



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTTCINST 5600.1A
Code 01/011

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NETPDTTC INSTRUCTION 5600.1A

Subj: MANAGEMENT OF REPRODUCTION

Ref: (a) NAVSO P-35
(b) NASPNCLAINST 5600.2D
(c) MIL-HDBK-9660B

Encl: (1) Instructions for preparing DD Form 282, Requisition
for printing
(2) Instructions for preparing DD Form 844, Requisition
for Local Duplicating Service

1. **Purpose.** To issue policy and responsibility for the management of printing at the Naval Education and Training Professional Development and Technology Center (NETPDTTC).

2. **Cancellation.** NETPDTTCINST 5600.1

3. **Policy.** To ensure an effective and economical printing management program is maintained at NETPDTTC.

4. **Definitions**

a. **Printing.** Composition, platemaking, presswork, binding, micropublishing and the end items produced by such processes and equipment.

b. **Copying.** Office equipment that produces facsimiles of page sized documents at a rated speed of less than 55 copies per minute.

c. **High-Speed Copying.** Applies to work using copiers with a rated speed of over 55 copies per minute.

d. **Compact Disc-Read Only Memory (CD-ROM).** An optical storage, read-only compact disc format used to hold various types of information.

5. **Background.** The mission of NETPDTTC requires the production of significant amounts of printed materials and CD-ROM which is distributed Navy wide, as well as material used to support Naval Education and Training Command management functions. References

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(a) and (b) require all publications and printing processes be controlled through designated publications control organization. This responsibility rests with the local Defense Automated Printing Service (DAPS). NETPDTC is authorized to operate copying machines. All other printing processes must be requested from DAPS.

6. Responsibility

a. Department Directors/Special Assistants/Division Heads are responsible for keeping printing and copying to a minimum, continuously reviewing all printing, duplicating and copying requirements to eliminate non-essential material, and ensuring only required materials are reproduced in the most economical manner.

b. The Navy Advancement Center Printing and Distribution Branch (N319) is responsible for overall coordination and control of printing, CD-ROM replication, and copying requirements which are beyond the authorized capacity for NETPDTC copying equipment. N319 also serves as the principal liaison with DAPS and the Government Printing Office (GPO) for publication and printing matters.

c. The Central Administrative Services Office, (Code 011), also serves as the principal liaison with DAPS for overall coordination and control of local printing requirements.

d. Logistics Management (N8612) is responsible for maintaining the inventory of copying equipment.

7. Printing, CD-ROM, and Copying Procedures

a. Printing and CD-ROM. Printing and CD-ROM replication to be accomplished through DAPS. Each department must budget for their printing requirements.

(1) All printing requisitions (DD Form 282) for training manuals, nonresident training courses, and Personnel Qualifications Standards products will be prepared by N319.

(2) Preparation of CD-ROMs will be made in accordance with reference (c). Request for mass replication of CD-ROMs shall be forwarded to N319 with a completed Printing Requisition (DD Form 282) and the smooth camera ready copy or master CD-ROM.

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(3) All other printing will be requested by submitting in duplicate a completed Requisition for Local Duplicating Service, DD Form 844.

(4) Printing requiring specific instructions for proper finished presentation must be accompanied by a page count form.

(5) Instructions for preparation of DD Form 282 and DD Form 844 are provided in enclosures (1) and (2).

b. Copying

(1) Copying on department office copying machine will be limited to administrative copying with no more than 10 copies per original, 100 copies total.

(2) Copying which exceeds the above totals will be forwarded to DAPS via the Central Administrative Services Office, Code 011, using Requisition for Local Duplicating Service, DD Form 844.

(3) Requests for copying or duplicating will be processed on a first come first serve basis. Known requirements with a short turn around time should be coordinated in advance to ensure responsive service. Turn around time is two days depending on the size of the request.

(4) Emergency printing requests can be done in two hours, subject to the size of the request and prior arrangements made with DAPS.

(5) Print requests will be delivered to DAPS by the Central Administrative Services Office courier. (R)
(R)

(6) Completed printed material will be picked up by the courier twice daily and will be delivered to Bldg 2435, room 1167. (R)

(7) Requests for paper will be submitted to DAPS using Requisition for Local Duplicating Service, DD Form 844. If requested, the courier will pick up requests for paper and deliver to Bldg 2435, room 1167.

