Force activities are encouraged to procure paper through DAPS under their national paper contract. This contract offers considerable cost savings and complies with federally mandated recycle paper content. Air Force users should contact their DAPS service manager for ordering instructions.

5.5.1.14. (Added)(AF) Air Force activities will use the Government Purchase Card (GPC) (formerly the International Merchant Purchase Authorization Card [IMPAC]) to procure printing products and services from DAPS.

5.5.1.15. (Added)(AF) Air Force activities will not print/publish advertisements or endorsements in government publications.

5.5.1.16. (Added)(AF) Printing in two or more colors generally increases costs. Consequently, it is the OPR's responsibility to ensure that all multicolor printing contributes demonstrable value. Documents will be printed in one color unless additional color is integral to the purpose. Examples are maps and illustrations of medical specimens or diseases; flags; plants; uniforms; safety; fire prevention; attention-catching recruiting posters. Do not use color solely for its decorative effect or for prestige. Use of excessive printing specifications such as coated paper, multicolor inks, embossing, die-cutting, foil stamping, etc., should also be avoided when less expensive methods and items will do.

5.5.1.17. (Added)(AF) Air Force activities will not procure high-speed copiers that produce more than 65 copies per minute without approval of DAPS. Provide MAJCOM, DRU, FOA and HQ USAF/ILCX liaisons a copy of request.

5.5.1.18. (Added)(AF) Air Force activities will coordinate with the local DAPS office manager to schedule, coordinate, and conduct training on self-service and kiosk systems.

5.5.1.19. (Added)(AF) Air Force activities will ensure a release for copyright materials is completed and credit the source when duplicating copyright materials. See AFI 51-303, *Intellectual Property--Patents, Patent Related Matters, Trademarks, and Copyrights*, for guidance.

5.5.2. Cooperate with and provide necessary information and assistance to the Director, DLA, and Administrator, DAPS, in setting requirements, arranging for and executing inter-Service support agreements, and enabling the DAPS to provide them with the required products and services in an effective and efficient manner.

5.5.2.1. (Added)(AF) Base focal point ensures base service support to DAPS is included in the Installation Support Agreement (ISA) annotated on DD Form 1144, **Support Agreement**. Coordinate DD Form 1144 with MAJCOM, DRU, and FOA DAPS manager prior to approval. The wing commander or designated authority will sign the agreement. Provide a copy of the signed agreement to MAJCOM, DRU, and FOA DAPS manager. Focal points should contact the base support agreement manager to seek assistance in completing DD Form 1144.

5.5.2.2. (Added)(AF) Base focal point develops a service level agreement (SLA) (use DD Form 1144) to outline the services that DAPS provides to the base. At a minimum, SLAs include the core services, turnaround time, equipment, billing process, hours of operation, and workload tracking. Coordinate SLAs with the MAJCOM, DRU, and FOA DAPS manager prior to approval. The DAPS Regional Manager and the wing commander or designated authority will sign the SLA. Provide a signed copy of the SLA to the MAJCOM, DRU, FOA DAPS manager.

5.5.2.3. (Added)(AF) DAPS is a Defense Working Capital Fund (DWCF) organization and support agreements will ensure charges to DAPS in accordance with AFI 65-601, Volume 1, will be charged for incremental direct costs that are measurable and directly attributed to the receiver.

6. RELATIONSHIPS

6.1. In the performance of assigned responsibilities and functions, the Administrator, DAPS, shall:

6.1.1. Maintain liaison with the DoD Components, other Government Agencies, and private sector organizations for the exchange of information concerning assigned programs, activities, and responsibilities.

6.1.2. Use established facilities and services of the Department of Defense and other Government Agencies, whenever practicable, to avoid duplication and to achieve modernization, efficiency, economy, and user satisfaction.

6.2. The heads of the DoD Components shall coordinate with the Administrator, DAPS, on all matters related to the responsibilities and functions listed in subsection 5.3., above.

6.2.1. (Added) (AF) For additional guidance visit the Air Force Publishing web site at <http://www.e-publishing.af.mil>.

6.3. (Added) (AF) Information Collections, Records, Forms or Information Management Tools (IMT).

6.3.1. (Added) (AF) Information Collections. No information collections are created by this publication.

6.3.2. (Added) (AF) Forms or IMTs (Adopted and Prescribed).

6.3.2.1. (Added)(AF) Adopted Forms or IMTs: DD Form 1144, **Support Agreement**; AF Form 847, **Recommendation for Change of Publication**; and GPO Form 3868, **Notification of Intent to Publish**.

6.3.2.2. (Added) (AF) Prescribed Forms or IMTs: No forms are prescribed by this publication.

7. EFFECTIVE DATE

This Directive is effective immediately.

