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UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801
FPO AP 96602-5801

DivO 5600.8E
REPRO
24 Oct 94

DIVISION ORDER 5600.8E

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR REPRODUCTION MATTERS

Ref: (a) MCO P5600.31G
(b) DivO 5213.7C
(c) SECNAVINST 5603.2C

Encl: (1) Printing Management Program
(2) Definitions and General Provisions
(3) Items that are not to be reproduced or copied
(4) Instructions for operation and submitting material to Division Reproduction
(5) Instructions and sample for Work Request (DD 844)
(6) Instructions and sample for Dummy Layout (DivForm 0107)
(7) Copy Machines

Report Required: Reproduction Statistical Records, Enclosure (1)
Paragraph 1 (i)

1. Purpose. To amplify the provisions of reference (a) and (b) regarding regulations and policies relative to printing, duplicating and reproduction within the 3d Marine Division, and the operation of the Division Reproduction Section.

2. Cancellation. DivO 5600.8D.

3. Background. The Division Reproduction Section is organized as an element of Headquarters and Service Company, Headquarters Battalion, functioning under the Staff cognizance of the Division Adjutant. The mission of the Division Reproduction Section is to:

a. Provide printing and reproduction support to the Commanding General, general staff sections and special staff sections for the Division Headquarters.

b. Provide printing and reproduction support to subordinate commanders, for those requirements which are beyond the capability of the commander to accomplish through the organic reproduction capability of the unit.

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c. Provide tactical printing and reproduction support to the Division, and its supporting units.

d. Perform as a clearing agency for referring specialized printing and reproduction matters to higher and adjacent commands

4. Information. This Order is applicable to all production of printing, duplicating or reproduction by any method.

a. The Staff Noncommissioned Officer in charge of Division Reproduction is designated as the Division Printing Management Officer. He is responsible for all functions pertaining to the Printing Management Office. He will further be responsible for the operation of the Division Reproduction Section, and will receive, program and finish, printed material submitted to Division Reproduction for processing.

b. The Printing Management Program for the 3d Marine Division is outlined in enclosure (1).

c. Definitions of printing terms and general provisions of regulations applicable to Division Reproduction are contained in enclosure (2).

d. Items which CAN NOT be copied or reproduced are indicated in enclosure (3).

e. Work requests for printing and duplicating services to be performed by Division Reproduction will be submitted in accordance with enclosure (4). Form DD 844 will be used for printing services. Division Form 0107 will accompany DD 844 when necessary, for multiple page printing or duplicating. Instructions for the completion of required forms are contained in enclosure (4). Forms may be procured through normal sources of supply.

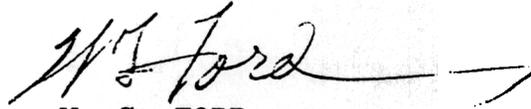
5. Action Organizational Commanders and Division Staff sections will:

a. Comply with reference (a) and this Order in the conduct of local duplication and reproduction operations, and in the control of materials submitted to Division Reproduction for processing.

b. Appoint a Printing Management Officer, who will coordinate all requests for printing, to ensure compliance with reference (a) and this Order and prevent duplication of effort or waste of material.

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c. Provide a list of organizational Printing Management Officers down to battalion level to the Division Adjutant (Attn: Division Printing Management Officer).



W. G. FORD
Chief of Staff

DISTRIBUTION: A/D

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PRINTING MANAGEMENT PROGRAM

1. Printing Management Program. Each organization will appoint a Printing Management Officer who will:

a. Be responsible for administering the Printing Management Program within each activity or organization.

b. Review and coordinate all printing or duplicating requests for necessity, current applicability, judiciousness or purpose and accuracy to ensure against duplication of effort or waste of material.

c. See that equipment under his control is operated in accordance with paragraph 2207 of reference (a) and enclosure (7) of this order.

d. Establish and maintain a scheduled preventive maintenance program for all printing/duplicating and copying equipment, including office reproduction devices in the jurisdiction of the organization.

