



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO 10460.10G
1A2
20 APR 1995

DEPOT ORDER 10460.10G

From: Commanding General
To: Distribution List

Subj: ACQUISITION AND MANAGEMENT OF COPIERS

Ref: (a) MCO 7000.12A (NOTAL)
(b) MCO P5600.31G
(c) DepO 5600.9

Encl: (1) Guidance for Installing Adhesive Strips
(2) Copier Service/Downtime Log

Report Required: Quarterly Report of Copiers Purchased (Report
Control Symbol MCRD 10460-01, par. 5

1. Purpose. To establish procedures governing the acquisition, utilization, maintenance, and replacement of copiers.

2. Cancellation. DepO 10460.10F.

3. Summary of Revision. Responsibility for managing the Depot owned and Cost-Per-Copy (CPC) Contract has been assigned to the Depot Adjutant, Reproduction Branch in paragraph 5b. General information on CPC leased copier Contract.

4. Information

a. Self-service copiers are located at various sites throughout the Depot to enhance operational efficiency. Machines will be shared between offices when physical location and usage allow.

b. Economic analysis will be completed in accordance with reference (a) to determine lowest total overall cost (LTOC), purchase or lease. Since purchase normally represents the LTOC alternative, lease is only authorized when an economic analysis clearly shows that lease represents the LTOC over the system life.

c. In accordance with reference (b), equipment is funded and accounted for as shown below:

Under	\$ 50,000	O&M Funds	Minor Property
Over	\$ 50,000	PMC Funds	Plant Account Property

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d. Copying equipment will be used for official use only. **Personal copying is prohibited.** Consequently, all copiers will have an adhesive strip with the words "Reproduced at Government Expense" placed underneath the glass platen as shown in enclosure (1). This strip can be obtained from Property Control Branch personnel and will be applied by contract service personnel at the time of a routine service call or upon installation of a new copier. The copiers located in the Depot Adjutant's Office; Contracting and Purchasing Office; Assistant Chief of Staff, Staff Judge Advocate; Military Police Division (Including Criminal Investigation Division); Recruit Separation Section and Depot Reproduction Branch are exempt from this requirement.

e. Copy requirements of more than 20 copies per original shall be taken to the Depot Reproduction Branch for processing as stipulated by reference (c). Copiers may be used on an exception basis for short turnaround requirements. **Copying blank forms is prohibited.**

f. The CPC Contract covers the rental, maintenance, and supplies (excluding paper) for four volume bands for a low cost-per-copy. The four volume bands are:

Volume Band Ia (750-2,500); Volume Band Ib (2,501-5000);
Volume Band II (5,001-15,000);
Volume Band III (15,001-30,000); and
Volume Band IV (30,001-50,000)

The monthly minimum copies allowed on this contract are 750 on volume band IA; the minimum volume is billed for, whether or not it is produced. User activities are required to monitor their maximum volume monthly and those activities/organizations exceeding their maximum volume will be required to fund the additional cost from their cost center (Exceeding the maximum volume does not justify an upgrade). Provisions must be made for adding, removing, relocating, and upgrading or downgrading copiers. All rented copiers within the activity (unless the volume levels exceeds this contract) should be rented through this contract to maintain cost effectiveness.

g. For volume levels over 50,000 copies per month or higher, special approval from CMC (AREA) is required in accordance with reference (b).

h. Supplies (for the CPC Contract) will be delivered by the technician in sufficient quantities to last 60 days. In an emergency, key operators can place a special order with the supply section by calling the number listed on the machine.

i. Problems with copiers should be reported directly to the service department. The phone number is listed on the machine.

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The response or arrival time for repair is 4 hours. Each CPC machine is furnished with a copy of the Copier Service Downtime Log, DPSDO-SD 5600/58 (Rev. 8-94) (enclosure 2). Record each call made to the company. All copiers under the CPC contract are expected to perform at a monthly effectiveness level of 90%. The government is entitled to a credit against the monthly billing whenever a copier fails to perform at this level. Therefore, it is requested that the downtime for every copier be documented on DPSDO-SD 5600/58. Unusable copies (copies unusable because of machine malfunction) should be saved for credit against the meter reading. Copiers are NOT to be moved by the user activity. The contractor is required to move the machine within 48 hours of notification. The first move or relocation of a copier per year is free of charge. A move of a copier by the activity constitutes the first move.

5. Action

a. CO's/General and Special Staff Officers

(1) Forward requests for feasibility studies of copiers to Depot Adjutant, Reproduction Branch for evaluation. If the item is to be included in a budget submission, the request should be submitted at least one month prior to budget due date. Ensure validation of requirement is obtained from the Depot Adjutant, Reproduction Branch if more than six months have elapsed between the feasibility study and the action to purchase.

(2) Submit budget requirements for new and replacement equipment to Assistant Chief of Staff, Comptroller, (Plant Account Property), or Services and Supply Division, Property Control Branch (Minor Property). Ensure that request for new and replacement copiers (including nonappropriated funded equipment) are justified in terms of manpower savings or increased efficiency.

