

UU-J-390C
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SUPERSEDING
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FEDERAL SPECIFICATION
JACKET, FILING, WALLET AND
ENVELOPE, WALLET

This specification was approved by the Commissioner, Federal Supply Service, General Services Administration, for the use of all Federal agencies.

1. SCOPE AND CLASSIFICATION

1.1 Scope. This specification covers expansion type filing jackets and expansion type wallet envelopes for general office use.

1.2 Classification.

1.2.1 Styles. Jackets and envelopes covered by this specification shall be of the following styles as specified (see 6.2):

Jacket, Filing, Wallet:

Style 1--7/8 inch expansion
Style 2--1-3/4 inch expansion
Style 3--3-1/2 inch expansion

Envelope, Wallet:

Style 1--7/8 inch expansion
Style 2--1-3/4 inch expansion
Style 3--3-1/2 inch expansion
Style 4--2-5/8 inch expansion

2. APPLICABLE DOCUMENTS

2.1 The following documents of the issue in effect on date of invitation for bids or request for proposal, form a part of the specification to the extent specified herein.

Federal Specification:

PPP-B-636 - Boxes, Shipping, Fiberboard.

Federal Standards:

Fed. Std. No. 123 - Marking for Domestic Shipment (Civil Agencies).
Fed. Std. No. 191 - Textile Test Methods.

(Activities outside the Federal Government may obtain copies of Federal Specifications, Standards, and Handbooks as outlined under General Information in the Index of Federal Specifications and Standards and at the prices indicated in the Index. The Index, which includes cumulative monthly supplements as issued, is for sale on a subscription basis by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

(Single copies of this specification and other product specifications required by activities outside the Federal Government for bidding purposes are available without charge at the General Services Administration Regional Offices in Boston, New York, Washington, DC, Atlanta, Chicago, Kansas City, MO, Dallas, Denver, San Francisco, Los Angeles, and Seattle, Wash.

(Federal Government activities may obtain copies of Federal Specifications, Standards, and Handbooks and the Index of Federal Specifications and Standards from established distribution points in their agencies.)

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Military Standards:

MIL-STD-105 - Sampling Procedures and Tables for Inspection by Attributes.
 MIL-STD-129 - Marking for Shipment and Storage.

(Copies of Military specifications, standards, drawings and publications required by suppliers in connection with specific procurement functions should be obtained from the procuring activity or as directed by the contracting officer.)

2.2 Other publications. The following documents form a part of this specification to the extent specified herein. Unless otherwise indicated, the issue in effect on date of invitation for bids or request for proposal shall apply.

National Motor Freight Traffic Association, Incorporated, Agent:National Motor Freight Classification.

(Application for copies shall be addressed to the National Motor Freight Traffic Association, Inc., Agent, 1616 P Street N.W., Washington, DC 20036.)

Uniform Classification Committee, Agent:Uniform Freight Classification.

(Application for copies should be addressed to the Uniform Classification Committee, Tariff Publishing Officer, Room 1106, 222 South Riverside Plaza, Chicago, Illinois 60606.)

Technical Association of the Pulp and Paper Industry (TAPPI) Standards:

- T 402 - Standard Conditioning and Testing Atmospheres for Paper, Board, Pulp Handsheets and Related Products.
- T 403 - Bursting Strength of Paper.
- T 410 - Weight per Unit Area (Basis Weight or Substance) of Paper or Paperboard.
- T 411 - Thickness (Caliper) of Paper and Paperboard.
- T 414 - Internal Tearing Resistance of Paper.
- T 511 - Folding Endurance of Paper (MIT Tester).

(Application for copies should be addressed to the Technical Society of the Pulp and Paper Industry, One Dunwoody Park, Atlanta, Georgia 30341.)

(Technical society and technical association specifications and standards are generally available for reference from libraries. They are also distributed among technical groups and using Federal agencies.)

3. REQUIREMENTS.

3.1 Material.

3.1.1 Fiber composition. The fiber furnish for the leaves, flaps and gusset shall be made from fibrous, cellulosic material and shall conform to the physical requirements of Table I.

