

[Metric]
A-A-2695B
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Superseding
A-A-2695A
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COMMERCIAL ITEM DESCRIPTION
PEN, ROLLERBALL - POINT, RETRACTABLE & NON-RETRACTABLE
(REFILLABLE & NON-REFILLABLE)

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

1. **Scope:** This Commercial Item Description covers various type retractable / non-retractable, refillable / non-refillable rollerball / roller-point pens containing water based ink cartridges, with corrosion resistant balls having points of .2 mm, .3 mm, .5 mm or .7 mm (all point sizes shall have a tolerance of $\pm .05$ mm) as specified in the order or contract.

2. **Classification:**

- Types:**
- I. - Executive (Non-Retractable/Refillable)
 - II. - Retractable (Refillable)
 - III. - Non-Retractable (Non-Refillable)
 - IV. - Roller-Point (Non-Retractable/Non-Refillable)
- Size:**
- A. - .2 mm (Ultra-Fine)
 - B. - .3 mm (Extra-Fine)
 - C. - .5 mm (Fine)
 - D. - .7 mm (Medium)

3. **Salient Characteristics:**

3.1. Type I executive rollerball pens shall consist of a screw-on type (upper and lower) barrel a trim band, a pocket clip, a cylindrical ink cartridge, a screwable plastic ink cartridge guide, and a metal or plastic protective nose sleeve.

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.

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3.1.2 The overall length of the pen (with cap in place) shall be 14.0 cm \pm .3 cm (5.5 inches \pm .118 inches) and the replaceable ink cartridge shall be 11.4 cm \pm .3 cm (4.5 inches \pm .118 inches). The pen shall be provided with a cylindrical ink cartridge (sealed), thereby preventing ink from escaping in either liquid or vapor form. The replacement cartridges shall be either black or blue ink with a 0.7 mm \pm .05 mm (0.276 inch \pm .001 inch) non-corrosive ball-point as specified in the contract or order.

3.2 Type II retractable/refillable rollerball pens shall consist of barrel with a contoured grip, a replaceable cylindrical ink cartridge with a non-corrosive 0.7 mm (0.276 inches) ball point, a spring and pocket clip. The pocket clip acts as a locking device when the cartridge is advanced for writing and a release mechanism to retract the cartridge when the pen is not in use.

3.2.1 The overall length of the pen with cap in place shall be 13.8 cm \pm .2 cm (5.43 inches \pm .078 inches). The pen shall be provided with a black ink cartridge (sealed), thereby preventing ink from escaping in either liquid or vapor form. The replacement cartridges shall be provided in either black or blue ink with a 0.7 mm \pm .05 mm (0.276 inch \pm .001 inch) ball point size as specified in the contract or order.

3.3 Type III rollerball pens (non-refillable) shall consist of a barrel, removable cap, a pocket clip, a point containing a non-corrosive ball and other components necessary to ensure compliance with this description. The pens shall be assembled to seal the reservoir, thereby preventing ink from escaping in either liquid or vapor form.

3.3.1 The overall length of the pen with cap in place shall be 13.6 cm \pm .2 cm (5.4 inches \pm .078 inches). The pens shall contain inks in colors of black, blue, red, and green with ball sizes of .3 mm, .5 mm, or .7 mm \pm .05 mm as specified in the order or contract. The pen color shall be designated by normal commercial practice.

3.4 Type IV rollerpoint pens (non-refillable) shall consist of a barrel, removable cap, pocket clip, a point containing a non-corrosive ball and other components necessary to ensure compliance with this description. The pens shall be assembled to seal the reservoir, thereby preventing ink from escaping in either liquid or vapor form.

3.4.1 The overall length of the pen with cap in place shall be 13.5 cm \pm .3 cm (5.38 inches \pm .118 inches). The pens shall be provided in colors of black and blue with the ball size being .2 mm. \pm .05 mm. The pen color (barrel) shall be designated by normal commercial practice.

3.5 Pens shall write smoothly by hand, and shall be reproducible by office copy machine which employ a visible light source in the reproduction process.

3.6 Manufacturer's name, trademark, writing ball size, or current commercial pen marking shall be exhibited on the pen. Placement of these markings shall be at the option of the manufacturer, provided they are prominently legible.

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3.7 Shelf Life. Pens shall have a shelf life of eighteen (18) months after delivery and shall be capable of withstanding normal usage, handling, storage and pass the performance characteristics tests as outlined in paragraph 5.3.

