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	U· S· DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: ADS-6 Transmittal Number: 296 Date: 11/06/86

Subject: Copy Machine Use and Acquisition

Approval: Ted V. Christensen **Title:** Director

1. Purpose. This directive establishes policy and procedures for acquisition and use of copy and reproduction equipment.

2. Definition.

a. Copy and Reproduction Equipment. Copier machines using electrostatic, thermal, lithographic, or other copying processes.

3. Policy/Procedure.

a. Policy. Use and acquisition of copier equipment are governed by Departmental and Government-wide regulations to ensure greatest cost efficiency and economy. Requirements for all copying equipment are approved at the Department.

b. Responsibilities.

(1) The Assistant Directors, Eastern and Western Field Operations and Field Office Directors are responsible for appointing a Copy Management Officer in their offices and for establishing guidelines for copier use (e.g., number of copies allowed per run).

(2) The Copy Management Officers (CMOs) (Administrative Officers) are responsible for assuring that equipment is ordered, kept serviceable, and for submitting annual reports to the Agency Coordinator.

(3) The Agency Coordinator is responsible for oversight of copier equipment and for coordinating with the Department on the acquisition and use of equipment. The Chief, Branch of General Services, Division of Management Services, will serve as Agency Coordinator and as Headquarters CMO.

c. Procedures.

(1) Acquisition. When required, CMO's will submit a completed DI-1866 to the Branch of General Services for transmittal to the Department. The DI-1866 is used to request approval for new or replacement equipment. The DI-1866 must be fully completed and the justification must include the need, if any, for special features (see Attachment 1).

The anticipated monthly volume should be carefully estimated or documented as this is the principal determinant of the type of machine to be obtained. Following approval by the Department, for either lease or purchase, acquisition by the requesting office is handled through normal procurement procedures. For owned machines it is recommended that a maintenance contract be maintained with the local representative. Leased machines should be covered under terms of the lease and the local representative should furnish service as required.

(2) Use. CMOs should contact the Agency Coordinator when they are not getting responsive service from local manufacturers' representatives. CMOs will also post a copy of prohibited copy material in the copier room (see Attachment 2).

(3). Supplies. (Paper, toner, cleaning solutions, etc.) for copying machines should be obtained from available local sources using normal procurement procedures.

(4). Reports. An Annual Production Cost report will be prepared by each CMO and forwarded to the Agency Coordinator no later than the 15th working day after close of fiscal year. (See Attachment 3).

4. Reporting Requirements. Annually

5. References.

Departmental Manual 314 DM 10
OSM Directive PRC-3
U.S. Government Printing and Binding Regulations

6. Effect on Other Documents. Supersedes Directive ADS-6, dated March 4, 1983.

7. Effective Date. Upon Issuance.

8. Contact. Chief, Branch of General Services, (202) 343-6315.

DEPARTMENT OF THE INTERIOR

REQUEST FOR REPROGRAPHIC EQUIPMENT

Attachment 1

1. Date of Request	3. Date Required for Installation	
4. From *(include zip code)*	5. Thru *(include zip code)*	6. To: Department of the Interior Division of Printing and Publications 18th & C Streets, N.W., Room 1307 Washington, D.C. 20240 Telephone No. FTS 343–6748 Comm (202) 343–6748

7. Type of Request *(check appropriate box)*

- ☐ New Installment
- ☐ Replacement
- ☐ Purchase
- ☐ Other *(specify)*
- ☐ Rental Plan _____

8. Copier Duplicator *(check appropriate box)*

- ☐ Duplicator, Mimeograph, Offset
- ☐ Transparency Maker
- ☐ Master Maker
- ☐ Collator
- ☐ Total Copy Systems
- ☐ Copier
- ☐ Other *(specify)*

9. Exact Location *(include room number)*

10. Special Capabilities *(check appropriate box)*

- ☐ Size for Size Large Document Copier
- ☐ Computer Form Feeder
- ☐ Document Feeder
- ☐ Bond Paper
- ☐ Automatic Feeder
- ☐ Reduction
- ☐ Collating
- ☐ Other *(specify)*

11a. Requested Vendor and Model

11b. Justification *(Include supporting documentation on separate sheet if necessary.)*