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(8) Costs for printing and paper will be billed to N81. N812 will distribute costs to department heads. Department budget clerks will provide job order numbers to cognizant codes.

(9) Requests for printing which were improperly completed because they were not accompanied by a page count form, or the page count form provided was incorrect, or instructions provided were incorrect, will be charged to NETPDTC. DAPS will absorb costs for any request properly submitted but incorrectly completed.

8. **Copyright.** Copyrighted material of any kind cannot be printed, or duplicated, or put on CD-ROM without explicit permission from the copyright holder referencing what type of media on which the material will be placed.

9. **Action.** Department Directors/Special Assistants/Division Heads will adhere to policies/guidance of this instruction and shall designate one member from each division to approve/sign requests for printing.

10. **Forms.** DD Form 282 and DD Form 844 are available through local SERVMART.


M. E. McADAMS

Distribution: (NETPDTCINST 5216.B)
Lists I and II

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INSTRUCTIONS FOR PREPARING DD 282
PRINTING REQUISITION/ORDER

GENERAL INFORMATION (BLOCKS 1-16)

1. CLASSIFICATION:

Security classification of material to be printed must be placed here. If unclassified, Leave Blank. If classified, specify highest degree of classification.

2. REQUISITION NO:

Ordering activity office control or obligation of funds number. The Standard Navy Document Number (SDN), in accordance with NAVCOMPTINST 7300.99 (series) must be used by Navy and Marine Corps activities. Accuracy of these numbers is critical. Local NPPS representatives review the DD 282 for inclusion of this 15 digit number at the time the DD282 is accepted. See the following example: SDN – N6313581PT00001

N – Navy
63135 – Activity Unit Identification Code
81 – Fiscal Year
PT – Printing Code
00001 – 5 Digit activity sequential
 numbering system

Non Navy activities are encouraged to use a requisition number equivalent to the 15 digit Navy Standard Document Number.

3. DATE OF REQUEST:

Date the ordering activity submits the DD282 to the local NPPS.

4. REQUESTED DELIVERY:

DO NOT LEAVE BLANK. Indicate the date delivery is required. An additional annotation of URGENT above the requested delivery date on the DD282 should be used only when the urgency is demonstrable.

The requested delivery date and provisions for overtime requirements are negotiable with the NPPS. DO NOT use designations such as RUSH, ASAP.

5. ESTIMATED COST:

LEAVE BLANK.

6. FOR REFERENCE CONSULT:

Indicate the name and telephone number of the person who has full knowledge of the job at the ordering activity. This person is usually assigned contact representative duties at the ordering activity.

7. APPROPRIATION/FUNDING LINE:

Enter complete and accurate authorized appropriation/funding data. The customer activity is responsible for the accuracy of this line of accounting data. NPPS representatives will review this information at the time the DD282 is accepted.

7A. BASIC REQ. NO:

Leave blank, except when the DD282 is used as the subsequent print order against an open requisition.

7B. AMOUNT:

The amount in this block represents the dollar amount authorized and inserted by the customer for a specific print order. This dollar amount is entered on the customer's recounting record as an obligation. NPPS representatives will ensure that this amount is sufficient to cover the NPPS estimated cost of the job. In the absence of any restrictive statement on the customer's part as outlined in paragraph 022072-5 of the NAVCOMPT Manual, the NPSS may exceed this amount by \$500.00 or 5% whichever is lesser without customer approval. NPPS representatives must obtain customer approval, prior to printing if estimated costs exceed these amounts. The DD282 is an authorized obligating document.

NOTE: Information concerning the local NPPS plant job number, scheduled completion date and estimated cost will be returned promptly to the customer for obligation purposes.

8. FORM/PUBLICATION NO. AND TITLE:

Enter the complete form or publication number and title, include the issue or revision date. Full, short or acronym titles can be added for clarity. DO NOT LIST CLASSIFIED TITLES. When applicable, the Transportation Account Code (TAC) is to be placed in the right hand column of this block. Activity TAC's are listed in DoD Regulation 4500.32R, Vol. II (MILSTAMP).

Enclosure (1)

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9. QUANTITY:

Enter total number of forms or publications to be produced. be sure to indicate appropriate unit quantity; sheets" for single sheet forms: "sets" for multiple-part forms; "each" of "books" for publications, etc.

