

Department of Transportation

Office of the Secretary

Washington, D.C.

ORDER

DOT 1710.2B

11-2-76

SUBJECT: COPYING AND DUPLICATING SERVICES IN THE HEADQUARTERS BUILDINGS

1. PURPOSE. This Order describes the copying and duplicating services available in the Department of Transportation (DOT) Headquarters Buildings and outlines the standards and procedures for obtaining these services.
2. CANCELLATION. DOT 1710.2A, DUPLICATING AND COPYING SERVICES IN THE HEADQUARTERS BUILDINGS, of 1-24-75.
3. GENERAL. Copying and duplicating facilities are to be used only in the conduct of the official business of the Department. They have been made readily accessible throughout the Headquarters Buildings in order to fulfill that need.
 - a. Official Business of the Department. Official business means matters that relate directly to the mission or activities of the Department. Any employee in doubt as to the propriety of copying a particular item should consult with his or her supervisor.
 - b. Copying is reproduction through electrostatic or similar process that requires no special mats or other preparations. This process provides instant reproduction, but is relatively expensive. It should be used only for short run work because of the cost.
 - c. Duplicating is reproduction through the use of offset platemaking equipment to make paper mats. The mats can produce up to 100 or more high quality copies at a fraction of the cost of electrostatic copying. When more than 30 copies are required, or a consistently high quality product is desired, the job should be done by the duplicating process.
4. RESTRICTIONS.
 - a. Copyrighted Material. The copyright law prohibits the multiple reproduction of copyrighted material, whether made on one occasion or over a period of time, without permission. To protect publishers or authors from piracy, the law gives them the right to say who may reproduce their copyrighted work, and allows them to require payment for each reproduction. Where a notice of copyright is shown, either on the work itself or by a general statement in the publication, it may not be copied unless permission of the publisher or author is

DISTRIBUTION: All Secretarial Offices
All Operating Elements

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obtained. Such permission must be indicated on any copyrighted material presented for copying in any Department facility.

- b. Material Not Copyrighted. Copies should not be made of legal obligations or securities of the United States such as paper money, bank notes, certificates and bonds.
- c. Forms and Other Material. Employees are not to make copies of blank forms, directives, publications, or other documents that are available as stock items from the OST warehouse, the General Services Administration (GSA) Retail Stores, or other sources. Employees are not to copy personal papers or other related personal materials.
- d. Classified Material. Persons desiring to reproduce classified material must have prior authorization. They should consult Chapter VIII of DOT 1640.4, Classification, Declassification and Control of National Security Information, of 12-12-72.

5. RESPONSIBILITIES.

- a. Office of Administrative Operations. The Publishing and Graphics Division, TAD-48, has the responsibility to acquire, maintain and update equipment used in the copying and duplicating facilities and to establish procedures for the management and use of the facilities.
- b. Operating Administrations and the Office of the Secretary. Each operating administration and the OST is responsible for taking whatever steps are deemed appropriate to insure that only sufficient copies for the conduct of the business of the Government are made.
- c. Users of Facilities. Employees using the copying and duplicating facilities must observe procedures, rules and regulations as posted and as contained in the Copying and Duplicating Service Guide (Attachment 1).

6. USE OF COPYING AND DUPLICATING FACILITIES. Procedures, forms and information relating to copying and duplicating services and standards are included in the Service Guide. Copies of the Service Guide are available at each service facility.

7. BASIS AND METHOD OF BILLING. Charges for copying and duplicating are made in accordance with DOT Order 2300.5. The method for compiling billing data is explained in the Service Guide.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger
Assistant Secretary
Administration

SERVICE GUIDE

Copying and Duplicating in the Headquarters Buildings

1. PURPOSE. This Guide describes the procedures for the use of the copying and duplicating facilities in the Headquarters Buildings.
2. BACKGROUND. Copy/duplicating centers were established in each of the Headquarters Buildings to serve organizational elements without reference to geographical component boundaries. They are equipped to produce any number of copies from 1 to 100 quickly and at the lowest possible cost. The equipment in these copy/duplicating centers produces copies faster than the average office-type copier and provides automatic assembly for multiple page material. The equipment is designed principally for one-side-only reproduction.
3. LOCATION OF FACILITIES. Self service copying equipment for which no requisition is required is located in the following rooms in the DOT headquarters buildings.

<u>Headquarters</u> <u>(Nassif) Building</u>	2313*	4119	6300	9319	10417
<u>FOB-10A</u>	531*				
<u>Trans Point</u>	3609*	5317			

*Also includes Offset Plate, Press, and Binding Equipment

4. SERVICE HOURS.
 - a. The hours of operation of each facility are listed at the front of the DOT Telephone Directory under Directory of Services.
 - b. At least one copy machine is regularly left in operation in each copying facility until 11:00 p.m. each workday. Arrangements for equipment to be in operation on weekends or for more than one machine after normal working hours each workday must be made in advance by calling the Copying Facilities Section, TAD-482.1, extension 64610.
5. SERVICES AVAILABLE.
 - a. Key Operators. A Key Operator is assigned to each copying facility to assist in its operation. This includes maintaining the supply of paper and toner, safeguarding the equipment from misuse, clearing paper jams, correcting other minor equipment malfunctions and reporting the need for service when required. Key operators have been instructed to report to their supervisors any instance of misuse of copiers. Offset duplicating will be accomplished only by personnel assigned to the facilities.