e. Maintain an inventory of all printing, duplicating, photocopying and reproduction devices under the jurisdiction of the organization.

f. Be responsible for reviewing and providing technical advice to the organization regarding all requests for procurement, rental, transfer, storage, disposal and use of printing, and reproduction equipment.

g. Obtain prior authority to purchase, rent, transfer or exchange printing/duplicating and copying equipment (excluding Table of Equipment items). Submit authorization requests, prepared in accordance with reference (a), paragraph 2111.1 (a through f) including those requested by nonappropriated activities. Requests must contain an endorsement from the organization's Printing Management Officer, concerning justification and must be submitted via the chain of command to the Division Adjutant (Attn: Division Printing Management Officer).

h. Annually, on 1 January submit the Reproduction Report for each item of plant account equipment (see page 3 of this enclosure).

2. Printing Management Responsibilities. The Division Printing Management Officer is responsible for all functions pertaining to Printing Management. In addition he shall:

a. Maintain technical direction over the preparation, production, and/or procurement of printing and/or reprographics.

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b. Maintain technical direction over printing and reprographics equipment under the jurisdiction of the activity or organization.

c. Establish and maintain a scheduled preventive maintenance program for all printing and reprographic equipment under the jurisdiction of the activity or organization.

d. Maintain an inventory of all printing and reprographic equipment authorized as a part of a printing plant or mobile unit and be responsible for ensuring the timely submission of equipment and required production reports.

e. Be responsible for reviewing and providing technical advice to the command regarding all requests for procurement, rental, transfer, storage, disposal, and use of printing and reprographic equipment.

f. Review all requests for printing for legality and necessity. Certify all requisitions/contracts for commercial field printing, prior to procurement. Upon completion, requestor will forward three (3) copies of contract field printed material to Division Reproduction for a quality check for vendor performance and retention of copies to satisfy the Joint Committees on Printing or Commandant of the Marine Corps inquiries.

g. Conduct surveys of procedures and equipment utilized by organizations; evaluate findings and recommend changes to improve quality, simplify operations, reduce costs and improve utilization of personnel and equipment.

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DEFINITIONS AND GENERAL PROVISIONS

1. PRINTING. Includes and applies to the process of composition, plate-making, press work and binding; and copy which requires enlargement, reduction or the use of photomechanical means to obtain the medium from which multiple copies will be produced. In addition, all common processes of reproduction, including office type duplicating machines, as well as with screen processes, when used as a substitute for common process of reproduction, are considered as printing.

2. DUPLICATING. Duplicating should be construed to include the material produced on single unit duplicating equipment not larger than 11 by 17 inches. Not more than 5,000 production units shall be produced of any page and items consisting of multiple pages shall not exceed 25,000 production units in the aggregate. Installations which have offset duplicators but do not have printing plant authorization are not authorized to print plates made from reusable contact negatives and or positives prepared with a camera requiring a darkroom.

3. REPRODUCTION. This term is defined as denoting material produced by particular types of equipment and printing processes in the likeness of the original document or proportionally larger or smaller. Reproduction may be either "printing" or "duplication", depending upon the equipment employed in the process and/or whether the work is performed in an authorized "printing plant" as defined in paragraph five (5) below.

4. PRINTING PRODUCTION UNIT. A "production unit" means one sheet, size 8 1/2 by 11 inches, one side only, one color. The same criteria applies to printing on the reverse side of such a sheet.

5. FIELD PRINTING. Field printing is all printing defined above, which originates and is for use primarily in the geographical area of origin. Such printing may be produced in authorized federal plants (Division Reproduction) or produced commercially as contract field printing.

6. CONTRACT PRINTING. Contract Field Printing is all "field printing" as defined in paragraph five (5) above, procured from commercial sources. All contract field printing must have the approval of the Division Printing Management Officer.