10. PAGES:

Enter the total number of pages, manuscript copy, camera ready copy, or negatives, etc., submitted for production. A form or publication printed on two sides is considered to be two pages.

11. QUANTITY WILL LAST:

Leave blank on one-time orders. On recurring orders insert the number of months the requested printing quantity is expected to last.

Normally a six month supply of forms is requested.

12. JOB TO BE REPRINTED:

Check appropriate box. This entry aids in the selection of production process and in determining the disposition of materials used in the process.

13. JOB IS:

Check appropriate box to indicate if job is a first run (new), revised (changed copy of previously printed material), or reprint (facsimile, re-run of previously produced material). In some instances the local NPPS offices hold negative and priming plate files of jobs which have been printed. When applicable, existing negatives and plates will be used.

14. LAST JOB NO:

If the job is a reprint or a revision, enter the local NPPS job number assigned to the previous order. Inclusion of this number expedites location of previous production materials that may be stored by the NPPS.

15. ENCLOSURES:

Specify in the appropriate block the number of manuscript pages or camera ready pages, negatives, plates, photos, slides, foldouts, viewgraphs, running sheets/pagination guide or any other materials submitted with the DD282. This aids the NPPS in keeping all parts of the job together. This block may be used as a double check for page count On classified material, or as a summary of materials when a combination of manuscript pages, camera ready copy, negatives or other material is furnished.

16. PROOFS:

Enter the address where proofs are to be mailed/delivered. Specify only when proofs are actually required. DO NOT REQUEST PROOFS ON A REPRINT.

SPECIFICATIONS (BLOCKS 17-27)

17. FINISHED SIZE:

This is the final trim size of the product requested. The width (left to right) is stated first, the depth (top to bottom) is stated last. For example 8 1/2" x 11".

18. MARGINS:

Forms or publications. Enter the margin for the finished product. For the top specify distance from the top of the sheet to the top of the first letter or rule. For the left margin specify the distance from the left side of the sheet to the closest letter of rule.

19. INK:

Specify the color of ink to be used ONLY if other than black is required. Use of several colors is expensive. Justification is required for the use of two or more colors.

20. FOLD TO:

Enter the folded size of the finished product. Specify the width first then the length. When a foldout is requested submit a fold dummy or specific written specifications with the DD282.

21. PRINT:

Check appropriate box. For two-sided printing other than head-to-head or head-to-foot, be sure to submit a sample or dummy for the NPK to follow. Other than for the printing of forms, printing on both sides of the paper is standard. Use of one-side only printing is discouraged.

22. ASSEMBLY/COLLATION:

This section should be checked when you have multiple page forms or publications that must be assembled in sets of by page number.

a. Forms: When assembly is required, check applicable box. If assembly is not required, leave blank.

b. Publications: Single folded sheet type, leave blank, provide a running sheet/pagination guide or dummy sample with page sequence properly marked.

c. Publications: Multiple sheet type. Publications requiring assembly, check applicable box and submit a

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publications running sheet/pagination guide with the DD282. Running sheets/pagination guides are used in determining sequence of front and back pages during the production and assembly process.

Supplies of running sheets/pagination guides and instruction in the preparation of the forms may be obtained from the local NPPS.

23. WIRE STITCH:

Check appropriate boxes for stapling, hole punching/drilling, wire stitch, perforating/scoring, or padding. Fill in all applicable blocks. When needed for clarity, provide a sample or dummy to illustrate requirements. Use of prong fasteners (ACCO) is discouraged because of increased cost. Check only when absolutely necessary.

24. COMPOSING/PROCESSING:

Leave blank unless there are special requirements. The method of processing is generally left to the discretion of the NPPS.

25. WRAP:

Unless there are requirements for a specific number of publications or forms to be wrapped per package, enter the word "suitable".

26. GRADE OF PAPER-WEIGHT-COLOR:

In addition to specifying only JCP approved papers, every effort should be made to utilize locally stocked-and-recommended items. Guidance may be obtained from the local NPPS.

27. DISPOSITION OF:

a. If a job is to be reprinted and an activity form or publication number has been assigned, negatives and original copy will usually be returned to the requesting activity for subsequent printings.

b. In some instances negatives and originals may be held for reuse by the local NPPS.

c. In all other instances, negatives and original copy may be destroyed unless originating activity specifically requests that they be returned.

d. Check with the local NPPS specific guidance in this area.