Paul Wolfowitz
Deputy Secretary of Defense

MICHAEL E. ZETTLER, Lt Gen, USAF
DCS/Installations & Logistics

(Added)(AF) Enclosure 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 44 U.S.C., *Public Printing and Documents*, 1988 edition

National Defense Act of 1998, Section 2378

Paperwork Reduction Act of 1995

Senate Publication 101-9, *Government Printing and Binding Regulations (GPBR)*(available from the Superintendent of Documents, U.S. Government Printing Office, Washington DC 20402)

Comptroller General Decisions

Code of Federal Regulations (CFR)

DODI 5330.1, *Printing, Binding and Related Equipment Programs*, July 6, 1954 w/Change 2, June 12, 1961

DODI 7760.3, *Requisitioning of Printing, Duplicating and Reproduction Work (DD Forms 843 and 844)*, June 16, 1955

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFI 25-201, *Support Agreements Procedures*

AFI 31-401, *Information Security Program Management*

AFI 33-360, Volume 1, *Publications Management Program*

AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*

AFMAN 37-139, *Records Disposition Schedule*

AFI 51-303, *Intellectual Property--Patents, Patent Related Matters, Trademarks, and Copyrights*

AFI 65-601, Volume 1, *Budget Guidance and Procedures*

USAF-DAPS Memorandum of Agreement, 9 January 2003

AFRSI 33-302, *Business Card Program*

Abbreviations And Acronyms

AFCA—Air Force Communications Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRSI—Air Force Recruiting Service Instruction

CFR—Code of Federal Regulations

CPPMO—Central Printing and Publications Management Organization

DAPS—Document Automation and Production Service

DD—Department of Defense (used to designate forms)
DOD—Department of Defense
DODD—DOD Directive
DODI—DOD Instruction
DRU—Direct Reporting Unit
FOA—Field Operating Agency
GPC—Government Purchase Card (formerly IMPAC)
GPBR—Government Printing and Binding Regulations
GPO—Government Printing Office
IMPAC—International Merchant Purchase Authorization Card (replaced by GPC)
JCP—Joint Committee on Printing
MAJCOM—Major Command
MEO—Most Efficient Organization
NAF—Nonappropriated Funds
OMB—Office of Management and Budget
OPR—Office of Primary Responsibility
SLA—Service Level Agreement
TO—Technical Order
U.S.C.—United States Code

Terms

Automation Service—A service that provides the equipment and techniques used to bring about an automatic operation and control of that operation.

Binding—The process used to finish a book, pamphlet, or single sheet of paper after the presswork is completed. Binding processes include: gluing, sewing, and stitching; drilling and punching; collating; folding, cutting, and trimming; stamping and lettering. Binding processes do not include: simple hand stapling and punching tools; manual and semiautomatic collators.

Central Printing and Publications Management Organization (CPPMO)—The organization that manages the agency's printing program. The Air Force CPPMO is HQ USAF/ILCX.

Composition—The use of phototypesetting or electronic character-generating devices to set type and produce camera copy, negatives, plates, or images for printing and microform production.

Copier—Device that makes copies by electrostatic, thermal, digital or other copying processes at speeds no greater than 65 pages per minute.

Document Automation and Production Service (DAPS)—The service that manages the DOD consolidated printing and duplicating programs. They are a subordinate unit of the Defense Logistics Agency who is the executive agent for DOD printing.

Document—Recorded information in paper or some other medium.

Document Conversion—Converting paper documents to digital form, and providing the infrastructure for quick, economical, and secure digital distribution and output at the point of need. Contact the DAPS office manager for specific document conversion capabilities.

Duplicating—Producing material in one color, using an electrostatic process; stencil, master, or offset plate not made with an intermediate film.

Electronic Printing—Electronic composition, reproduction, and finishing of information for general distribution produced through high-speed (65 copies per minute or more) imaging without a plate, using nonimpact methods on paper, film, magnetic, or optical media.

Government Printing Office (GPO)—The primary source of federal printing managed by the Public Printer. The Regional Printing Procurement Offices are established by the Public Printer to buy federal printing in their areas.

Government Printing and Binding Regulations (GPBR)—Government printing and binding regulations issued by the Congressional JCP.

Printing—Any process that produces multiple copies of printed material. This includes composition, platemaking, press work (includes electronic printing), and binding. It does not include office photocopying or any other method that is capable of only limited production. There are two kinds of Air Force printing: (1) Departmental Printing: Required by HQ USAF for use throughout the Air Force. (2) Field Printing: Done by a MAJCOM, FOA, DRU, and wing mainly for its own use.

Waiver—A formal request submitted to HQ USAF/ILCX and DAPS to exempt an Air Force organization from using DAPS services and support.