



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 1490.2  
Effective Date: July 30, 2004  
Expiration Date: December 23, 2004**

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**Responsible Office: Office of Logistics Management**

**SUBJECT: Office Copying Equipment**

**1. SUMMARY**

This directive states background and policy for the use of office copying equipment, incorporates criteria concerning unlawful reproduction, and sets forth responsibilities for obtaining office copying equipment.

**2. BACKGROUND**

Documents are to be reproduced in the most economical manner compatible with their use. Accordingly, high volume requirements are to be referred to the Media Services Team, Library and Media Services, Office of the Chief Information Officer (OCIO) (see LAPD 1490.1, "Printing, Duplicating, and Copying Management Program"), and copies of pamphlets, booklets, or books are to be obtained from the original sources. Since it is impossible to provide rigid guidelines for the number of copies that may be made on office copying machines, each case must be decided on its own merit in keeping with the spirit and intent of this directive.

**3. POLICY**

Langley Research Center (LaRC) will comply with prescribing NASA regulations, Agency Cost-Per-Copy Program, and Federal Law.

**4. CRITERIA**

- a. Criteria for reproducing nonofficial material, governmental documents such as currency, bonds, passports, stamps, coupons, and certain copyrighted material on Government-leased copying equipment is contained in NPR 1490.5, "NASA Procedural Requirements for Printing, Duplicating, and Copying Management."
- b. Questions relating to the reproduction of copyrighted material are to be referred to the Patent Counsel, Commercialization Program Office.
- c. Criteria for reproducing classified material on Government-leased copying equipment is contained in NPR 1620.1, "Security Procedural Requirements," Chapter 4, "Information Security."
- d. Employees are to observe the requirements restricting unlawful reproduction of certain material.

## **5. RESPONSIBILITIES**

### **a. Installation Copying Management Officer (ICMO), Office of Logistics Management**

(1) Review copying equipment requirements and make recommendations to ensure optimum economy of operation in meeting the needs of the Center.

(2) Administer the selection, acquisition, maintenance, and utilization of Government copying equipment by:

(a) Reviewing and approving requester's justification letter to obtain office copying equipment.

(b) Reviewing monthly meter readings.

(c) Ascertaining special application needs.

(d) Placing copiers in optimal locations.

### **b. Requester**

Ensure that the requirement for office copying equipment is approved by line management officials prior to submitting to the ICMO.

## **6. REFERENCES**

a. NPR 1490.5, "NASA Procedural Requirements for Printing, Duplicating, and Copying Management."

b. NPR 1620.1, "Security Procedural Requirements."

c. LAPD 1490.1, "Printing, Duplicating, and Copying Management Program."

## **7. RECISION**

LAPD 1490.2, dated March 5, 2003.

Jeremiah F. Creedon  
Director