28. SPECIAL INSTRUCTIONS/REMARKS (BLOCK 28)

Used to provide any additional information, such as registration that may be required, or to clarify any other entry on the form. When forms or publications are to be serially numbered, use this block and indicate the starting number.

DELIVERY/DISTRIBUTION/BILLING (BLOCKS 25-35)

29. DELIVER TO:

Be sure to include complete delivery address, include building name, number, street address, organization code in order to ensure prompt and accurate delivery.

30. DISTRIBUTION REQUIRED:

When distribution is to multiple addressees, include a separate distribution list of addressees, typed mailing labels, and quantities required per addressee. Check appropriate block if distribution lists or labels are attached to the requisition.

31. WILL PICK-UP-PLEASE NOTIFY:

When pickup is desired, check "HOLD" box and give full name and telephone number of the person to be notified when material is ready.

32. MATERIAL RECEIVED:

LEAVE BLANK. Block is used for customer signature when printed material is received/delivered.

33. ORDERING OFFICE AND LIAISON OFFICE APPROVAL BLOCKS:

For customer use. May be used for activity internal control purposes.

34. APPROVING OFFICE:

DD282 MUST BE SIGNED AND DATED prior to forwarding to the local NPPS. DD282 must be signed by an authorized representative of the ordering activity.

35. SEND CONFIRMATION/BILLING COPY TO:

Enter the official mailing address of the activity to be billed for this requisition. Include building name, number, street address, and organization code for the complete activity address.

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ADDITIONAL INFORMATION FOR ORDERING ACTIVITIES

A. Distribution of copies of DD 282.

1. Distribution procedures for 8 pt. snap set.

- Originator forwards one copy to the Authorized Accounting Activity (AAA). LIAISON OFFICE COPY
- Originator retains one copy and forwards the remaining set to the local NPPS office. ORIGINATOR COPY
- NPPS will return promptly to the originator, two copies with the total estimated cost of the work indicated thereon; originator subsequently forwards a copy to the AAA, as required LIAISON OFFICE COPY
- NPPS retains one copy in permanent files. PLANNING FILE COPY
- NPPS includes one copy with the last delivery of material produced. PRODUCTION COPY
- Customer uses copy as delivery chit/receipt/final cost sheet. PACKING SLIP
- NPPS uses copy as confirmation of delivery when signed by the customer. DISTRIBUTION COPY/DELIVERY RECEIPT

2. Distribution for carbonless sheet, same as for 8 pt. snap set.

B. Do not use the area on the form marked "FOR PLANT USE ONLY".

C. When separating the ORIGINATOR copy from the DD282, 8 pt. snap set, be sure to remove the carbon sheet. Carbon left on the back of the set will damage the copy to be printed.

D. Copy submitted for production must be clean.

E. Package material carefully to protect it in transit.

F. The DD282 is used for all classified or unclassified material.

G. Normally a separate DD282 is required for each job.

H. The DD282 may be used when production is required for "SPECIAL DEPOSIT" type jobs for non-appropriated fund or non Navy activities.

CONTACT YOUR LOCAL NPPS FOR ANY INFORMATION THAT MAY BE REQUIRED FOR THE PROPER SUBMISSION AND USE OF THE DD282.

INSTRUCTIONS FOR PREPARING DD FORM 844 (REQUISITION FOR LOCAL DUPLICATING SERVICE)

Submit two copies of the DD Form 844 with material to be copied.

GENERAL INFORMATION (BLOCK 1-14)

1. DATE OF REQUEST

Date the ordering dept/div submits the DD Form 844 to copying center.

2. DATE REQUIRED

Indicate date completion is required. DO NOT USE "RUSH" or "ASAP."

3. JOB NUMBER

Leave blank.

4. TO

DAPS., BLDG 809

5. FROM

Ordering department/division

6. FOR REFERENCE CONSULT

Indicate the name and telephone number of the person who has full knowledge of the job.

7. DESCRIPTION

Enter the title or a short description of the item to be printed.

8. DELIVER TO

Leave blank.

9. NAME AND PHONE NUMBER

Fill in the name and phone number of the person to be notified when material is ready to be picked up.

