

**BY ORDER OF THE COMMANDER  
HEADQUARTERS, 11TH WING**

**DODD5330.3\_AIR FORCE SUP1**



**BOLLING AFB  
Supplement 1  
28 JANUARY 2002**

**DEFENSE AUTOMATED PRINTING SERVICE  
(DAPS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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DODD 5330.3/Air Force Supplement, February 1999, is supplemented as follows. It provides guidance and procedures for obtaining printing and duplicating services provided by Defense Automated Printing Service (DAPS) (new title now is Document Automation Production Service) supporting 11th Wing and selected Air Staff agencies. It updates management procedures and commercial procurement of printing, duplicating and related services, as well as OPR responsibilities. Additionally, it outlines copier procedures and establishes 11 CS/SCSR as the 11th Wing Copier Monitor for the Air Staff and all 11th Wing activities.

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**SUMMARY OF REVISIONS**

The following are included in this revision: (1) Changed the name of Defense Automated Printing Service to Document Automation Production Service in the text, (2) Changed the office symbol of the OPR from 11 CS/SCSRP to 11 CS/SCSP and (3) Defined OPR responsibilities for Heritage and Enlisted Seminars.

**2. Applicability**

2.1. (Added) This supplement applies to all host activities, Air Staff agencies, and mayoral personnel who represent the 11th Support Group, Community Development Section.

**5. Responsibilities and Functions**

5.1.3.1.1. (Added) The Director, Communications and Information (11WG/SC), is responsible for setting policies, procedures, and overseeing printing, duplicating, and copying for 11th Wing customers.

5.1.3.1.2. (Added) 11 CS/SCSP is responsible for performing Document Automation Production Service (DAPS) liaison duties for 11th Wing and surrounding areas, excluding 11th Medical Group. Duties (not inclusive) are outlined below:

Developing program budget targets.

Managing a centralized budget for 11th Wing activities located on Bolling AFB and adjacent property.

Performing liaison duties between customers and DAPS supervisors.

Approving and processing DD Forms 844, Requisition for Local Duplicating Service.

Monitoring commercial printing requisitions and budget targets for United States Air Force Band.

5.1.3.1.3. (Added) 11 CS/SCSR is responsible for managing DAPS processes for 11th Wing customers located at the Pentagon and adjacent property. SCSR also manages and maintains an efficient and effective local printing, duplicating, and copier program for the Air Staff, per Headquarters USAF Operating Instruction 33-2.

5.1.3.1.4. (Added) 11 MDG/SG is responsible for establishing internal control for the management of their printing and copying requirements. Funding is approved under a separate Element of Expense/Investment Code (EEIC).

5.1.3.1.4.1. (Added) Office of Primary Responsibility (OPR). Commanders and Staff Agency Chiefs are responsible for establishing internal procedures to certify the following actions are taken to obtain color and black/white products:

Ensuring three (3) copies of DD Form 844 are properly prepared for each product approved for copying.

Manuscripts are current and accurate.

Ensuring the material approved for copying does not violate copyright rules and laws. Copyright material can be copied, provided written documentation from the OPR is attached to the DD Form 844.

Ensuring sufficient number of copies are requisitioned. If copies are to be disseminated through the Base Information Transfer System (BITS), via the Categorical Distribution scheme, then coordinate the required number of copies with NCOIC, Base Information Transfer Center (BITC).

The Commander or the individual who has overall responsibility for a specific project is responsible for completing Blocks 8a and b, Requester Certification, on DD Form 844. The DAPS Liaison is responsible for signing Block 8c.

They are also responsible for ensuring clear instructions are provided for projects that are technical in design or require special stock. DAPS only maintain the basic stock of paper and color, such as white, color paper, vellum, and card stock. Customers are responsible for procuring and providing non-basic paper stock.

5.1.3.1.7. (Added) Heritage Programs. Group Commanders are tasked by HQ 11 WG/CC to manage specific programs. The tasked commander is responsible for approving printing products and/or designating an individual to approve them on his/her behalf.

5.1.3.1.5.8. (Added) Enlisted Induction Programs. The Command Chief Master Sergeant is responsible for approving printing products and/or designating an individual to approve them on his behalf.

5.1.3.1.5.9. (Added) Since 11th Services Division supports Appropriated and Non-appropriated activities, the Director must forward an e-mail or Memorandum to 11 CS/SCSP and designate which activities are authorized to submit requisitions for DAPS support.

5.3.1.1. (Added) Standardized government desk and wall calendars are the only calendars which departments are authorized to obtain at government expense and shall be ordered from the General Services Administration.

5.3.1.2. (Added) The Issuance of Business Cards is a privilege. Commanders and Staff Agency Chiefs are responsible for determining authorized recipients. Additionally, they are responsible for procuring stock, maintaining the appropriate software, and printing the cards on in-house copiers. Upon request, 11 CS/SCUBG will develop standardized organizational templates. DAPS funds will not be used to defray expenses. Exceptions must be approved by the Chief, Publishing Branch.

