

[METRIC]
A-A-2907
May 5, 1995

COMMERCIAL ITEM DESCRIPTION
PEN, BALL-POINT, NON-REFILLABLE
(PLASTIC, STICK-TYPE)

The General Services Administration has authorized the use of this Commercial Item Description by all federal agencies.

1. **Scope:** This Commercial Item Description covers ball point stick pens with clip caps.

2. **Classification:**

Size: A. Fine Point
 B. Medium Point

3. **Salient Characteristics:**

3.1 Pens shall consist of a barrel, clip cap, plug and a non-replaceable ink cartridge.

3.2 The overall length of the stick pen without the cap shall be 15.7 ± 1.3 cm ($6 \pm .5$ inches).

3.3 The pens shall be furnished in the following colors; Black, Blue, Red and Green.

3.4 The manufacturer's name or trademark and writing point size shall be exhibited on the pen. Placement of these permanent markings shall be at the option of the manufacturer, provided they are prominently displayed.

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

3.6 **Barrel:** The barrel shall be of plastic material, hexagonal, octagonal or round in shape, and shall be smoothly finished. The pocket clip cap and or plastic plug shall indicate ink color.

3.7 **Clip Cap:** The pocket clip cap shall be plastic and designed to fit snugly on both ends of the barrel and shall be easily attached to and removed.

"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 & Commodity Management Branch, 26 Federal Plaza, New York, NY 10278".

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3.8 Ink Cartridge: The ink cartridge shall have either a fine or medium point as specified in section two (2) and will write for a minimum of 1525 meters (5000 feet) and conform to the performance characteristics as outlined in paragraph 5.4.

3.9 Shelf Life: Pens shall have a shelf life of eighteen (18) months after delivery and shall be capable of withstanding normal usage and handling and pass the performance characteristics tests as outlined in paragraph 5.4.

3.10 Workmanship: Pens shall be securely assembled so that parts do not become loose or displaced and shall be free from defects and imperfections which may adversely affect appearance, serviceability, and durability.

4. Regulatory Requirements:

“The offerer/contractor is encouraged to use recovered materials in accordance with paragraph 23.403 of the Federal Acquisition Regulation (FAR).”

5. Quality Assurance Requirements:

5.1 Contractor Certification. The contractor shall certify and maintain substantiating evidence that the product offered meets the salient characteristics of this Commercial Item Description, and that the product conforms to the producer's own drawings, specifications, standards, and quality assurance practices. The government reserves the right to require proof of such conformance prior to first delivery and therefore as may be otherwise provided for under the provisions of the contract.

5.2 Responsibility For Inspection. Unless otherwise specified in the contract or purchase order, the supplier is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified, the supplier shall utilize any other suitable for the performance of inspection requirements unless disapproved by the government. The government reserves the right to perform any of the inspections set forth in the specification where such inspections are deemed necessary to assure that supplies and services conform to prescribed requirements.

5.3 Examination and Testing.

5.3.1 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. 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.

5.3.2 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. In process controls shall not be substituted for end item performance testing.

5.3.3 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. 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.

5.3.4 An inspection lot shall consist of all like items submitted for inspection at one time. The inspection level for visual characteristics shall be S-4 with an AQL of 2.5 percent defective. The inspection level for performance characteristics testing shall be S-1 with an AQL of 6.5 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.

5.4 Performance Characteristics Tests: Testing shall be performed on components whenever practical as long as recordkeeping renders adequate traceability. Unless otherwise specified tests shall be conducted in an atmosphere of twenty-one (21) degrees centigrade \pm five (5) degrees centigrade and 50 % \pm 10% relative humidity. Test paper shall be in accordance with A-A-2804A, type III white bond paper having a pH of 5.0 with a basis weight of 60 grams per square meter (16 pound, 17 x 22 - 500). A tolerance of 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 T479 test method. Alternately, paper conforming to JCP-O-60 can be used as an alternate source.

5.4.1 Drying Time: Place a sheet of paper on a smooth, flat surface and partially cover with a second sheet of paper. Place a cylindrical 200 gram weight (25.4mm diameter) on top of the second sheet of paper. Write a five letter word on the exposed portion of the bottom sheet, allow to dry 5 seconds. Immediately thereafter draw the top sheet and weight towards the top of the bottom sheet, across the written characters at a rate of 10 cm per second. The writing should not smear when tested. Examine both sheets for compliance.

5.4.2 Machine Writing Test

5.4.2.1 The machine tests shall be conducted on a Anja model W-10A, Hartley model W10-F 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:	60 degrees to 90 degrees (continuously varying)
Writing Speed:	670 cm plus or minus 10.0 cm/min.
Writing Pattern:	Ellipse

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

7.2.4 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.

7.2. Ordering Information: Purchasers shall select the required options permitted herein, and include the following information in procurement documents:

- A. Title, number, and date of this commercial item description.
- B. Purchasers shall specify the size and color as required (See Classification).
- C. Purchasers shall specify arrangement for inspection and facilities if other than specified.
- D. Purchasers shall specify packaging, packing, and any special marking for shipment,
- E. Identification marking, if other than required.
- F. If bar coding is not required.
- G. Purchasers shall specify palletization, if required.

7.3 National Stock Number Listing:

Stick Pen, Non-Refillable

- 7520-01-060-5820
- 7520-01-060-8513
- 7520-01-058-9975
- 7520-01-060-5821
- 7520-01-058-9978
- 7520-01-058-9977
- 7520-01-058-9976
- 7520-01-059-4125

MILITARY INTERESTS:
NONE: DoD has no registered interest in revisions and amendments to this Commercial Item Description until further Notice.

Preparing Activity:
GSA-FSS