Table I. Physical Requirements

Characteristic	Gusset	Leaves (2-ply)	Flap of Wallets
Basis weight (24 x 36-500), pounds, not less than	150	260	260
Thickness, inch, not less than	0.010	0.018	0.018
Burst, pounds per square inch (psi), minimum	115	250	250
Tear, grams, average both directions, minimum	300	600	600
Folding endurance, MD, minimum	600		
CD, minimum	375		

3.1.2 Ties. The ties shall be either cloth or elastic as specified (see 6.2).

3.1.2.1 Cloth. The ties shall be woven tape made of cotton or other suitable material. The tapes shall be not less than 1/4 inch wide. There shall be not less than 17 yarns in the warp direction and not less than 12 yarns per inch in the filling

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direction and the tape shall have a longitudinal or warp tensile strength of not less than 25 pounds when tested as specified in 4.2. The ties shall be one continuous piece and sufficiently long to completely encircle the envelope in the short dimension when fully expanded and leave at least six inches on each end for tying.

3.1.2.2 Elastic. The tie shall be a continuous, braid-covered elastic approximately 1/8 inch in diameter and shall be capable of stretching three and one-half times the shortest dimension of the envelope. It shall be held together by a metal clip and threaded through two eyelets spaced 1-3/4 inches center to center on the flap; or the ends of the elastic shall be joined together by a ball closure and secured through one eyelet.

3.1.3 Adhesive. The adhesive shall be of a type commonly used for bonding paper in commercial practice. When used in two-ply constructions, the adhesive shall bond securely and show fiber failure over the entire area of adhesive application when plies are separated by hand, as specified in 4.3.2.

3.2 Color. Unless otherwise specified, outer stock shall be red in color. Inner stock shall be red, salmon, or manila in color, as specified. Gusset stock shall be the same color as the outer stock. (See 6.2)

3.3 Sizes. Jackets and envelopes shall be provided in the following sizes:

<u>Jacket, filing, wallet</u>	<u>Envelope, wallet</u>
9-1/2 x 11-3/4 inches	9-1/2 x 11-3/4 inches
9-1/2 x 14-3/4 inches	9-1/2 x 14-3/4 inches
9-1/2 x 18 inches	10 x 15 inches
	10 x 16 inches
	9-1/2 x 4 inches

3.4 Construction.

3.4.1 Jackets. Jackets shall be without flaps and shall have at least half-height gussets and plain, untabbed edges. The 9-1/2 x 18 inch size jackets shall have a full gusset. Both back and front leaves shall be of double ply construction, possessing the physical characteristics listed in table I, and shall be glued in accordance with 3.1.3 or shall be formed during manufacture. The paper components shall meet the requirements of 3.1.1. The gusset shall be made of stock conforming to the requirements of 3.1.1, shall be of one-piece construction, and shall be accurately folded and securely glued in place between the plies. When seams are pulled apart by hand, the failure shall be entirely in the paper and not in the glue line, where applicable. The number of gusset folds for each expansion shall be as follows:

7/8-inch expansion--1 fold
 1-3/4-inch expansion--2 folds
 3-1/2-inch expansion--4 folds

The inside face of the gusset near the top shall be reinforced with cloth, polymeric nonwoven material or latex impregnated fiber, normally used for this purpose, of not less than 3/4 inch width, securely glued on the inside. The front leaf shall be 1/2 inch + 1/8 inch lower than the top of the back leaf.