(3) Provide required usage and funding data as required for economic evaluation.

(4) Designate a Key Operator and an alternate at each copier location. Post such designation adjacent to the copier.

(5) Budget for and procure all consumable supplies, (i.e., paper and chemicals) to support all operations of copiers in your area of cognizance.

(6) Limit copier usage to official requirements only. Ensure CPC copier does not exceed maximum volume.

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(7) Ensure "Reproduced at Government Expense" sticker is affixed to each copier as shown in enclosure (1).

b. Depot Adjutant, Reproduction Branch

(1) Conduct feasibility studies for the copier equipment. Reference (a) applies when required. Provide copies of studies to Assistant Chief of Staff, Comptroller and Service and Supply Division, Property Control Branch as appropriate.

(2) Validate copier requirements if more than six months have elapsed between feasibility study and action to procure.

(3) Recommend contract provisions covering leased equipment and assist in determining contractual maintenance coverage.

(4) Obtain semiannual copier meter counts to develop usage history and maintain data file of copiers aboard the Depot.

(5) Submit quarterly report of copiers purchased as required by Model Installation Program Waiver request 88-01.

c. Budget Officer

(1) Ensure a feasibility study has been completed by the Depot Adjutant, Reproduction Branch prior to budget submission on Plant Account items.

(2) Request Depot Adjutant, Reproduction Branch validate copier requirements prior to actual requisitioning of Plant Account items.

(3) Budget for and requisition equipment costing more than \$50,000. Notify the Depot Adjutant, Reproduction Branch when new copiers have been received providing make, model, serial number, location, and purchase price.

d. Director, Services and Supply Division

(1) Direct Support Stock Control Branch. Ensure adequate supplies of consumable support are stocked for immediate customer use at the Depot Self-Service Store. Coordinate requirements with the Property Control Officer to ensure requisite supplies are on hand to support the current and planned inventory of copiers. Validate requirements accordingly to ensure stocked supplies comply with any maintenance and warranty mandates established by the copier manufacturers or any established service contracts.

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(2) Property Control Branch

(a) Budget for and requisition equipment costing less than \$50,000, as recommended in feasibility study conducted by the Depot Adjutant, Reproduction Branch, subject to funds availability. Notify the Depot Adjutant, Reproduction Branch when new copiers procured with O&M Funds have been received, providing make, model, serial number, location, and purchase price.

(b) Upon receiving service calls from Depot units, notify vendor that service is required and provide appropriate information as needed. Provide Depot Adjutant, Reproduction Branch with a copy of the Service Call Logs for each month.

(c) Administer maintenance contracts for all copiers (except Cost-Per-Copy Copiers) as required. Advise copier key operators of service contract provisions at the onset of each contract period. Budget for maintenance of all copiers (minor or plant property).

(d) Provide "Reproduced at Government Expense" stickers to Depot units. Ensure that stickers are provided to units receiving new copiers prior to installation so that the technician can place them on the copier as shown in enclosure (1).

e. Copier Key Operators

(1) Monitor assigned machine(s), refill machine(s) with paper and chemicals, clear jams, and perform other related operations normally accomplished by machine operators.

(2) Ensure adequate supplies are on hand.

(3) Ensure CPC copiers are not moved. The contractor is required to move the machine within 48 hours of notification. Notify Depot Adjutant, Reproduction Branch, extension 4-1304 to move a copier. The first move or relocation of a copier per year is free of charge. A move of a copier by the activity constitutes the first move.

(4) Contact the vender holding the CPC contract direct for service/supplies. Phone numbers are located on each machine.

(5) Ensure the downtime for each copier is documented on enclosure (2). Copies of this form can be obtained at Depot Reproduction Branch extension 4-1304. Unusable copies (copies unusable because of machine malfunction) should be saved for

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credit against the meter reading. All replacement parts are covered under this contract, unless the part has been damaged due to user neglect or abuse. If the latter occurs, user activities are responsible for preparing a requisition and forwarding it to their cognizant procuring activity for issuance of a purchase order for replacement.

(6) Contact Property Control Branch, extension 4-4273, for all repair service and preventive maintenance, for government owned copiers, providing make, model, serial number, and nature of problem. Units will at no time contact vendors.

(7) Government owned copiers should not be moved by the user activity, it could invalidate warranties or maintenance contracts. Contact Property Control Branch for assistance.

(8) Provide meter counts upon request from the Depot Adjutant, Reproduction Branch.



E. L. GOBELI
Chief of Staff

DISTRIBUTION: A

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1/4"

GUIDANCE FOR INSTALLING ADHESIVE STRIPS

1. Place adhesive strip in 8 1/2" X 11" image area so left margin is 1/4" as shown.
2. To reproduce on the left side of a quick-copy, the adhesive strip must be installed upside down and underneath the left side of the glass platen as shown.
3. Placement of adhesive strips will be done during preventive maintenance period by contract service personnel.

REPRODUCED AT GOVERNMENT EXPENSE

GLASS PLATEN OF QUICK COPIER

8 1/2"

ENCLOSURE (1)

