

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
2250 Stanley Road
Fort Sam Houston, Texas 78234-6170

Memorandum
No. 25-5

3 December 1993

Information Management
COPIER EQUIPMENT

1. PURPOSE. To establish procedures for appropriate controls and use of copier equipment within the U.S. Army Medical Department Center and School (AMEDDC&S).

2. APPLICABILITY. The provisions of this memorandum apply to all personnel assigned to or on duty with AMEDDC&S. The Commander/Dean, U.S. Army Medical Equipment and Optical School and the Dean, U.S. Army School of Aviation Medicine are encouraged to adopt these or similar procedures within their respective activities.

3. REFERENCES.

a. AR 25-1, The Army Information Resources Management Program.

b. AR 25-30, The Army Integrated Publishing and Printing Program.

4. RESPONSIBILITIES.

a. The Records Management Officer (RMO) will:

(1 Appraise the overall AMEDDC&S Office Copier Management Program.

(2) Ensure effective management and use of copiers

(3) Ensure compliance with established procedures and controls.

(4) Disconnect or remove a copier if reasons are substantial

(5) Create the administrator user number and user

numbers, make other necessary changes, and have the copier representative change the user number as needed.

(6) Conduct copier surveys

(7) Review, analyze, and report findings if utilizing DA Form 4575-R, Copy Machine Production Log.

(8) Review, analyze, and return incorrect or incomplete reports.

(9) Approve the movement of copiers from one activity to another or relocation of any copier within an activity.

b. Office Chiefs will:

(1) Implement office copier controls as outlined in paragraph 5

(2) Encourage all personnel to ensure the Army benefits from modern office equipment technology by managing and controlling the equipment.

(3) Designate a point of contact (POC) and an alternate utilizing AHS Form Letter 261, Duty Appointment/Assignment (Military or Civilian Personnel). When the individual is officially relieved or released from the appointment/assignment, an updated AHS Form Letter 261 will be prepared.

(4) Ensure the POC monitors copier use to eliminate unnecessary use and reduce costs.

(5) Assign the POC the responsibility of preparing the required report on copier costs and production statistics in an accurate and timely manner.

(6) Ensure user numbers are not tampered with, deleted, or changed at any given time, unless authorized by the RMO.

(7) Ensure students utilize the copier located in the Stimson Library, Bldg 2840 to reproduce any training material and the copier located at their assigned/attached battalion for official military business.

c. Copier POC will:

(1) Monitor the copier use to eliminate unnecessary use and reduce costs.

(2) Prepare the required reports on copier costs and production statistics in an accurate and timely manner.

(3) Use the administrator user number to access the other user numbers to read and record the copier usage of each user.

(4) Be responsible for the security of the user numbers to read and record the copier usage of each user.

(5) Notify the RMO of any individual violating office copier policy.

d. All personnel will:

(1) Comply with office copier controls outlined in paragraph 5

Refrain from abusing office copier equipment

(3) Notify their POC or the RMO of any individual violating office copier policy.

5. CONTROL AND USE OF OFFICE EQUIPMENT.

a. Enforce the maximum limits of copies made (25 copies per original).

b. A mandatory limit of 75 total copies per job

c. Lesson plans, mimeos, Letters of Instruction, Programs of Instruction, examinations, test results, drafts or final products of training material, or any other type of training material will not be copied on office copiers.

d. Plan ahead. Office copiers will not be utilized for large volume and repetitive-type requirements. Use of office copiers for these requirements is not cost effective.

e. Army publications (Regulations, Circulars, Pamphlets, Memorandums, etc.) and other similar publications available through publications sources will not be copied on office copiers.

f. Blank forms, which include locally reproducible forms (identified by the -R portion of the form number), will not be "reproduced" on office copiers. The "-R" means you may request reproduction through your local reproduction facility (Printing & Publications Branch).

g. Copyright material will not be copied without a copyright release from the copyright owner or the owner's duly authorized agent. The use of copyright material is governed by AR 25-30 and Public Law 94-553.

h. Courtesy, information, and file copies of correspondence and other typewriter/dot matrix prepared documents should be anticipated and prepared as carbons with the original (usually up to five copies).

i. Only official documents will be copied and only the minimum required amounts will be made. Eliminate the copying of unauthorized material (i.e., party/luncheon fliers, invitations, personal documents, such as income tax forms, cartoons, etc.).

j. Utilize DA Form 4575-R (Copy Machine Production Log) to determine ratios of copies made to originals and to determine the types of material being copied.

k. Enforce strict security controls when making copies of classified documents as outlined in AR 25-30, paragraph 11-50. The only authorized copiers within the AMEDDC&S to be used for reproducing classified documents are located in Bldg 2840, room 033 and Bldg 2000, room 212. Coordination must be made between the copier POC and Security and Intelligence Branch, Plans and Operations Division, Directorate of Operations.

6. ELECTRONIC AUDITRON. This accessory is not available on every copier within the AMEDDC&S; therefore, the following only applies to those with an auditron.

a. The electric auditron enables internal auditing. This feature provides the ability to track copier usage for individual users and limits access to the copier to authorized users who have been assigned user numbers.

b. The user number is a predetermined number between one and seven digits. Each user number is associated with a unique account number for the user number entered.

c. The RMO will create the user accounts, the administrator user numbers, and user numbers.

d. Upon receipt of new user number(s), the number(s) will not be disclosed to anyone and should be treated confidentially.

7. REPORTS.

a. FSH Form 582, Meter Reading for government owned copiers

- (1) Prepare the form monthly for each copier
- (2) Submit to HSMC-IAR (RMO) no later than the 2d work after the 25th of each month.
- (3) The report will be:
 - (a) Prepared on the 25th of each month.
 - (b) Prepared in duplicate (original and one carbon copy), except for activities with Xerox office copier equipment. Activities with Xerox office copier equipment will prepare the form in triplicate (original and two carbon copies).
 - (c) Completed in full.
- (4) Late submission delays payment of monthly invoices and the loss of prompt payment discounts.
- (5) Failure to submit reports will result in no service calls until meter reading has been received.
- (6) FSH Form 582 will not be photocopied on office copiers.

b. Cost-Per-Copy (CPC) Contract Copiers.

- (1) Each month the CPC contract representative will prepare a Canon government meter reading form. The POC will sign the form and maintain a copy.
- (2) The POC will forward a copy of the meter reading form to the RMO immediately upon receipt.

c. Quarterly Copier Cost and Production Reports will be submitted upon request by the RMO.

d. Annual Copier Cost and Production Reports will be submitted when requested by the RMO.

e. Reports not properly prepared, incomplete or in insufficient copies, will be returned to the activity for correction.

(HSMC-IAR)

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DISTRIBUTION:

A, plus:

50 - HSHA-IAP

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