7. GENERAL PREVISIONS. The following general provisions are applicable to Division Reproduction and are stated for guidance

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a. Legality and Necessity. No printing, binding or blank book work shall be done unless authorized by law. All printed matter issued shall be devoted exclusively to the mission which the 3d Marine Division is required to undertake, and shall not contain matter which is unnecessary in the transaction of public business or matter relating to work which any other branch of the government services is authorized to perform. All printing and binding shall be done only upon certification that such work is necessary for public service.

b. Color Printing. Printing or duplicating in two or more colors is prohibited except for classes or work wherein additional colors provide a functional value. Example: The use of another color in addition to black would be considered functional to depict the flow of current in a writing diagram. The use of broken lines, varied line weights or screen material (shading, tints) would serve the same purpose. The Printing Management Officer has the final determination.

c. Standard Forms. The local reproduction or printing in whole or in part of any numbered standard or departmental form is prohibited, such as U.S. Government Standard Forms, NAVMC, DD, NAVSO etc., in whole or in part is prohibited except when specially authorized. Department forms may be reproduced for instructional purposes provided the word "SAMPLE" is overprinted on each copy, thus nullifying its use for the basic purpose of the form (not applicable to other publications to denote proper use of forms).

d. Letterhead Stationary and Memorandum Forms. Letterhead stationary may be requested in accordance with paragraphs 2212, 2413, 2414, 2415 of reference (a), Memorandum forms will be prepared in accordance with paragraph 2221 of reference (a), for the Commanding General, Assistant Division Commander, Chief of Staff, Regimental Commander, The Division Sergeant Major, and heads of the general staff sections only. For other purposes, the OPNAV 5216/144 Department of the Navy, Memorandum form shall be utilized.

e. Commercial Advertisement. No Marine Corps Publication or other printed matter prepared or produced with government funds or identified with an activity of the Marine Corps shall contain any advertisement inserted by or for any private individual firm or corporation; or contain material which implies in any manner that the Government (Marine Corps) endorses or favors any specific commercial product, commodity, or service.

f. Private or Commercial Work. No work of a private or commercial nature may be accomplished at any Marine Corps printing plant or facility even though the government is reimbursed therefore. When appropriated funds are used to create information for publication, the printing and binding of that information is subject to the provisions of Title 44, U.S. Code, Section 103 and 501. Such information shall not be made available to a private publisher for initial publication without the prior approval of the Commandant of the Marine Corps (Code HQSP).

g. Copyrights and use of Copyrighted Materials.

(1) Copyright. Subject matter and duration of copyright under United States copyright law, original works of authorship (published or unpublished) are automatically copyrighted when fixed in any tangible medium of expression. Copyright normally endures for the life of the author plus 50 years, or 75 years from the first publication if the author can not be identified. Works prepared by employees of the U.S. Government as part of their official duties are not, however, copyrightable. Common works of authorship which are subject to copyright, include literary works (work expressed in words or numbers); pictorial and graphic work.

(2) Copyright Infringements. As a general proposition, copyrighted works may not be used without permission of the copyright owner, unless the particular use is outside the rights of use granted to the copyright owner by the law, or unless covered by one of the many complex and narrow exceptions, provided by the copyright law. An infringement user is liable for monetary damage and the U.S. Government has no general exemption from copyright infringement liability. Government employees are not, however, personally liable for copyright infringements occurring in the performance of their duties.

(3) Use Without Permission. In the event that a copyright owner can't be located, or refuses to reply or grant permission or an offered permission is doubtful scope to cover the intended use, the activity should consult Navy Patent Counsel to confirm whether material covered has a valid copyright and for advise as to the risk of copyright infringement in the contemplate use. After consultation with Patent Counsel, the activity will make its final decision on whether to use the material as contemplated without permission. The using activity will be responsible for providing funds to answer any administrative claim for copyright infringement.

(4) Requestor/Printing Activity Responsibility. Copyrighted material will not knowingly be included in Marine Corps publications, without license or consent of the copyright owner. The organization submitting the printing request should ensure the following:

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(a) That a letter granting permission to use copyrighted material is furnished for retention in the printing record jacket, by Division Reproduction.

