

COMSCINST 5600.5C	COG CODE N4	DATE 12 AUG 1994
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 5600.5C
N4
12 August 1994

COMSC INSTRUCTION 5600.5C

Subj: POLICY AND PROCEDURES FOR PRINTING AND REPRODUCTION

Ref: (a) SECNAVINST 5603.2D
(b) OPNAVINST 5510.1H
(c) COMSCINST 5510.8D

1. Purpose. To prescribe COMSC policy and procedures pertaining to printing and reproduction.
2. Cancellation. COMSCINST 5600.5B.
3. Background. Requests for non-essential printing and reproduction services, requests for excessive quantities and uneconomical methods of reproduction indicate a lack of planning and failure to take advantage of production economies. The continues increase in expenditures for this work and the demands upon production facilities require strict compliance with established control procedures.
4. Policy
 - a. It is command policy to provide printing and reproduction services required to conduct business, and to alert managers of the need to properly plan their requirements in order that these services can be accomplished economically and in accordance with existing regulations.
 - b. Policy and procedures for printed matter required to conduct official ceremonies are prescribed in reference (a).
5. Self-Service Copiers. Self-service copiers are to be used to reproduce material that requires less than fifteen (15) copies per page or no more than 250 pages total. Copiers shall not be used to run off voluminous documents which can be done more economically by use of the printing process.

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6. Classified Material. Classified material will be reproduced in accordance with procedures outlined in references (b) and (c).
7. Controls. Strict monitoring is required by Directors/Special Assistants to ensure that requests for non-essential printing and reproduction are eliminated.
8. Action
 - a. Directors/Special Assistants will carefully review their requirements in order that essential printing may be planned and scheduled for completion to the maximum extent possible without the use of overtime. The Printing and Publications Specialist (N41B) shall be consulted in advance for assistance in planning printing requirements.
 - b. Requests for printing will be submitted to N41B on MSC 5603/1 (Printing and Publications Request). All requests must be signed by authorized personnel.
 - c. When required, use of overtime will be restricted solely to essential printing and reproduction requests. Such requests must be submitted to the Support Services Division (N41) with written justification signed by the director.
9. Forms. MSC 5603/1 may be obtained from the Records Management Division (N0021).

Distribution:

COMSCINST 5000.19

List I (Case A, B)

List II (Case A, B)