

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
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USMEPCOM Memorandum
No. 25-51

4 October 1990

**Information Management: Records Management
OFFICE COPIERS**

Impact on New Manning System. This memorandum does not contain information that affects the New Manning System.

1. Purpose

This memorandum prescribes policies and procedures governing the use of office copiers located in Headquarters, U.S. Military Entrance Processing Command (HQ USMEPCOM) and implements measures to control copier use.

2. References

USMEPCOM Memo 25-4 (USMEPCOM Publications Guide) is a required publication. Cited in paragraph 5b.

3. Explanation of abbreviations

Abbreviations used in this memorandum are explained below.

a. HQ Comdt..... Headquarters Commandant.

b. HQ USMEPCOM..... Headquarters, United States Military Entrance Processing Command.

4. Responsibilities

a. The Director, Personnel and Administration will:

(1) Manage the copier program in HQ USMEPCOM.

(2) Evaluate, advise, assist, and recommend which type copiers to acquire.

b. The Directors of Personnel and Administration, Medical Directorate, Joint Computer Center Directorate, Public Affairs Office, the Inspector General, and HQ Commandant (HQ Comdt) will appoint a key operator and an alternate for the copier within or near their area. Names of appointees will be furnished to MEPCPA-AR, ATTN: Copier Manager.

*This memorandum supersedes USMEPCOM Memo 340-20, 10 September 1984.

c. Directors and Special Staff Section Chiefs will ensure compliance with established procedures and controls.

5. Policies

a. Copiers in HQ USMEPCOM will not be used to make more than 25 copies of original.

b. Printing requirements in excess of 25 copies will be requested through MEPCPA-AR as outlined in USMEPCOM Memo 25-4, paragraph 6-5. Requests should be submitted as early as possible to ensure that printing will be accomplished by the desired date.

c. Army regulations, blank forms (other than "R" forms), and similar materials available through publication sources will not be reproduced on office copiers.

d. The copying of classified documents is not authorized.

6. Procedures

a. Key operators will:

(1) Requisition and pick up paper resupply for their copiers from HQ Comdt supply office.

(2) Ensure that necessary copier supplies are available at all times.

(3) Notify copier manager (MEPCPA-AR) when maintenance or consumable supplies (except paper) are needed.

(4) Ensure that only the chemical supplies provided by the copier company are used in the respective machines.

(5) Forward Usage Meter Report (accurately completed) to MEPCPA-AR, ATTN: Copier Manager, on the last work day of each month.

b. Key operators from Public Affairs Office and Personnel and Administration Directorate will request chemical supplies through normal supply channels.

c. Copier machine users will:

(1) Ensure that originals are prepared for copying before approaching the machine.

(2) Not use copier machines as a work station.

4 October 1990

USMEPCOM Memo 25-51

(3) Keep the copier clear of paper clips, staples and other items which may jam the mechanism.

(4) Notify respective key operator of any maintenance problems.

(5) If needed, request assistance from the key operator for use of special features, such as reduction, computer forms feeder, duplexing (copying on both sides of paper), finishing, enlarging, etc.

(6) Batch work to minimize trips to the copier. Determine the number of copies needed as accurately as possible.

(7) Check the quantity, paper size and duplexing controls before using the copier. Reset the controls after using.

(8) Copy on both sides of the paper whenever practicable.

(9) Use copies that are legible, rather than recopying for a perfect copy.

(10) Whenever possible circulate or post a single copy rather than making separate copies for all concerned. Determine number of copies required as accurately as possible to avoid waste.

(11) Users will reload paper trays as needed. Request instructions from the key operator if necessary.

(12) Keep copier area neat and orderly.

(13) Practice copier courtesy. Personnel with extensive copying will allow others with smaller copying needs to use the copier.

(MEPCPA-AR)

FOR THE COMMANDER:

WILLIAM E. KAIL
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OFFICIAL:



H. E. WILCOX, JR.

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DISTRIBUTION:

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