12. Monthly Estimated Volume	14a. Signature *(Requesting Office)*	
13. List all equipment with monthly volumes located within the same building *(include room numbers)*.	Telephone No. *(include area code)*	Date
	14b. Signature *(Headquarters Authorized Approving Official)*	
	Telephone No. *(include area code)*	Date
	FOR DEPARTMENTAL USE ONLY	
	15. Action Taken *(leave blank)*	
	16. Equipment Recommended	
	17. Method ☐ Purchase ☐ Rented	Rental Plan
	18. Signature *(Reprographic Management)*	Date

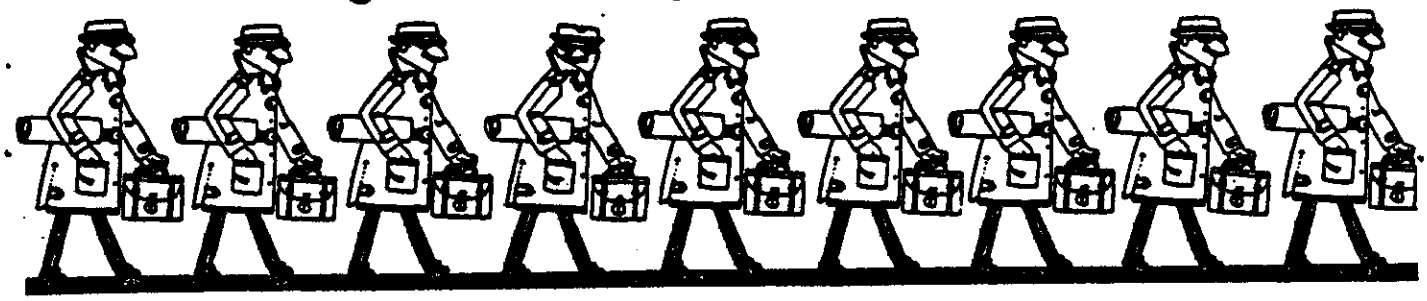
Form DI–1866
(Revised September 1982)

REPROGRAPHIC MANAGEMENT

Attachment 2

WARNING!

It's illegal to make copies of these documents.



Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such copies.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	United States Bonds	Federal Reserve Bank Notes	Fractional Notes
National Bank Currency	Treasury Notes	Silver Certificates	Certificates of Deposit
Coupons from Bonds	Federal Reserve Notes	Gold Certificates	Paper Money

   Bonds and obligations of certain agencies of the Government such as FHA, etc.

   Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

   Internal Revenue Stamps. (If it is necessary to copy a legal document on which there is a cancelled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

   Postage Stamps Cancelled or Uncancelled. (For philatelic purposes, Postage Stamps may be photographed provided the reproduction is in black and white and is less than ¾ or more than 1½ times the linear dimensions of the original.)

   Postal Money Orders.

   Bills, Checks or Drafts for Money drawn by or upon authorized officers of the United States.

   Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank or Corporation.
4. Copyrighted material of any manner or kind without permission of the copyright owner.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign passports may be photographed.)
7. Immigration Papers.
8. Draft Registration Cards.
9. Selective Service Induction Papers which bear any of the following information:

Registrant's earnings or income	Registrant's previous military service	Exception: U.S. Army and Navy discharge certificates may be photographed.
Registrant's dependency status	Registrant's physical or mental condition	
Registrant's Court Record		

10. Badges, Identification Cards, Passes or Insignia carried by Military, Naval personnel or by members of the various Federal Departments and Bureaus, such as FBI, Treasury, etc. (unless photograph is ordered by head of such department or bureau).

    Copying the following is also prohibited in certain states: Automobile licenses—Drivers' Licenses—Automobile Certificates of Title.

Attachment 3

Type of copier(s) _____

_____

Monthly/Annual Production Cost For Copying Services

Office _____

	# of copiers	# of duplicators	owned/rented	production	amort. & maint. or rental cost	chemical cost	per copy cost
October							
November							
December							
January							
Febuary							
March							
April							
May							
June							
July							
August							
September							

ANNUAL RENTAL OR AMORTIZATION & MAINTENANCE $ _____

+ANNUAL TONER & DEVELOPER $ _____

TOTAL ANNUAL PRODUCTION COST $ _____

TOTAL ANNUAL PRODUCTION COST $ _____

TOTAL ANNUAL PRODUCTION _____

ANNUAL PRODUCTION COST PER COPY _____ ¢