3.4.2 Envelopes (wallet), with or without ties. Envelopes shall be provided with laps and full height gussets. Both back and front leaves shall be of double-ply construction, possessing the physical characteristics listed in table I and shall be securely glued in accordance with 3.1.3 or shall be formed during manufacture. The front leaf shall consist of one piece of material folded over at the top to form both leaves. The flap shall be a continuation of the inner and outer plies of the back leaf and shall overlap the front a minimum of 4 inches, when fully expanded. For the 9-1/2 x 4 inch size the flap shall overlap not less than 2 inches. When the envelope is unexpanded the flap shall not extend beyond the bottom edge of the front leaf. The laps shall be scored horizontally at various locations for folding the flap within the expansive range of the wallet. The corners of the flap shall be rounded. Gussets shall be made of stock conforming to the requirements of 3.1.1, shall be of one piece construction, and shall be accurately folded and securely glued in place between the

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plies. When seams are pulled apart by hand, the failure shall be entirely in the paper and not in the glue line, where applicable. The number of gusset folds for each expansion shall be as follows:

- 7/8-inch expansion--1 fold
- 1-3/4-inch expansion--2 folds
- 2-5/8-inch expansion--3 folds
- 3-1/2-inch expansion--4 folds

The inside face of the gusset near the top shall be reinforced with cloth, polymeric nonwoven material or latex impregnated fiber, normally used for this purpose, of not less than 3/4 inch width, securely glued on the inside. When specified (see 6.2), the envelopes shall be equipped with ties complying with the requirements of 3.1.2; ties to be securely fastened.

3.5 Dimensional tolerances. The permissible tolerance on the sizes and style expansions listed in 3.3, 3.4.1 and 3.4.2 shall be $\pm 1/16$ inch.

3.6 Workmanship. The jackets or envelopes, as applicable, shall lie flat and shall conform to the acceptable levels of quality established in section 4.

4. QUALITY ASSURANCE PROVISIONS

4.1 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 may utilize his own facilities or any commercial laboratory acceptable to 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.

4.1.1 Inspection. Sampling for examination and tests shall be performed in accordance with MIL-STD-105, except where otherwise noted. For purposes of sampling, a lot shall consist of jackets or envelopes of one style and size.

4.1.2 Inspection of components and materials. In accordance with 4.1, the supplier is responsible for insuring that components and materials were manufactured, examined, and tested in accordance with this specification or referenced subsidiary specifications and standards.

4.1.2.1 Component testing. Each lot of paper material, gusset material, cloth for ties and elastic for ties used for the fabrication of filing jackets and wallets shall be tested in accordance with the applicable test methods specified hereinafter, to determine compliance with the requirements of section 3. Each inspection lot shall consist of a component of a single grade manufactured by the same source, under essentially the same conditions and used in the production of the quantity of the end item submitted for inspection at one time.

4.1.2.2 Evidence of compliance. In lieu of using his own facilities, the contractor may submit a report of analysis of component materials from a laboratory acceptable to the Government, whether an independent test facility or the laboratory of the raw material supplier, as evidence of compliance with the specification requirements. The report of analysis shall include, in addition to the actual data, the manufacturer's name and address of the testing laboratory, date of test, and quantity of material represented by the test report.

4.2 Testing of components. The component materials shall be tested for the applicable characteristics in table III. The methods of testing as listed in table III shall be followed. The lot shall consist of one shipment of paper or tape received at one time from one source of supply and shall be expressed in pounds of paper and in yards of tape, as applicable. The sample unit shall be 1000 square inches of paper used to make the gussets, leaves, and wallet flaps, and 1-1/2 yards of tape of the specified width used for the ties. The sample units shall be selected from each lot of paper and tape components in accordance with table II. There shall be no failure to meet the sample unit or lot average requirements.

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TABLE II. Sample size

Pounds of paper or yards of tape in the lot	Sample Size
800 or less	2
801 to 22,000	3
22,001 and over	5

TABLE III. Testing of components

Characteristic	Specification		Requirements		No. determ. per sample unit	Results reported as numerically to nearest
	Reference	Test	applicable to	Lot		
	Rqmt	method	3/	unit		
Paper (gussets, leaves, flaps)						
Atmospheric condi- tions	4.2	T 402	All testing of paper components			
Basis weight	Table I	T 410		X	1	1 pound
Thickness	Table I	T 411		X	10	0.001 inch
Burst	Table I	T 403		X	10	1 psi
Tear (each direction)	Table I	T 414		X	10	1 gram
Folding endurance	Table I	T 511		X	10	1 fold
Tape (envelope ties)						
Threads:						
Warp	3.1.2.1	5050 2/	X		1	Whole number
Filling	3.1.2.1	5050 2/	X		1	Whole number
Tensile:						
Warp	3.1.2.1	5100 1/		X	1	1.0 pound

1/ Indicates test method of Fed. Std. No. 191, except that the breaking strength shall be determined on the full width of the tape, and the jaw dimensions shall be greater in the width of the tape.

