

[METRIC]
A-A-128D
February 25, 1999
Superseding
A-A-128C
April 08, 1994

COMMERCIAL ITEM DESCRIPTION

POCKET PLANNING SET

The General Services Administration has authorized the use of this commercial item description by all federal agencies.

1. SCOPE: This commercial item description covers pocket planning sets which are used as permanent records of a year's activities and planning guides for each month of the applicable year. Each set shall consist of the items described below.

2. SALIENT CHARACTERISTICS:

- 2.1 Wallet.** Each set shall include one wallet. The wallet shall be made of colorfast vinyl that shall not crack at a temperature of minus -12.2 Celsius. It shall accommodate one diary and the telephone index at the same time (assuming the largest dimensions).
- 2.2 Diary.** Each set shall include 12 diaries (one for each month of the applicable year). Each diary shall be a spiral or gylalbound 15.7cm +/- 0.64cm x 8.9cm +/- 0.32cm booklet. The pages of the diary shall have ruled lines and shall be marked with the day and date. Each day shall be represented by the two pages that are displayed simultaneously. The NSN for the following year's planning set shall be included on an additional page that will immediately precede the September 1ST pages.
- 2.3** The paper stock of the pages shall be good quality writing paper. The cover and the back of the diary shall be not less than 0.02cm thick and suitable for protecting the interior pages. Each diary shall be marked with 12-month calendars for the applicable and following years. The outside of the cover shall be marked with the applicable month and year.
- 2.4 Telephone index.** Each set shall include one telephone index. The size, cover stock, and the filler sheet stock of the telephone index shall be the same as the size, cover and filler stock of the diaries. Pages shall be indexed from A to Z and marked in a manner that will provide for not less than 200 entries (name and phone number). The telephone index may be gylalbound, spiralbound, and saddle stitched or saddle stapled.

Beneficial comments, recommendations, additions, deletions, clarifications, etc. and any data which may improve this document should be sent to General Services Administration, Federal Supply Service, Engineering Branch, 26 Federal Plaza, New York, NY 10278.

FSC 7510

A-A-128D

2.5 Holidays. Include designation for the following holidays on the dates indicated:

NEW YEARS DAY	JANUARY 1
BIRTHDAY OF MARTIN LUTHER KING, JR.	THE THIRD MONDAY IN JANUARY
WASHINGTON'S BIRTHDAY	THE THIRD MONDAY IN FEBRUARY
MEMORIAL DAY	THE LAST MONDAY IN MAY
INDEPENDENCE DAY	JULY 4
LABOR DAY	THE FIRST MONDAY IN SEPTEMBER
COLUMBUS DAY	THE SECOND MONDAY IN OCTOBER
VETERANS DAY	NOVEMBER 11
THANKSGIVING DAY	THE FOURTH THURSDAY IN NOVEMBER
CHRISTMAS DAY	DECEMBER 25

2.6 Dividers. Each set shall include 12 dividers (one for each month of the year). The dividers shall be cut at the top and each tab labeled with a month of the year on both sides. The tabs shall extend above the other items of the set when all of the items are housed in the open box. Divider paper stock shall be of good quality index paper consisting of principally of bleached chemical pulp. Paper stock shall meet the requirements of 2.10 when tested with the appropriate test method. Thickness of the dividers shall be not less than 0.02cm. The dividers shall be white or light colored and marked in a manner that will provide for monthly expense itemization.

2.8 Box. Each set shall include one box. The box shall consist of a chipboard base not less than 0.15cm thick that is wrapped with plastic film or impregnated wrap paper in accordance with good commercial practice. The box shall suitably house all other items of the set with the lid fitting squarely and snugly on the base.

2.9 Bleaching. To obtain an acceptable brightness, in accordance with the performance standards of this document, a chemical bleaching process may be used. When specified in the ordering data (See Ordering Data), the bleaching process shall not include the use of chlorine, chlorine dioxide, or other chlorine compounds. The Government reserves the right to require proof of such conformance prior to the delivery and thereafter as may be otherwise provided for under the provisions of the contract.

2.10 Testing. Testing shall be conducted in accordance with referenced tests in this Commercial Item Description to demonstrate consistency in product functionality, durability, and performance. (Note: See TAPPI T400 for specific sampling instructions and acceptance criteria.)

	Requirement	Test Method
Diary-Paper Stock		
Basis Weight, Minimum	43.2cm x 55.9cm-500, 60.0g/m ²	TAPPI T 410
Divider-Paper Stock		
Basis Weight, Minimum	64.8cm x 77.5cm-500, 199.0g/m ²	TAPPI T 410

A-A-128D

2.11 Workmanship. The pocket planning set shall be suitable for the purpose intended and shall be free from any defects that affect appearance or serviceability.

3. **REGULATORY REQUIREMENT.** The contractor shall certify that the product offered shall contain a minimum of 30% postconsumer fiber as defined by the Paper Products Recovered Materials Advisory Notice (Paper RMAN) and the Executive Order 13101 dated September 14, 1998.

4. **PRODUCT CONFORMANCE.** The products provided shall meet the salient characteristics of this commercial item description. The quality of the product sold to the government shall be equal to or better than the quality of the product sold by the manufacturer in the commercial market. The government reserves the right to require proof of such conformance.

5. **PACKAGING, PACKING, LABELING AND MARKING.** Packaging, packing, labeling, and marking shall be specified in the contract or order. The recycled content shall be marked on the product or unit pack.

6. **NOTES.**

6.1 **Source of Documents.** Issues of the following documents, in effect on the date of invitation for bids or request for proposal form a part of this document to the extent specified herein.

6.1.1 TAPPI standard test methods can be obtained from Technical Association of the Pulp and Paper Industry; Technology Park/Atlanta; P.O. Box 105113; Atlanta, Ga 30348

6.1.2 The Final (Paper RMAN) is available from EPA's public access server on the Internet or from the RCRA Hotline. The Hotline can be reached toll-free at (800) 424-9346.

6.1.3 Copies of Executive Order 13101 are available from:
The White House Publications Office, New Executive Office Building White House, Attn.: Publications, Washington, DC 20500. Telephone is (202)-395-7332

6.2 **Ordering Data.** Purchasers should select the preferred options permitted herein and include the following information in procurement documents:

- A. Applicable year.
- B. Packaging, packing, marking required.
- C. Whether bleaching without use of chlorine, chlorine dioxide, or hypochlorite is required.

MILITARY INTERESTS: None

Preparing Activity:

GSA-FSS