

[METRIC]
A-A-2924
September 13, 1996

COMMERCIAL ITEM DESCRIPTION

CALENDAR PADS

The General Services Administration has authorized the use of this commercial item description for all Federal agencies, in preference to Federal Specification GG-C-101F which has been canceled.

1. SCOPE This specification covers calendar pads designed for desktop use.
2. Classification. The calendar pads shall be of the following types and sizes as specified (see 7.1):
 - 2.1 Type I Loose leaf, 7.6 X 9.2 cm (3 x 3-5/8 inch) pages.
Type II Loose leaf, 9.2 X 14.9 cm (3-5/8 x 5-7/8 inch) pages.
 - 2.2 Year - The year on the pad shall be as specified.
3. Salient Characteristics.
 - 3.1 Calendar Pads (paper). Paper. All paper used for calendar pads shall conform to CID A-A-2804, type V, white (17 x 22 -1,000 sheets, 32 - 40 pound weight), except that folding endurance of the paper may be disregarded. At the option of the manufacturer, the first page may be other than white. However, the printing must be clearly legible and the contractor must supply the same color first page for the entire agreement.

Beneficial comments, recommendations, additions, deletions, clarification, ect. and any data which may improve this document should be sent to:
General Services Administration, Engineering Division
(2FYEE), Rm. 20-130, 26 Federal Plaza, NEW YORK , NY 10278.

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3.2 Calendar Pads (Design and construction).

3.2.1 Pads, types I and II, Exposed pages of all calendar pads shall show the day of the week, day of the month (in type not smaller than 30 point Vogue Extra Bold or equal), month and year; shall show the number of expired and unexpired days of the year in type not smaller than 12 point Vogue Bold or equal and located 0.95 ± 0.32 cm ($3/8$ inch $\pm 1/8$ inch) from the bottom of the page; and shall show the previous, present, and following months in type not smaller than 6 point Vogue Bold or equal. Major holidays shall be indicated on the respective individual pages of the pad. This includes at least the following:

New Year's Day	Birthd	ay of Martin Luther King, Jr
Washington's Birthday	Memorial Day	Independence Day
Labor Day	Columbus Day	Veterans Day
Thanksgiving Day	Christmas Day	

Also, on the right hand side of page, include the following statements on the following dates:

January 31 - Thrift Savings Plan open season ends.

May 15 - Thrift Savings Plan open season
May 15 - July 31.

July 31 - Thrift Savings Plan open season ends.

November 15 - Thrift Savings Plan open season
November 15 - January 31 of the following year.

A last page, or pages, shall show the complete 12-month calendars for the previous, present, and following years. All printing shall be sharp and clear.

3.2.2 Type I Pad. The pad shall conform to the requirements stated in 3.1. The page size shall be $7.62 \times 9.21 \pm 0.64$ cm ($3 \times 3-5/8 \pm 1/4$ inches). The page shall be punched with two holes 0.64 ± 0.08 cm ($1/4 \pm 1/32$ inch) in diameter, and shall be spaced on 3.12 cm ($1-1/4$ inch) centers. The top punched hole shall be located 0.95 ± 0.08 cm ($3/8 \pm 1/32$ inch) from top edge of pad to center of hole, and 0.79 ± 0.12 cm ($5/16 \pm 3/64$ inch) from side edge of pad to center of hole. There shall be two pages for each day of the year except that Saturday and Sunday may have one page each, and shall be printed on the reverse pages for Friday and Monday respectively. Each exposed page shall have blank or line space for memoranda.

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3.3.3 Type II Pad. The pad shall conform to the requirements stated in 3.1. The page size shall be 9.20 x 14.92 cm (Tolerance of + 0.32, - 0.95 cm) (3-5/8 x 5-7/8 inch Tolerance of + 1/8, -3/8 inch) on the length and ± 0.64 cm ($\pm 1/4$ inch) on the width. The page shall be punched with two holes 0.64 ± 0.08 cm ($1/4 \pm 1/32$ inch) in diameter and shall be spaced on 5.08 cm (2 inch centers). The top punched hole shall be located 1.27 ± 0.16 cm ($1/2 \pm 1/16$ inch) from top edge of pad to center of hole, and 0.79 ± 0.12 cm ($5/16 \pm 3/64$) inch from side edge of pad to center of hole. There shall be two printed pages for each day of the year except that Saturday and Sunday may have one page each, and shall be printed on the reverse sides of the pages for Friday and Monday, respectively. Unless otherwise specified, the exposed page of the left-hand side of the pad shall have an appointment schedule, and the schedule shall be by periods of either 30 or 60 minutes, and at least from 9:00 AM thru 5:00 PM. The other exposed page shall have blank or line space for memoranda (see 7.1).

3.4 Workmanship. The pads shall be free from frayed edges or tears, smudges and faulty printing. The pads shall be uniform in color and shall be free from any defects in material and workmanship which may affect appearance or serviceability. (Note - The contractor may add additional information on the first page provided all other required information is included and legible.)

4. Regulatory Requirements:

3.1 Certification: The contractor shall certify that the regulatory requirements shall be as specified in the Ordering Data. 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 provisions of the contract.

3.1.1 Labeling: The recycled content shall be marked on the product or unit pack.

3.2. 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 first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

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5. QUALITY ASSURANCE PROVISIONS:

Product Conformance. The product provided shall meet the salient characteristics of this commercial item description, conform to 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.

6. PACKAGING.

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

7. NOTES

7.1 The issue date in effect on date of invitation for bids or request for proposal shall apply Unless Otherwise Specified.

7.2 Ordering data. Purchasers should select the preferred options permitted herein and include the following information in procurement documents:

- (a) Type required (see 2.1).
- (b) Calendar year required (see 2.2).

7.3 Source of Documents.

7.3.1 The Code of Federal Regulations(CFR) may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC, 20402.

7.3.2 Copies of Executive Order 12873, dated October 20, 1993 may be obtained from: The White House Publications Office, New Executive Office Building, White House, Att: Publications, Washington, DC. 20500 (202) 395-7392.

MILITARY INTERESTS:

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

Preparing Activity:

GSA-FSS