5.3.1.2.1. (Added) 11th Wing Letterhead. 11 CS/SCSP is responsible for managing, issuing the physical product and forwarding an electronic version to 11 CS/SCB (NCC) for posting on the "W" Drive.

5.3.1.2.2. (Added) Protocol Stationery is only available to 11 WG/CC.

5.3.1.2.2.1. (Added) Color Invitations with matching envelopes are authorized for HQ 11 WG/CC and Group Commanders. When required, Staff Agency Chiefs and Squadron Commanders must use the invitation and envelope of their respective Commander.

5.3.1.2.3. (Added) Memo Pads. Authorization is outlined below:

5.3.1.2.3.1. Wing: Commander, Vice Commander, Executive Officer, Staff Agency Chiefs, and Command Chief Master Sergeant, Generic (Staff)

5.3.1.2.3.2. Group: Commander, Deputy/Equivalent, Generic (Staff)

5.3.1.2.3.3. Squadron: Commander, Deputy/Equivalent, Generic (First Sergeant, Flight Chiefs, and Staff)

5.3.1.2.3.4. (Added) Design modification and internal distribution criteria.

5.3.1.2.3.4.1. Printing - Blue ink; pads of 100 sheets. Request for change in design must be submitted to 11 CS/SCS through 11 CS/SCSP for review. 11 WG/SC is the final approval authority.

5.3.1.2.3.4.2. Office managers are encouraged to establish internal procedures to distribute and request stock replenishment.

5.3.1.3. (Added) Paper Conservation. Managers at all levels are responsible for establishing procedures for in-house copier use. In-house copiers should be used when the manuscript is one or two-sided and 200 or less copies are required. Functional Addressee must justify request for one-sided printing of a multiple page document. The justification can be typed/printed on the DD Form 844, in the Block titled "For Plant Use Only", e-mailed to 11 CS/SCSP, or typed in a Memorandum.

5.3.1.4. (Added) Locations of DAPS Facility. There is no facility located on Bolling AFB, the nearest facility is located at the Navy Yard, Washington, DC. For Pentagon customers, printing is requisitioned through 11 CS/SCSR, located in Room 4A1088D.

5.3.1.5. (Added) Multicolor Printing/Color Processing. Government Printing Office and Binding Regulations establish the guidelines for multicolor printing. Multicolor Printing/Color Processing pertains to shades of color, for items such as shields and logos. Color separations are required and can be obtained from 11 CS/SCUBG (Base Graphics). Commanders or Staff Agency Chiefs or a designated representative must approve these requisitions.

5.3.1.6. (Added) The Director, Public Affairs, the United States Air Force Band is authorized to submit requisitions directly to AFDPO, but must forward informational copies of the correspondence to 11 CS/SCSP.

5.5.1.1. (Added) ). Reproducing Classified Documents. As a minimum, all DAPS personnel are cleared to copy material up through Secret. For Bolling Customers, the DAPS Liaison will contact the DAPS facility manager to set up an appointment. Customers are responsible for handcarrying documents to DAPS and waiting for the copies.

5.5.1.1.1. (Added) Designating Copiers for Classified Use. Security Managers must provide 11 CS/SCSR with a memorandum designating copiers to be used for copying classified material.

5.5.1.2. (Added) Copier Monitor's Responsibilities. 11 CS/SCSR (Pentagon) is responsible for managing and implementing the Copier Service program for 11th Wing activities located in the Pentagon and on Bolling AFB. This includes acquiring and disposing of copiers. Office chiefs must appoint primary and alternate copier monitors and provide the following information, in writing, to 11 CS/SCSR:

Name

Duty telephone number

Complete mailing address

Make, model, serial number, and location of copier(s)

5.5.1.3. (Added) Obtaining Decals and Other Markings. Most of these products are technical in design and expensive, therefore, a written justification and specifications must be submitted 11 SC/SCSP for review, 11 WG/SC is the final approval authority.

**Attachment 1**

**11 CS/SCSR COPIER RESPONSIBILITIES**

1. Ensures copying services are funded and adequate to support mission requirements.
2. Establishes procedures and controls to govern the acquisition and use of copiers.
3. Ensures compliance with control, procedures, and use of copiers.
4. Evaluates requests for new copier equipment and recommends the equipment the requester should acquire.
5. Establishes and uses information-gathering techniques and maintains record-keeping services.
6. Conducts on-site visits and inspections of facilities, equipment, and use.
7. Ensures invoices received from vendors are valid and accurate prior to verification.
8. Ensures copier contracts are current and accurate.
9. Evaluates requests for new copiers and recommends required accessories.
10. Performs liaison duties with vendors and customers, which includes determining the level of service necessary and coordinating delivery schedules.
11. Ensures propriety of all released services and certifies contractual integrity of the Copier Service Program.
12. Arranges for and provides training, guidance, and information to copier monitors as follows:
  - (1) Acquaints monitors with the Copier Service Program and monitors duties.
  - (2) Arranges for copier equipment training at the copier site agreed upon by the vendor and monitor.

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Commander