3.8 Workmanship. Rollerball pens shall be designed and assembled, positively sealing the reservoir (and cartridges) to prevent ink leakage in either liquid and vapor form, while being otherwise free from defects and imperfections which may affect appearance and serviceability.

4. Regulatory Requirements: The offerer/contractor is encouraged to use recovered materials to the maximum extent practicable, in accordance with paragraph 23.403 of the Federal Acquisition Regulation (FAR).

5. Quality Assurance Requirements:

5.1. Product Conformance. The products provided shall meet the salient characteristics of this commercial item description, conform to the producer's own drawings, specifications, standards and quality assurance practices and be the same product offered for sale in the commercial market. The government reserves the right to require proof of such conformance.

5.2 Examination & Testing.

5.2.1 Suppliers are encouraged to use quality control (QC) techniques that exhibit control over their processes (e.g. (Statistical Process Control) SPC techniques) as defined in American National Standards Institute (ANSI) Z1.1, Z1.2 and Z1.3 / American Society for Quality Control (ASQC) B.1, B.2 and B.3 that systematically reduce excess variations. If used, objective evidence shall be available that demonstrates overall measurement adequacy techniques and controls. These techniques shall ensure quality levels equal to, or greater than, those cited in applicable technical document or, herein.

5.2.2 End item inspection/testing may be used by the offeror or the Government representative, as a means to determine the effectiveness of the in process quality controls. While in process controls shall not be substituted for end item performance testing they may be used in examining visual and dimensional characteristics.

5.2.3 For those characteristics for which there are no such controls, or for end item performance test, lot by lot sampling for inspection/test shall be required. The sample unit shall be one pen. Sampling shall be in accordance with the American National Standards Institute (ANSI) / American Society for Quality Control (ASQC) Z1.4, Sampling Procedures and Tables for Inspection by Attributes.

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5.2.4 An inspection lot shall consist of all like items submitted for inspection at one time. The inspection level for end product examination (visual and dimensional) shall be S-4 with an AQL of 4.0 percent defective. The inspection level for performance testing shall be S-2 with an AQL of 4.0 percent defective. The supplier must provide objective evidence (tests and inspection records) that the presented material meets the requirements of the sampling plan as indicated above.

5.3 Performance Characteristics Tests: Testing shall be performed on components whenever practical so long as recordkeeping renders adequate traceability. Unless otherwise specified tests shall be conducted in an atmosphere of 295.15 degrees Kelvin \pm 2 degrees Kelvin temperature (22 degrees Centigrade \pm 2 degrees Centigrade) and 60% \pm 12% in relative humidity. Test paper shall be 25 percent white bond paper having a pH value, average not less than 5.0 with a basis weight of 75 grams per square meter (20 pounds, 17 x 22 - 500). A tolerance of \pm 5% is allowable. Paper for the Machine Writing Test shall have an additional requirement of 160 - 140 seconds maximum smoothness on both sides using the Sheffield method per the most current TAPPI T538 test method. Alternately, paper conforming to JCP-O-60 can be used as an alternate source.

5.3.1 Drying Time: Place a sheet of paper on a smooth, flat surface and partially cover with a second sheet of paper. Place a 200 gram weight on top of the second sheet of paper. Write a five letter word on the exposed portion of the bottom sheet, allow to dry (10) seconds, and immediately draw the top sheet and the weight across the writing at a rate of 10 cm per second. The writing shall not be smeared when tested. Examine both sheets for compliance.

5.3.2 Cap Off: With the cap removed, expose the rollerball writing instrument to the atmospheric conditions specified in the performance characteristics tests for a period of 24 hours. Writeout requirements shall meet those specified in writing characteristics.

