



# **CLASSIFIED REPRODUCTION RULES**

- **THIS EQUIPMENT IS APPROVED FOR CLASSIFIED MATERIAL REPRODUCTION**
- **APPROVAL FOR CLASSIFIED REPRODUCTION REQUIRED PER DoDD 5330.3\_AF Sup 1, Para 5.5.1.1. (Added) (COMPLETE REVERSE AND POST WITH APPROVED COPIER)**
- **REPRODUCE CLASSIFIED MATERIAL ONLY WHEN MISSION ESSENTIAL**
- **OPERATOR MUST BE KNOWLEDGEABLE OF REPRODUCTION REQUIREMENTS (Clearing Procedures, Special Functions, Malfunctions and Reporting Procedures)**
- **OPERATOR MUST REMAIN AT THE REPRODUCTION MACHINE AT ALL TIMES DURING CLASSIFIED REPRODUCTION. TWO-PERSON CONTROL MUST ALSO BE MAINTAINED**
- **OPERATOR MUST RETRIEVE ALL ORIGINALS AND COPIES. DESTROY ALL WASTE AS CLASSIFIED MATERIAL**
- **RUN SUFFICIENT (AT LEAST FIVE) BLANK COPIES TO VERIFY/CLEAR EQUIPMENT (SEE NOTE ON REVERSE FOR CLEARING DIGITAL COPIERS)**



# CLASSIFIED REPRODUCTION RULES (CONTINUED)

- THE COPIER EQUIPMENT IDENTIFIED BELOW IS APPROVED FOR CLASSIFIED MATERIAL REPRODUCTION UP TO \_\_\_\_\_ LEVEL:

- MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_
- SERIAL NUMBER: \_\_\_\_\_ LOCATION: \_\_\_\_\_
- ORGANIZATION NUMBER (IF ASSIGNED): \_\_\_\_\_

- UNIT SECURITY MANAGER APPROVAL:

\_\_\_\_\_  
(TYPED/PRINTED NAME, OFFICE SYMBOL, DUTY PHONE NUMBER)

**NOTE:** DIGITAL COPIER EQUIPMENT WITH AN INTERNAL HARDDRIVE OR INTERNAL MEMORY MUST BE “CLEARED” IN ACCORDANCE WITH AFSSI 5020, REMANENCE SECURITY.