(b) That copyrighted notices are as specified by copyright owners and are included and properly located in the publication.

h. Printed Matter for Ceremonies. Printed matter for ceremonies, Purchased with accountable funds, is limited to invitations, admission cards, place cards, and programs that are to be used when arranging memorial services, change of command and military reviews.

(1) Receptions following ceremonies are social rather than official functions, and accountable funds, therefore, will not be used to cover the cost of any printed matter pertaining to receptions.

(2) The requirement for reception cards can be eliminated by making reference to the reception in the last line of the invitation; example: "Reception to follow at Commissioned Officer's Mess (open)."

(3) If a reception card is desired, it must be obtained through commercial sources.

(4) Due to the numerous procedures involved in the preparation and printing of invitations, programs, etc., and to avoid interruption in scheduled work flow which causes delays in printing services to all customers, a minimum of five working days is required to complete any request for printed matter for ceremonies.

(5) Programs will be limited to eight pages, to include the cover, and standardized to 8 1/2 by 5 1/2 inches in size.

(6) Biographies for programs should be proof-read and approved by a competent authority before they are submitted for reproduction. They should also, when possible, be reduced to one printed page in length.

(7) Any requirement for forty or more copies, which is considered mass reproduction, will be submitted to Division Reproduction for printing.

(8) Marine Corps Balls, Dining Ins, Mess Nights, in accordance with reference (a) paragraph 2213 and reference (c), are social rather than official functions, and are not authorized when accountable public funds are used to defray the cost.

ENCLOSURE (2)

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i. Capabilities. The Division Reproduction Section has the capability for providing photo-lithographic reproduction support as follows:

(1) The Division Reproduction Section has the capability to reproduce general category maps, photomosaics, overlays, illustrated instructional material leaflets and posters. The minimum printing size is 2 3/4 inches to 3 3/4 inches; the maximum printing size is 17 by 22 inches.

(2) The Division Reproduction Section has the capability of reducing an original down or enlarging an original up to 300% of its original size.

(3) The Division Reproduction Section does have the capability of collating and stapling jobs. However, stapling is limited to 135 pages or less.

ENCLOSURE (2)

ITEMS THAT ARE NOT TO BE REPRODUCED OR COPIED

1. In addition to the restrictions imposed upon the photographing of almost anything connected with atomic production and Military or Naval establishments of almost every nature, there are legal restrictions on many things which may not be photographed, copied or reproduced. Congress, by statute, has forbidden the copying of subjects substantially enumerated in the penalties of fine or imprisonment. IGNORANCE OF THE LAW IS NOT A SUFFICIENT EXCUSE.

a. Obligations or securities of the United States Government, such as,

Bonds

National Bank Currency

(3) Certificates of Indebtedness

(4) Coupons

(5) United States Notes

(6) Treasury Notes

(7) Gold Certificates

Silver Certificates

Fractional Notes

Certificates of Deposit

(11) Bills, checks, or drafts for money drawn by or upon authorized officers of the United States.

(12) Stamps and other representatives of value, of whatever denomination, which have been or maybe issued under any Act of Congress

(13) 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 document is reproduced for lawful purposes).

(14) Adjusted Compensation Certificates for Veterans of the War

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b. Stamps may not be photographed except for philatelic purposes

(1) In the cases of U.S. Stamps, the photograph or reproduction must be less than $3/4$ x or more than $1\ 1/2$ x, the linear dimensions of the stamp. If reproduced on the same size as the original, some mutilation must be applied to the face of the stamp such as a line across the face of the picture.

(2) Copies or reproductions of foreign stamps, regardless of the size, must have some mutilation applied to the picture, such as a line drawn across it.

c. Automobile licenses, drivers' licenses; automobile titles (In certain states only).

d. Obligations of any foreign government, bank or corporation

e. Copyrighted material of any manner of kind (without permission of the copyright owner).

f. Naturalization Papers.

g. Certificates of Citizenship

h. Passports.

i. Amateur Radio Operators License

j. Immigration Papers

k. Draft Papers

2. When in doubt to the legality of copying anything, a competent attorney should be consulted, or a ruling should be obtained from the United States Secret Service, Washington, DC.

