

Printing Plant. FAC: 6103

CATCODE: 610717

OPR: SAF/CIO A6P

OCR: N/A

1.1. **Description.** The Congressional Joint Committee on Printing authorizes these plants to provide direct printing, duplicating, and copier program management support to the Air Force mission. Each plant supports all base and tenant activity printing requirements.

1.2. **Requirements Determination.** Analyze facility population and provide justification for all spaces.

1.3. **Scope Determination.** This plant may support other DoD agencies, MWR or Non-reprographics management (in-house, commercial procurement, base copier program management, etc.) office space, a customer service area, and separate customer conference area. The production functions require space for a lithographic camera (including separate darkroom), negative stripping, plate processing, electrostatic plate making, offset press, electrostatic duplicator equipment, paper cutting, collating, folding, stitching, drilling, padding, hand assembling, and job distribution. Ensure the plant has warehouse space for storing paper, inks, chemicals (developers, toners, replenishers, fixers, cleaners, etc.), and bindery supplies (switcher wire, padding compound, etc.). The printing plant may also include a micrographics service center which would include a work review/quality assurance area, camera room, and processing area.

1.4. **Dimensions.** Space requirements depend upon the equipment type, size and configuration, volume of work, and type of reproduction required. Space required is determined by adding the equipment footprint and a normal working perimeter.

1.5. Design Considerations.

1.5.1. Some reproduction equipment generates excessive heat. Therefore, the plant requires adequate air conditioning, and paper is to be stored in a dehumidified atmosphere. The plant requires OSHA-approved hazardous material storage cabinets as well as a staging area for hazardous waste awaiting removal.

1.5.2. Plants require a vault for classified material storage.

1.5.3. DoDI 5330.3 and AFI 33-395, *Document Automation and Production Service (DAPS)*, implement Congressional policy on the operation of government printing activities. MAJCOM, DRU, and FOA A6s appoint a DAPS liaison to coordinate issues with DAPS Regional Managers and the Air Force-DAPS Program Manager (SAF/A6X). Base/wing commanders will designate an individual within the Communications Squadron to serve as base/unit liaison to DAPS. (T-1).

Table 1.1. Authorized Spaces for Printing Plant.

Offices	Office Type (see FC-6 CG-61 Admin Overview Tables 1.2, 1.2.1, 1.3 and 1.4)
Printing Management Officer	D
Section Chiefs	E
All others	F-H
Special Purpose Spaces	
Lithographic camera (including separate darkroom), negative stripping, plate processing, electrostatic plate making, offset press, electrostatic duplicator equipment, paper cutting, collating, folding, stitching, drilling, padding, hand assembling, and job distribution	User justified
Warehouse space for storing paper, inks, chemicals (developers, toners, replenishers, fixers, cleaners, etc.), and bindery supplies (switcher wire, padding compound, etc.)	User justified
Computer/Communications	User justified
Printing plant (may also include a micrographics service center which would include a work review/quality assurance area, camera room, and processing area)	User justified