10. NO. OF ORIGINALS

Enter the number of pages front and back in the copy to be reproduced including blanks and covers.

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11. NO. COPIES EACH

Enter the total number of copies to be reproduced.

12. TYPE OF REPRODUCTION

Indicate offset.

13. SECURITY CLASSIFICATION

Check appropriate box for material classification.

14. DISPOSITION OF ORIGINALS

Check appropriate box for handling of originals.

SPECIFICATIONS (BLOCK 15-20)

15. PAPER SPECIFICATIONS

Check offset duplication; 8 1/2x11 now required standard size. Check 8 1/2x14 only if reprint or if larger size can be justified. For paper color, check white.

16. COLOR INK

Black

17. PRINT

Check if copy is to be duplicated on one side, head to head; head to foot; head to left or right.

18. COLLATE/STAPLE

check whether or not duplicated copy is to be collated and/or stapled.

19. ADDITIONAL SPECIFICATIONS

Add pertinent details to request. Cost will be charged to the cost requesting center. The same form will be used for requesting paper. Request will be charged to: CHARGE TO JOB ORDER #_____ (See your Budget Clerk for job order number). DAPS WILL NOT PROCESS JOB ORDERS WITHOUT JOB ORDER NUMBER).

20. SIGNATURE OF REQUESTER.

DD Form 844 must be submitted in duplicate and signed by requesting official prior to forwarding to Central Administrative Services Office/DAPS.

21. SIGNATURE OF APPROVING OFFICIAL

DD Form 844 must be signed by a person designated by DD/SA/DH.

REQUISITION FOR LOCAL DUPLICATING SERVICE			DATE OF REQUEST ①	DATE REQUIRED ②	JOB NUMBER ③
TO: ④			FROM: (Organization and room number) ⑤		
1. FOR REFERENCE CONSULT ⑥			2A. DELIVER TO ⑧		
2. DESCRIPTION (Title, form number, etc.) ⑦			3. NAME AND PHONE NUMBER OF PERSON TO CALL IF TO BE PICKED UP ⑨		
4. NO. OF ORIGINALS ⑩	5. NO. COPIES EACH ⑪	6. TYPE OF REPRODUCTION <input type="checkbox"/> OFF-SET <input type="checkbox"/> XEROX <input type="checkbox"/> OTHER (Specify) ⑫	7. SECURITY CLASSIFICATION <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> OTHER ⑬		8. DISPOSITION OF ORIGINALS <input type="checkbox"/> RETURN <input type="checkbox"/> DESTROY ⑭
9. PAPER SPECIFICATIONS ⑮ <input type="checkbox"/> OFFSET DUPLICATION <input type="checkbox"/> SPIRIT DUPLICATION <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> 8 1/2 x 10 1/2 <input type="checkbox"/> 8 1/2 x 12 1/2 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> WHITE <input type="checkbox"/> OTHER (Specify)			11. PRINT <input type="checkbox"/> 1 SIDE <input type="checkbox"/> H TO H <input type="checkbox"/> H TO F <input type="checkbox"/> HEAD TO <input type="checkbox"/> L <input type="checkbox"/> R ⑰		12. COLLATE <input type="checkbox"/> YES <input type="checkbox"/> NO ⑱ STAPLE <input type="checkbox"/> YES <input type="checkbox"/> NO
10. COLOR INK <input type="checkbox"/> BLACK <input type="checkbox"/> OTHER ⑲			14. SIGNATURE OF REQUESTER (This requisition contains no copyrighted material other than that indicated on attached copyright release.) ⑳		
13. ADDITIONAL SPECIFICATIONS (Including distribution, punching, padding, location of staples, etc.) ⑲			15. SIGNATURE OF APPROVING OFFICIAL ㉑		
FOR REPRODUCTION UNIT USE ONLY					
16. DATE RECEIVED	17. PRIORITY	18. OPERATOR		22. DATE REQUESTER NOTIFIED JOB IS COMPLETE	
19. NO. OF COPIES REPRODUCED	20. DATE DELIVERED	21. JOB RECEIVED BY			

DD FORM 844 1 MAY 71 S/N 0102-008-3701

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NOTE: SUBMIT TWO COPIES OF DD FORM 844 WITH MATERIAL TO BE COPIED.