

[Metric]  
 A-A-2916A  
April 24, 1996  
 Superseding  
 A-A-2916  
 September 06, 1995

COMMERCIAL ITEM DESCRIPTION  
 PEN, BALL-POINT, REFILLABLE  
 (RETRACTABLE & NON-RETRACTABLE)

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

1. **Scope:** This Commercial Item Description covers refillable, retractable and non-retractable ball-point pens.

2. **Classification:**

Type:	I	Pen, Ball-Point, Retractable
	II	Pen, Ball-Point, Non-Retractable With Chain
	III	Pen Set, Desk, Non-retractable
Size:	A	Fine Point
	B	Medium Point

3. **Salient Characteristics:**

3.1 **Type I Pens** shall consist of a round barrel, a trim band, a corrosion resistant metal pocket clip attached to the upper barrel portion (cap), a retraction mechanism, a cylindrical ink cartridge (with spring attached) containing permanent ink having a non-corrosive ball. The overall length of the pen, exclusive of the refill operating mechanism, shall be 117.5 mm  $\pm$  13 mm (4 5/8 inches  $\pm$  1/2 inch). This pen is available in fine and medium points in black and blue.

“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 Division, 26 Federal Plaza, New York, NY 10278.”

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3.2 Type II Pens shall consist of a round barrel, a trim band, a cylindrical ink cartridge containing permanent ink having a non-corrosive ball with a length no less than 117.5 mm (4 5/8 inches). When specified, this pen shall be furnished with a weldless bead chain which shall be at least 609.6 mm (24 inches) in length. One end of the securing device shall be attached in the non-writing end of the pen by means of a detachable sleeve or similar means concealed within the barrel. The free end of the chain shall be provided with a fastener having an eye with an inside diameter of at least 2.4 mm (3/32 inches) or other commercially accepted means of securing the pen. This pen is available as a medium point with blue ink.

**3.3 Type III Pen Sets.**

3.3.1 Base. The base shall be of glass, metal, ceramics, plastic, rubber, or a combination of these materials. The base shall be of stable construction and shall be provided with a pad or feet which will not mar a desk top. The pad or feet shall have non-skid properties and be made of natural or synthetic rubber, cork, a combination of rubber and cork, or felt. Vacuum-type base pads or pads with a pressure-sensitive adhesive will not be acceptable. The non-skid type pad or feet shall provide the base with an appreciable resistance to lateral pressure and shall provide no resistance to vertical lift. The base without assembly shall weigh not less than 170.0 grams (6 ounces). The base shall be designed in such a manner that parts will not become separated. If round, the area of the base shall not be less than 51.61 sq. cm (8 square inches) and not more than 103.22 sq. cm (16 square inches). If other than round, no dimension shall be less than 63.5 mm (2 1/2 inches) and the area of the base shall be not less than 77.41 sq. cm (12 square inches) and not more than 129.03 sq. mm (20 square inches). Exclusive of hinged socket, the height shall not exceed 76.2 mm (3 inches).

3.3.2 Pen Assembly. The pen assembly shall be of such design that it will fit the base socket snugly. The pen assembly including the writing tip shall not exceed 190.5 mm (7 1/2 inches) in length and shall be not less than 146.05 mm (5 3/4 inches) in length. It shall have an outside diameter of not less than 7.6 mm (0.030 inches) and not more than 12.6 mm (0.495 inches) at the maximum diameter of the barrel. This pen is available in medium point with black ink.

3.3.3 Barrel. The barrel shall be of plastic, metal, or a combination of these materials, and shall be smoothly finished. The barrel shall be smoothly tapered from the maximum diameter to form a comfortable grip at the writing end, and from the maximum diameter to the non-writing end to form a smooth rounded tip. The barrel shall be provided with matching external threads, which when joined, shall form a rigid barrel. Threads shall be of such size and pitch to produce smooth action in joining barrel sections and withstand ordinary conditions of use. Where strength of the joint is dependent upon the threaded parts only, the threaded portion of each section shall be a minimum of 6.35 mm (1/4 inch).

Where strength of the joint is dependent upon unthreaded parts in addition to threaded parts for the purpose of maintaining rigidity and other performance functions, the manufacturer's standard length of threaded parts will be acceptable provided the barrel meets the requirements specified herein. When both sections of the barrel are made of plastic, the barrel shall be provided with a metal trim band not less than 1.6 mm (1/16-inch in width). The finished thickness of the band shall be not less than .18 mm (.007 inch). The band shall be flush with both sections of the barrel.

3.4 Manufacturer's name or trademark 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 Ink Cartridge. The ink cartridge (with spring attachment) shall be provided in such a manner that the spring will not fall free in normal handling or during replacement. The ink cartridge or pen with ink cartridge shall write smoothly by hand, and shall be reproducible by office copy machines which employ a visible light source in the copy reproduction process. The write out distance shall be not less than 1500 meters (5000 feet). The ink cartridge shall have a non-corrosive ball.