ENCLOSURE (3)

INSTRUCTIONS FOR OPERATION AND SUBMITTING MATERIAL TO
DIVISION REPRODUCTION

1. Division Reproduction, 3D Marine Division as authorized by the Joint Committee on Printing, Congress of the United States, is a Federal Printing Plant and its operation will be in compliance with reference (a).
2. Instructions for the operation and submission of material to Division Reproduction are as follows:
 - a. All material to be printed will be delivered to Division Reproduction in accordance with the instruction contained in this order. All material printed for organizations of the 3d Marine Division will be picked up by the organization requesting the printing.
 - b. Material to be printed will be accompanied by the necessary forms as set forth in this enclosure.
 - c. Material submitted to Division Reproduction Section for printing will be submitted on white paper, with clean dark copy. Only permissible correction material to be used is correction tape.
 - d. Manuscripts or material submitted will be correct and ready for camera before being sent to Division Reproduction.
 - e. Self-covers will be utilized on all printing matter requiring covers except those publications specified by the Division Printing Management Officer. All publications requiring covers will be of a side stitch or a flat stitch.
 - f. Requests for printing of classified material must be originated by or routed via the Classified Materials Files Officer. The Classified Materials Files Officer will provide Division Reproduction with the appropriate access authority forms for each individual authorized to deliver and pickup classified material at Division Reproduction.
 - g. Priority conflicts among jobs submitted to Division Reproduction from one organization will be resolved by the Publication and Printing Management Officer of the submitting organization. Priority conflicts between material submitted by two or more organizations will be resolved by the Division Printing Management Officer.
 - h. Manuals printed by the Government Printing Office for other services readily available through normal supply channels, should be used in lieu of the costly process of rewriting and reprinting.

ENCLOSURE

Maps

Single Color -----	5 Days
Multiple Color -----	7 Days
Map Overflow/One color -----	5 Days
Map Over print -----	5 Days

Offset Duplicating

Program Lesson Plan, orders, bulletins, consisting of:

1-8 pages -----	5 Days
9-24 pages -----	7 Days
25 pages and over will be considered as new manuscripts	

4. Simple Assembly. For ten (10) originals or less, assembly information may be included in DD Form 844. Jobs consisting of more than ten (10) originals will be accompanied by Division Form Prtg 0016, indicating page sequence and back-up instructions.

5. Complex Assembly. This will consist of duplicate runs that require insertion of charts, sketch maps and diagrams that have been run on other than duplication equipment. Work orders for complex assembly will be accompanied by a dummy indicating the page, section, sequence and the location of supplementary material (maps and charts).

6. Supplementary Material. Maps, charts, overlays, to accompany duplicator work will be requisitioned from Division Reproduction in advance to insure its completion prior to printing the job. Supplementary materials will be stored at Division Reproduction, collated and or delivered with the completed job. Explicit instructions must accompany the original to insure that this material is included in the appropriate place in the finished material.

7. Lead Times. All minimum lead times are dependent on the work load at Division Reproduction.

8. Simple Work. New Manuscripts or reprints of 1-5 pages requiring 100 copies or less and NO collation, drilling, or stapling will receive while you wait, same day or next day service. Dependent on the work load and time of day.

ENCLOSURE (4)

