



DEPARTMENT OF THE NAVY

**NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001**

NTCGLAKESINST 5600.1A
N32
8 September 1995

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 5600.1A

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER (NTC), GREAT LAKES REPROGRAPHICS
MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5600.22
(b) NAVSO P-35
(c) NAVPUBINST 5600.44D

Encl: (1) Local Duplicating Requisition (GLAKES GEN 5603/1)
(2) DOD Printing Requisition/Order (DD Form 282)

1. Purpose. To implement references (a) through (c) by providing basic guidance for the management and operation of reprographics and printing within NTC (SIMPLEX).

2. Cancellation. NTCGLAKESINST 5600.1. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background.

a. Reference (a) provides policy and guidelines regarding Department of Defense (DoD) Reprographics Management Program. Reference (b) provides policy and guidelines relative to printing, binding and reprographic matters within the Navy.

b. The objective of references (a) and (c) is to maximize savings in manpower, equipment and methods through the proper selection, use and facilities management of reprographic equipment.

4. Action.

a. The Comptroller, is the activity liaison representative and, as such, represents the command on matters concerning the Reprographics Program. Specific responsibilities include:

(1) Acts as liaison with local Defense Printing Service (DPSD) Reprographics Manager.

(2) Reviews all reprographic equipment requests prior to submission to DPSD for accuracy and completeness of information.

(3) Coordinates timely and accurate implementation of approved reprographic equipment transactions and assures that the servicing DPSD component is notified of their completion.

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(4) Maintains current inventory of all reprographics equipment, to include DPSD acquisition number, if applicable, manufacturer, model number, attachment or accessories, machine location, installation date, monthly volume data, monthly cost data, whether rented or owned, and if rented, at what pricing plan.

(5) Reviews current equipment at least annually, to include:

(a) Cost and production data ensuring existing equipment properly matches workload and user requirements.

(b) Assures existing equipment is being leased at the most favorable pricing plan.

(c) Considers more economical configurations and the use of copy centers or established reprographic facilities in place of decentralized copiers.

(d) Determines if it is appropriate to purchase equipment currently rented or leased.

(6) Promotes volume reduction and cost savings through orientation classes, discussions at meetings and briefs and through printed reminders.

(7) Designates those copiers which may be used to reproduce classified material.

b. Department Heads/Special Assistants with copiers shall:

(1) Ensure that the most economical means of reproduction are used.

(2) Designate, within each department, a Key Person for copier maintenance.

(3) Ensure a decal is affixed to each copier stating, (R
"Reproduced at Government Expense" or request, in writing, a waiver of this requirement from Commander, Naval Training Center. All requests for waivers must be submitted via the Administrative Officer prior to approval.

(4) Place a sign at each copier stating the maximum number of copies per job is 15 copies per original or an aggregate of 250 copies.

(5) Review monthly copy totals for each machine(s) in their departments.



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NTCGLAKESINST 5600.1A CH-1
N32

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NTC GREAT LAKES (SIMPLEX) INSTRUCTION 5600.1A CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER (NTC), GREAT LAKES REPROGRAPHICS
MANAGEMENT PROGRAM

Encl: (1) Revised pages 1 (unchanged) and 2 (revised)

1. Purpose. To issue Change 1 to basic instruction.
2. Action. Make the following change to basic instruction:

a. Remove pages 1 and 2 and replace with enclosure (1) of this change transmittal.

02/3

C. B. MARTIN
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
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ISSUE SHEET

DATE: 9 May 97

SUBJECT: REPROGRAPHICS WAIVER REQUESTS

| | TO | ACTION | SIGNATURE | DATE | | TO | ACTION | SIGNATURE | DATE |
|---|-------------------------|----------------------------|------------|-------------|----|----|--------|-----------|------|
| 1 | N322 | chop | <i>W</i> | | 6 | | | | |
| 2 | N32 | chop | <i>all</i> | <i>5/17</i> | 7 | | | | |
| 3 | N3 | chop | | | 8 | | | | |
| 4 | <i>NO1</i> <i>N3</i> | <i>chop</i> <i>sign</i> | | | 9 | | | | |
| 5 | <i>No 1</i> | <i>Sign</i> <i>chop</i> | | | 10 | | | | |

| | | | | |
|---|-----------------------|------------------------|-----------|---------------|
| Grade & Surname of Action Officer YNCS(AW) Tainter | Office Symbol N322 | Phone Number X 4578 | Tickler # | Suspense Date |
|---|-----------------------|------------------------|-----------|---------------|

ISSUE: To change the approving authority for the Reprographics Waiver request letters to the COS.

DISCUSSION: All copiers under NTC must have a "Reproduced at Government Expense" label per NTCGLAKESINST 5600.1A and SECNAVINST 5600.22. The approving authority right now is CNTC. Request to change this instruction to read COS.

RECOMMENDATION: Approve this request.



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From: Commander, Naval Training Center, Great Lakes

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A handwritten signature in black ink, appearing to read "C. B. Martin".

C. B. MARTIN
Chief of Staff, Operations

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NTCGLAKESINST 5600.1A CH-2
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NTC GREAT LAKES (SIMPLEX) INSTRUCTION 5600.1A CHANGE TRANSMITTAL 2

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER (NTC), GREAT LAKES REPROGRAPHICS
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1. Purpose. To issue change two to basic instruction.
2. Action. Make the following changes to basic instruction:

a. Change paragraph 4.d. to read: Department Heads shall approve all printing requests for their departments using departmental funds to pay for printing. Enclosures (1) and (2) are to be used for submission of print requests to Defense Automated Printing Service, building 2A.

b. Change paragraph 6 to paragraph 5.


G. L. GERARD
Chief of Staff, Operations

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