



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

DAPS

AUG 30 2000

MEMORANDUM FOR DLA CORPORATE BOARD
COMMANDERS, PRIMARY LEVEL FIELD ACTIVITIES

SUBJECT: Use of Document Automation & Production Service (DAPS) for the
Acquisition of Paper in DLA

The Document Automation & Production Service (DAPS) is the Department of Defense (DoD) provider of document output for both hardcopy and digital information with an extensive network of digital duplicating and reprographic services available from nearly 300 locations worldwide. To find out more about DAPS and its services, access their web page at www.daps.mil. To take advantage of quantity discounts, DAPS has implemented a contract against a General Services Administration (GSA) Federal Supply Schedule (FSS) with Boise-Cascade Office Products (BCOP) for 8 1/2" x 11", white multipurpose paper typically used in office copiers, printers and high-speed duplicators. The contract provides both plain and three-hole punched paper.

For the 2.5 billion sheets of paper used annually by DAPS and their customers, the contract will result in reduced storage space requirements, quicker delivery time, and approximately 10 to 15 % reduction of cost over current General Services Administration (GSA) Federal Supply Schedule (FSS) pricing. Additionally, the paper contains 30% post consumer waste fiber and meets the requirement set forth in Executive Order 13101 (DEC 98).

Copier paper may be obtained by either accessing the DAPS Doc Access On-Line electronic ordering system or by contacting the nearest DAPS location. Payments may be made using the government-wide commercial purchase card, though other forms of funding can easily be accommodated. Typically, delivery is made within 1-3 days depending on customer needs.

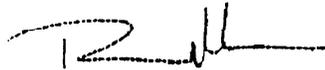
To gain a complete understanding of the aggregate DLA requirements for paper, and to facilitate the processing of orders, a DAPS representative will be contacting your office to conduct a customer survey. This survey will request specific usage information by type of paper needed, and delivery location addresses. DAPS will evaluate the data submitted and establish additional contractual agreements as necessary. Specific implementation dates for use of these DAPS contract vehicles will be provided upon analysis of the information provided.



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All DLA Headquarters and their primary level field activities (PLFA) components are currently using DAPS for all central production, hardcopy and digital document output requirements in accordance with current DoD policy. In addition to these services, and pursuant to this directive, all DLA activities will obtain all white multipurpose copier/printer paper from DAPS. Individual purchases of copier/printer paper by DLA activities from sources other than DAPS will be authorized only where DAPS indicates in writing the inability to provide the product at a cheaper cost or in the required timeframe. There may be circumstances where contracts have been let with vendors for paper alone, or as part of office supply groupings. Please work with DAPS to reform these contracts where DAPS establishes that it is of economic benefit to do so.

The intent of this policy is to reduce DLA's costs while improving support to DLA's warfighter providers. Situations which contradict this intent should be brought to the attention of the Director, DAPS, and if unresolved, to me. If there are any questions regarding this policy, contact DAPS HQ at (717) 605-2362.



RAYMOND A. ARCHER III
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Vice Director