WORK REQUEST INSTRUCTIONS

1. *DATE OF REQUEST:* The date you deliver your job to Division Reproduction.
2. *DATE REQUIRED:* The date that you require the job.
NOTE: This is dependent upon the workload at Division Repro
3. *JOB NUMBER:* Assigned by Division Repro
4. *REQUESTING OFFICE:*
 - a. *ORGANIZATION:* Your Unit (i.e. Repro H&S HQBN 3D Mar Div)
 - b. *BUILDING:* The building your office is in (i.e. (4213))
 - c. *ROOM:* If applicable.
 - d. *FOR REFERENCE CONSULT*
NAME: The name and rank of person requesting the work.
TELEPHONE NUMBER: Please use full seven digits
5. *DELIVERY INSTRUCTIONS:*
 - a. *DELIVER TO:* Repro does not deliver, you will be notified when your job has been completed.
 - b. *PERSON TO CALL IF TO BE PICKED UP:*
Name and Rank
TELEPHONE NUMBER: Please use full seven digits.
6. *DESCRIPTION OF JOB:*
 - a. *APPROPRIATION CHARGEABLE:* Not applicable.
 - b. *TITLE, FORM NO., ETC.:* Use the Title from the top of page or form
 - c. *CLASSIFICATION:* Self explanatory MUST BE FILLED OUT
 - d. *NUMBER OF ORIGINALS:* Each printed side is considered an original. *NOTE:* 5 pages printed on both sides is 10 originals.
 - e. *NUMBER OF COPIES:* The number of copies you require.
 - f. *DISPOSITION OF ORIGINALS:* All originals will be returned.

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7 *SPECIFICATIONS:*

- a. TYPE OF REPRODUCTION: Offset only.
- b. PRINT: Self explanatory.
- c. FINISHED SIZE: This box must be filled out, if OTHER is marked size must be indicated.
- d. PAPER: Indicate the type and color
- e. INK: If other than BLACK, the color must be discussed with a Reproduction Staff Noncommissioned Officer.
COLLATE: Must be completed.
- g. STAPLE: This block must be completed if Block (F) is marked "YES".
- h. OTHER SPECIFICATIONS: This space is for any special instructions not covered above.

8. *REQUESTER'S CERTIFICATION:*

- a. PRINTED NAME OF REQUESTER: Self explanatory.
- b. SIGNATURE OF REQUESTER: Self explanatory.
- c. SIGNATURE OF PRINTING CONTROL OFFICER: Must be a Staff Noncommissioned Officer or Officer.

9. Blocks 9 through 16 are for *REPRODUCTION USE ONLY*, if there are any questions, please ask when you bring your work in.

ENCLOSURE (5)

REQUISITION FOR LOCAL DUPLICATING SERVICE			1. DATE OF REQUEST	2. DATE REQUIRED	3. JOB NUMBER		
PART A - REQUEST							
4. REQUESTING OFFICE			5. DELIVERY INSTRUCTIONS				
a. ORGANIZATION	b. BUILDING	c. ROOM NO.	a. DELIVER TO				
d. FOR REFERENCE CONSULT: (1) Name		(2) Telephone Number	b. PERSON TO CALL IF TO BE PICKED UP (1) Name		(2) Telephone Number		
6. DESCRIPTION OF JOB		a. APPROPRIATION CHARGEABLE					
b. TITLE, FORM NO., ETC.		c. CLASSIFICATION <input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Other (Specify)		d. NO. OF ORIGINALS	e. NO. OF COPIES EACH		
					f. DISPOSITION OF ORIGINALS <input type="checkbox"/> Return <input type="checkbox"/> Destroy		
7. SPECIFICATIONS (X and complete all that apply)							
a. TYPE REPRODUCTION <input type="checkbox"/> Xerographic <input type="checkbox"/> Offset <input type="checkbox"/> Other (Specify)		b. PRINT <input type="checkbox"/> One Side <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot <input type="checkbox"/> Other (Specify)		c. FINISHED SIZE <input type="checkbox"/> 8-1/2 X 11 <input type="checkbox"/> Other (Specify)	d. PAPER <input type="checkbox"/> White <input type="checkbox"/> Other (Specify)	e. INK <input type="checkbox"/> Black <input type="checkbox"/> Other (Specify)	
f. COLLATE <input type="checkbox"/> Yes <input type="checkbox"/> No	g. STAPLE <input type="checkbox"/> Yes <input type="checkbox"/> No	h. ADDITIONAL SPECIFICATIONS (Including distribution, punching, padding, location of staples, etc.)					
8. REQUESTER CERTIFICATION. I certify that this work is authorized by regulations and is necessary to the conduct of official business.							
a. PRINTED NAME OF REQUESTER		b. SIGNATURE OF REQUESTER		c. SIGNATURE OF PRINTING CONTROL OFFICIAL			
PART B - APPROVAL (For reproduction unit use only)							
9. DATE RECEIVED	10. PRIORITY	11. OPERATOR	12. DATE COMPLETED	13. NO. OF COPIES REPRODUCED	14. DATE RECEIVED BY REQUESTER	15. JOB RECEIVED BY	16. DATE REQUESTER NOTIFIED JOB IS COMPLETE

