



2.2. Unit Copier Monitors will monitor the base copier program and will:

★ 2.2.1. Submit a meter read to the vendor honoring LA ANG copier contract by the last day of the month via fax and/or email.

★ 2.2.2. Monitor equipment downtime.

2.2.3. Maintain necessary records on servicing of equipment, supplies utilized and copies produced.

2.2.4. Ensure adequate supplies are available for copier.

2.2.5. Adhere to all directives regarding copy management.

### 3. **Printing Policy**

★ 3.1. Activities within 159FW will submit requests for printing via a DD Form 282, **DOD Printing Requisition/Order**, to the Base Copier Manager. The Base Copier Manager is the only activity authorized to contract printing and/or duplication from Defense Printing Service. The Base Copier Manager coordinates with DPS and 159FW/FM to ensure funds are available. The Base Copier Manager will not fund for printing requests.

★ 3.2. Activities within the Geographically Separated Units will submit requests for printing via a DD Form 282, to the Resource Advisor (RA) prior to forwarding it to DPS.

★ 3.3. All activities are authorized to use unit funds at local printing companies for print jobs less than \$1,000.

### 4. **Duplication Procedures**

★ 4.1. Requests to duplicate forms will be approved by the OPR of the form.

4.2. Requests to duplicate classified information will be approved in writing by the appropriate Unit Security Manager.

### 5. **Referenced Form.** DD Form 282, **DOD Printing Requisition/Order.**

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU  
Major General, LAARNG  
The Adjutant General

OFFICIAL

//Signed//

JOHN B. SOILEAU, JR., Col, LA ANG  
Executive Support Staff Officer