The short form requisition DOT F 1700.8, Duplicating Request, is available in the copying facilities for duplicating jobs. They may be sent through the interoffice mail system or left with key operators for processing. Designated distribution of the four part form is shown in the upper right hand corner of each part.

b. Copying.

- (1) Paper sizes available are 8x10-1/2 inches, 8-1/2x11 inches or 8-1/2x14 inches. Transparency film is also available. Originals having halftones, heavily inked areas, pastels or unusual graphic effects are unlikely to reproduce well.
- (2) High speed copiers and sorters are available to reproduce 1 to 30 copies of each original page and automatically gather copies in correct sequence.
- (3) High speed "Express" copiers are limited to a maximum of 20 copies derived from any combination of originals; i.e., ten originals times two copies of each original equal 20 copies maximum.
- (4) Copiers to reproduce documents in reduced size are available to make up to 30 copies. Originals cannot exceed 14x18 inches. Copies may be sequentially sorted. The finished product is available on either 8x10-1/2 inch, 8-1/2x11 inch or 8-1/2x14 inch paper.
- (5) At least one machine in each facility can produce two-sided copy. When this is desired, assistance should be requested from the key operator.
- (6) It is the practice to load the machines with 8x10-1/2 paper. At least one machine in every copy center is set up to run both 8x10-1/2 inch and 8-1/2x11 inch paper. The key operator will change the paper to meet the requirements.

c. Duplicating. (See para. 3 for locations.)

- (1) Various types of automated or semi-automated offset plate, press and binding equipment are available. They can reproduce documents in quantities from 10 to 100 copies of each original collated in correct sequence on 8x10-1/2 or 8-1/2x11 inch white paper.
- (2) Reproduction on the duplicating equipment is generally limited to jobs requiring one-side-only printing, collating, and stitching. Jobs requiring two sided printing, halftone reproduction, colored paper, drilling, distribution, etc., should be sent to the DOT Printing Plant through normal channels.

6. ECONOMICAL USE OF COPIERS. The cost of the copying and duplicating done in the headquarters facilities runs to well over one million dollars per year and has increased every year. The OST and each operating administration share in meeting this cost in proportion to their usage of the facilities. When feasible, carbon copies should be prepared in lieu of machine copies. In order for each headquarters element to ascertain its precise copy costs, a system has been developed which is explained in paragraph 9, below. Users can also contribute to the economical operation of the copying service by adopting the following practices:
 - a. Make only the required number of copies. Too often users will make 5 or 10 additional copies "just in case" only to throw them away unused later on.
 - b. Do the required copying during the slack periods: early morning, mid-day and late afternoon. This saves time by avoiding the waiting during the peak periods.
 - c. Do large jobs during the slack periods, or leave them with the key operators to do during slack periods.
 - d. Do not make copies of personal papers.
 - e. Do not exceed the numbers of copies specified (30) on copying machines. Duplicating is far cheaper and does a higher quality job. It just takes longer.
 - f. Do not make copies of blank forms or publications that are available in stock.
 - g. Use whichever copier is available that will satisfy the requirements. Waiting for a specific copier because one knows how to operate it wastes one's time and machine time that could be productive. All makes are simple to operate and key operators are available to assist.
7. AIDS TO WORKFLOW.
 - a. Key operators may find it necessary to impose a maximum time limit of 15 minutes on users to avoid traffic jams at copier stations during peak hours. Under this arrangement, each user is restricted to the established time limit and then relinquishes the machine to the next user.

- b. The machine selected for use should be determined by the nature of the copying requirement. Example:
 - (1) Requirements up to 20 total copies - use express copier
 - (2) Multiple page requirements up to 10 copies - use machine with 10 bin sorter
 - (3) Multiple page requirements for 11-30 copies - use machine with 30 bin sorter
 - (4) Use reduction machine ONLY when reduction is required.
 - c. Convenient notices are posted on each machine to assist users in proper machine selections. The key operator will provide further assistance when needed.
8. TRAINING. The Copying Facilities Section, TAD-482.1, upon request, will provide training on the use of copy machines to new or unskilled DOT personnel. The training sessions will be brief, usually less than one-half hour, and will be limited to eight persons per group. To request training, furnish the names of the persons to be trained and the name and phone number of a central contact person to the Chief, Copying Facilities Section, room 2311. That section will inform the requesting office of the time, date, location of training and the name of the instructor.
9. COST CONTROL DEVICES.
- a. The Copying Machine Record System for Cost Control utilizes two electrical devices. One of these is a small portable type counter only 2.5 x 1.5 x 1.0 inches. These are issued to each office for employees authorized to make copies. The portable counter is inserted into a socket in a control box mounted on each copier. The copier will not operate without inserting the portable counter.
 - b. The other device is the master control box or totalizer which contains a counter for each administration. While the copier is operating, the number of copies is simultaneously recorded on the portable counter and on the counter of the appropriate administration. The master totalizer counters provide the exact number of copies made by each administration on each copier in each copy center. This data provides the basis for determining the precise cost incurred by each administration. Data from portable counters provide an effective basis for initiating management controls over the copying expenditures by each organizational element of each administration.

- c. These control devices eliminate the need for log books. The portable counter will activate any copier in any copy center, thus providing the maximum of convenience.
 - d. The OST and each administration determine the number of portable counters required for their organizations. It has been estimated that the total requirements will range in the area of approximately one per each 10 employees in the Department.
10. Reproduction of Classified Material. Signs are posted in all Headquarters copy/duplicating centers indicating the procedures to be observed when reproducing classified material.