

S/S 14 May 74

ARMY REGULATION

No. 1-6

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 2 June 1972

ADMINISTRATION  
ADMINISTRATIVE SERVICE CENTERS (ASC)

Effective 1 July 1972

*This a new regulation. Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, one copy of each will be furnished the Director, Studies and Analysis Staff, Office, Secretary of the Army.*

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**1. Purpose and Scope.** This regulation sets forth the objective, policy, and responsibilities for the utilization, management, and operation of common user Administrative Service Centers established by the Coordinator, Headquarters Services in GSA general purpose space in the National Capitol Region. Local operating procedures are contained in Building Management Manuals issued for the respective buildings by the appropriate DOD Building Administrator.

**2. Objective.** The prime objective of the ASC is to provide self-service common-use expendable supplies and forms, special purpose equipment, use of quick-copy equipment, duplicating facilities and related administrative services efficiently and economically and, at the same time, to maintain high quality service.

**3. Policy.** *a.* To the extent practicable and consistent with servicing agreements, ASC provide tenant agencies of a building with supplies, use of special equipment, and certain related administrative services. While reimbursement is not required of DA Departmental Headquarters activities, Army field agencies and non-Army agencies are required to negotiate a servicing agreement to reimburse the Defense Supply Service-Washington (DSS-W) for actual or pro rata cost of common-use supplies, quick-copy services and reproduction services. The reimbursement rate will be determined by DSS-W, and will, together with the method of reimbursement, be reflected in the servicing agreement developed by DSS-W in coordination with the Office of Building Management (OBM).

*b.* Tenant agencies of a building where ASC have been established by the DA will not use, establish, or maintain separate facilities at any location that duplicate in whole or in part any of the services available in ASC without formal waiver approval of the Administrative Assistant to the Secretary of the Army. Separate facilities existing at the present time are excepted but will be reviewed as deemed appropriate.

*c.* Upon moving into a building where services are provided, tenant agencies will abolish internal facilities providing comparable services, and terminate leasing agreements for equipment used internally when such services are available from the ASC; equipment surplus to the needs of the agency will be appropriately disposed of by DSS-W or through agency command channels. Transfer rights of employees will be honored.

*d.* In keeping with the cost reduction program DOD Building Administrators are authorized to control the issue of certain special purpose expendable supplies by ASC under their supervision and to monitor the utilization of all quick copy equipment within their building.

*e.* Agencies in buildings without ASC may request service from existing ASC in another building in the vicinity. Such requests will be submitted to the Administrator, OBM through the DOD Building Administrator concerned.

**4. Responsibilities.** *a.* Under the direction of the Director, Space and Building Management Service-Washington, the Administrator, OBM is responsible to the Coordinator, Headquarters

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Services for the overall management of ASC including:

(1) Recommending major changes in servicing policies or procedures of the ASC and effecting approved changes.

(2) Reviewing and, if appropriate, recommending to the Director, DSS-W servicing agreements with tenant agencies for use of ASC services and facilities.

(3) Recommending to the Director, DSS-W, the inclusion, deletion, or substitution of items as common-use expendable supplies in the DSS-W Stock Fund Catalog.

(4) Providing guidance and instruction pertaining to the management and operation of the ASC.

(5) Providing DSS-W, at the end of each calendar quarter, a listing of serviced organizations (departmental and field) and personnel strengths.

(6) Providing DSS-W information of each movement of a major tenant organization into or out of a building within 30 days of each move.

b. The DOD Building Administrator of each DA managed building housing ASC is responsible for the efficient management and operation of the ASC, and will—

(1) Insure compliance with this and all applicable directives pertaining to the services provided by the ASC.

(2) Cite abuses of service arrangements and recommend corrective action to tenant agency heads.

(3) Establish and maintain a pass system for access to the ASC.

(4) Impose feasible supply controls and other economy procedures as required or as requested by funding agencies.

(5) Recommend to the Administrator, OBM procedural changes related to ASC services.

(6) As requested, provide for the preparation of necessary requisitions for procurement of special and non-expendable supplies, equipment or services in accordance with AR 1-39; assure that required documentation is furnished by the

using agency; arrange for delivery direct to the user; and, as necessary, review and report on the status of such requests.

(7) Develop and issue such local operating procedures as are deemed necessary.

(8) Upon notification of a new building tenant, make on-site review of service requirements and determine necessary actions to assure the tenant of adequate service by the ASC.

c. Heads of DOD tenant agencies are responsible for—

(1) Designating an individual to represent the agency on matters pertaining to operation of ASC; the designee's name, grade/rank, room number and telephone extension will be furnished in writing to the responsible DOD Building Administrator.

(2) Insuring that all users of the ASC are informed of and adhere to the policy outlined in this regulation and local, supplemental procedures.

(3) Advising the appropriate DOD Building Administrator of new service requirements and foreseeable workload changes as far in advance as possible to assure effective programming of resources.

5. Security. a. Users of ASC services and facilities are responsible for—

(1) Safeguarding classified material taken to ASC for self-service reproduction.

(2) Placing all required protective, special, and downgrading markings on material submitted for reproduction service. (This requirement is to insure that the original submitted is protected and that copies produced bear all necessary markings.)

(3) Compliance with policy and procedures applicable to the reproduction of TOP SECRET and other controlled classified material.

b. ASC personnel are responsible for—

(1) Insuring that receipting requirements are adhered to before accepting or delivering classified material.

(2) Notifying the appropriate agency security official of the details concerning violations of regulations for handling classified documents or materials.

The proponent of this regulation is the Office, Secretary of the Army. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to the Administrative Assistant, Office, Secretary of the Army, Washington, DC 20310.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,  
*General, United States Army,*  
*Chief of Staff.*

Official:

VERNE L. BOWERS,  
*Major General, United States Army,*  
*The Adjutant General.*

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for AR, Administration.

*Active Army:* MAWDC (qty rqr block No. 1).

*ARNG:* None.

*USAR:* None.



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