DD Form 844, FEB 89

224/012

* U.S.GPO: 1992-0-607-531R

Consolidates DD Form 283 and DD Form 844, which may be used until supply is exhausted.

S/N 0102-LF-010-2700

SAMPLE WORK REQUEST (DD 844)

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ENCLOSURE (5)

DUMMY LAYOUT

Instructions for filling out 3d Marine Division form 0016, DUMMY LAYOUT. Any job with 11 or more originals requiring printing on both sides or collation will be accompanied by a 3d Marine Division form 0016.

1. Pages must be numbered
2. The standard rule is ODD numbered pages are fronts, EVEN numbered pages are backs.

3. Enclosures do not back each other up.
EXAMPLE: Page 5 of Enclosure 1 will not have page 1 of Enclosure 2 on the back.

4. Pages that are printed one side only are indicated with an "X" in the block for the back (see SAMPLE, page 2, enclosure 6).

5. Dummy Layout abbreviations:

COVER or CP - Cover Page

SIG - Signature Page

"X" - Indicates page left blank or printed one side only

I, II - Roman Numeral pages

1, 2, 3, etc. - Arabic numbered pages - Standard numbering

1-1, 1-2 - The page number is FIRST, the enclosure number is SECOND.

1-1-A - The page number is FIRST, the enclosure number is SECOND the appendix or tab is THIRD.

BACK or BC - Back Cover or an indication that a blank back should go there, as not all backs are printed.

ENCLOSURE (6)

COPY MACHINES

1. General. The Division has two levels of control over copy machines.

a. The Division Printing Management Officer (DPMO) who's responsibilities are identified in enclosure (1) of this order.

b. The using units Commanding Officer, Section Heads or there representatives who's responsibilities are identified in enclosure (1) of this order. There is one additional requirement pertaining to copy machines, using and maintaining copier log sheets. These log sheets should be maintained for 180 days.

2. Use of copy machines. There are two types of copy machines used by Marine Corps Units on Okinawa:

a. T/E copiers (C4478). These copiers are designed for use in the field or in garrison. They are assigned to units in accordance with the table of authorized equipment. These copiers are designed to make a low number of copies of each original (10 or less). Maintenance is available through the normal Marine Corps maintenance system.

b. Leased Copiers: These copiers are in place for garrison use to aid units in their immediate and low volume copy needs. These copiers are not in place to be used instead of proper channels for printing support at your Division Reproduction facility. These copiers come in a wide range and are classified in Copier Bands.

Band 1 has a copy limit of 1,000 copies
Band 2 has a copy limit of 2,000 copies
Band 3 has a copy limit of 5,000 copies
Band 4 has a copy limit of 10,000 copies
Band 5 has a copy limit of 18,000 copies
Band 6 has a copy limit of 50,000 copies
Band 7 has a copy limit of 75,000 copies
Band 8 has a copy limit of 300,000 copies

(1) General Guide. Depending on which copier you have, determines how many copies you should be making of each original. No unit copier should be making more than 40 copies of any one original.

Bands 6 - 7 39 copies or less
Band 5 30 copies or less
Band 4 20 copies or less
Bands 1 - 3 10 copies or less

ENCLOSURE 7)

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(a) For quantities in excess of recommended limits or over 40 should be addressed to your Reproduction facility.

(b) Guidance about copy machines is provided in paragraph 2207 of reference (a) and the current year copier lease contract.

ENCLOSURE (7