5.3.3 Machine Writing Test: The machine tests shall be conducted on a Anja model W-10A, Hartley model W10-A, Contegma or Minitek writing test machines or equivalent capable of testing pens or refills, with the following parameters set:

Writing Load:	0.981 N (100gF) to 1.225N (125gF)
Writing Angle:	75° \pm 5° (non varying)
	or
	60° to 90° (continuously varying)
Writing Speed:	670 cm \pm 10.0 cm / min. (22 ft / min.)
Writing Pattern:	Ellipse
Writing Surface:	Polished Stainless Steel

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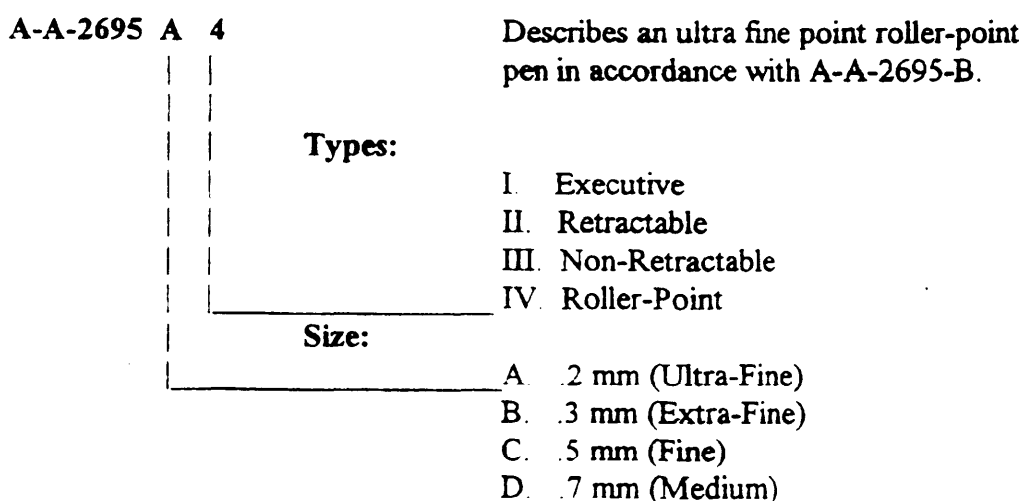
The pens shall be written a minimum distance for the types as listed: **Type I.** - 900 meters (2953 feet); **Type II.** - 1000 meters (3280 feet); **Type III.** - 1300 meters (4265 feet) and **Type IV.** - 900 meters (2953 feet). Smooth writing shall start within the first 10 centimeters of the writeout without starvation or fluctuation of the line intensity. Visual defects include blobs, skips, dotting and density variations of line intensity. Actual length of each visual defect shall be totaled for each cartridge for the entire writeout and shall not exceed 1% of the written line.

6. Packaging:

6.1 Preservation, packing, and marking shall be as specified in the contract or order.

7. Notes:**7.1. Part Identification Number (PIN):**

The following part identification numbering procedure is for government purposes and does not constitute a requirement for the contractor.



7.2 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.

7.2.1 Federal Acquisition Regulation (FAR) may be obtained from the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

7.2.2 ANSI, ASQC Z1.4 may be obtained from the American Society for Quality Control, PO Box 3005, 611 E. Wisconsin Avenue, Milwaukee, WI 53201-4606.

7.2.3 JCP-O-60 specifications may be obtained from Chief Paper Procurement Section, MMPP, US Government Printing Office, North Capital and H Street, NW, Washington DC 20401

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7.2.4 Technical Association of the Pulp and Paper Industry (TAPPI). Test method T538 may be obtained from TAPPI, Technology Park/Atlanta, P.O. Box 105113, Atlanta, Georgia, 30348.

7.2.5 Federal Standards and Specifications may be obtained from the General Services Administration Specifications Section (3FBO-W) in Suite 8100 at 490 L'Enfant Plaza, SW Washington DC 20407.

7.3 National Stock Number Listing (NSNs). The following is a list of NSN's assigned which correspond to this CID. The list may not be indicative of all possible NSN's associated with the CID.

**Pen, Rollerball
(Non-Refillable)**

7520-01-207-4264
7520-01-207-4265
7520-01-207-4266
7520-01-207-4267
7520-01-207-4268
7520-01-207-4269
7520-01-207-4270
7520-01-207-4271

**Pen, Rollerball Executive
(Refillable)**

7520-01-424-4861
Refill, Rollerball Executive
7510-01-425-5709
7510-01-425-5710
**Pen, Roller-Point
(Non-Refillable)**
7520-01-349-6302
7520-01-349-6303

**Pen, Rollerball
Retractable/Refillable**

7520-01-424-4862
Refill, Rollerball
7510-01-425-5703
7510-01-425-5716

MILITARY INTERESTS:

NONE. DoD has no registered interest in revisions and amendments to this Commercial Item Description until further notice.

Preparing Activity:**GSA-FSS**