3.6 Retraction Mechanism. The retraction mechanism (type I only) shall be firmly secured into the cap so that no loose parts fall out when inserting or removing the ink cartridge.

3.7 Workmanship. Pens and refills (ink cartridges) 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.

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

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 General Quality Statement. The products provided shall 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 prior to first delivery and thereafter as may be otherwise provided for under the provision of the contract.

**A-A-2916A****5.2 Examination and 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 when sampling for visual and dimensional conformance.

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 either one refill, pen or one pen set. 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.

5.2.4 An inspection lot shall consist of all like items submitted for inspection at one time. The inspection level for visual and dimensional sampling shall be S-4 with an AQL of 2.5 percent defective. The inspection level for performance 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.

5.3 Performance Testing: Testing should be performed on components whenever practical so long as recordkeeping renders 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 value, average not less than 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 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 cylindrical weight, approximately 200 grams and about 25.4 mm (1 inch) in diameter on top of the second sheet of paper. Write a five letter word on the exposed portion of the bottom sheet and 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 approximately 10 cm per second. The writing should not smear when tested. Examine both sheets for compliance.

5.3.3 Machine Writing Test. The machine tests shall be conducted on a Anja model W-10A, Hartley model W10F, Minitex 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° ± 5° (non varying)
	<b>or</b>
	60° to 90° (continuously varying).
Writing Speed:	670 cm ± 10.0 cm/min. (22ft/min.).
Writing Pattern:	<b>Ellipse</b>
Writing Surface:	<b>Polished stainless steel.</b>

5.3.4 The ink cartridge shall be subjected to the following condition and examined for compliance with the Machine Writing Test after being allowed to return to test temperature and humidity:

Condition: 168 hours (7 days) at 60 degrees C ± 2 degrees C in a chamber with the ink cartridges suspended vertically (point down) at 85 to 90 % relative humidity.

5.3.5 After being subjected to the above condition, the ink cartridge shall be written for a minimum distance of 1524 meters (5000 feet). Smooth writing shall start within the first 10 centimeters of the writeout without starvation or fluctuation of the line intensity. The written line shall maintain its relative color intensity throughout the writeout. Visual defects include blobs, skips, dotting and density variations of line intensity. The actual length of each visual defect shall be totaled for each cartridge and shall not exceed 1% of the written line.

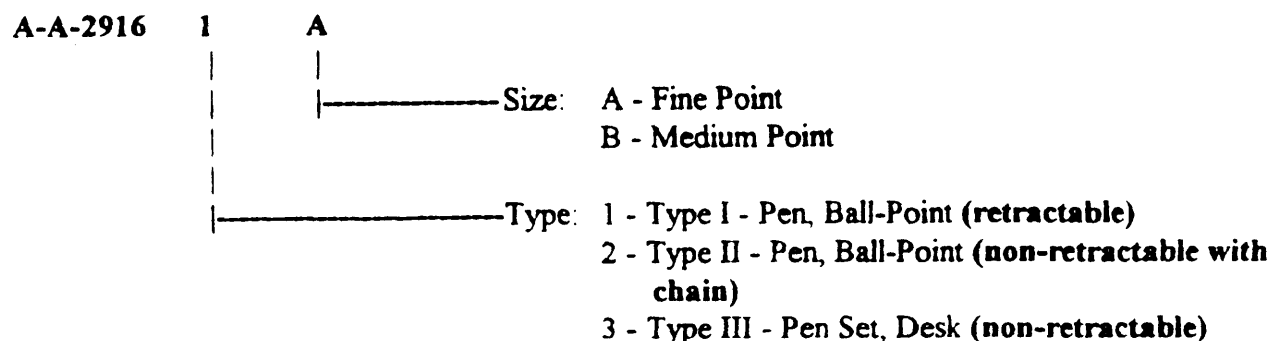
## 6. Packaging:

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

**A-A-2916A****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.

**This example describes a part numbering system for CID A-A-2916:**



**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** Technical Association of the Pulp and Paper Industry (TAPPI) T479 method may be obtained from TAPPI, Technology Park, PO Box 105113, Atlanta, Georgia, 30348-5113.

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

**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, WI 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.

**7.2.5** 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 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 type, color and point size required.

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7.4 National Stock Number Listing (NSN). 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, Ball-Point**

7520-00-491-2917  
 7520-00-543-7149  
 7520-00-935-7135  
 7520-00-935-7136  
 7520-01-332-2833  
 7520-01-332-3967

**Refill, Ball-Point**

7510-00-543-6792  
 7510-00-543-6793  
 7510-00-754-2688  
 7510-00-754-2689  
 7510-00-754-2691

**Pen Set, Desk**

7520-00-106-9840

**MILITARY INTERESTS:**

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

**Preparing Activity:**

GSA-FSS