2/ Indicates test method of Fed. Std. No. 191.

3/ TAPPI test methods unless otherwise indicated.

4.3 Inspection of the end item.

4.3.1 Examination of the end item. The end item shall be examined in accordance with the defects set forth in the applicable subparagraphs at the inspection levels and acceptable quality levels (AQL's) in 4.3.1.4. Random samples shall be drawn from each lot of the end items of the same style and size, as applicable, for examination of visual, dimensional, count, and preparation for delivery defects. The lot size, for purposes of determining the sample size in accordance with MIL-STD-105, shall be expressed in units of jackets or envelopes for examinations in 4.3.1.1, 4.3.1.2, and in units of shipping containers for examination under 4.3.1.3.

4.3.1.1 Examination of the end item for defects in appearance, construction and general workmanship. The sample unit for this examination shall be one jacket or envelope, as applicable, randomly selected. The sample size shall be accumulated by selecting an approximate equal number of jackets or envelopes, as applicable, from each of the packages selected in accordance with 4.3.1.3.

Examine	Defects
Workmanship and construction (general)	Not clean; any mark or discoloration. Hole, tear, crease, wrinkle. Blister, lump, or ply separation. Warp or buckle. Leaves not two ply.
Appearance	Outer stock not red. Gusset stock not same color as outer stock. Inner stock not color specified.

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Table cont.

Examine	Defects
Gussets	Not height required. Number of folds not as specified for expansion. Not one piece. Not securely glued between plies of front and back leaves. Not cloth reinforced on top of inner surface.
Envelopes: Flaps	Not continuation of back leaf. Not rounded on corners. Not scored.
Cloth ties, when specified	Not present. Not one piece. Not securely fastened or threaded through two eyelets.
Elastic ties, when specified	Not one piece. Not braid-covered. Not securely fastened.

4.3.1.2 Examination for defects in dimensions. The sample unit for this examination shall be one jacket or envelope.

Examine	Defects
Size	Varies from dimensions specified by more than $\pm 1/16$ inch.
Expansion	Varies from expansion specified by more than $\pm 1/16$ inch.
Jackets Leaves	Front leaf not $1/2$ inch $\pm 1/8$ inch shorter than back leaf.
Gusset reinforcement	Less than $3/4$ inch wide.
Envelopes Cloth ties Length	Does not exceed expanded envelope short dimension by six or more inches at each end.
Width	Less than $1/4$ inch wide.
Elastic ties Length	Not capable of stretching $3-1/2$ times the shortest dimension of the envelope.
Flaps	Flap does not overlap front by 4 inches when envelope is fully expanded (not applicable to $9-1/2 \times 4$ inch size). For the $9-1/2 \times 4$ inch size the overlap required is 2 inches. Flap extends more than $1/8$ inch beyond bottom edge, when unexpanded.
Gusset reinforcement	Less than $3/4$ inch wide.

4.3.1.3 Examination of preparation for delivery. An examination shall be made to determine whether markings, materials, workmanship, contents, and weights comply with the requirements of section 5 of this specification. The sample unit shall be one shipping container, fully packed. An equal number of closed shipping containers shall be examined for closure defects. One package shall be taken for count from each open shipping container examined. The lot shall be unacceptable if the average number of jackets or envelopes per package for the sample size examined is less than specified.

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Examine	Defects
Containers	Not as specified.
Contents	More or less than required.
Markings	Omitted; incorrect; illegible; improper size, location, sequence or method of application.
Materials	Component missing or damaged.
Workmanship	Bulging or distortion of containers. Cushioning inadequate, improper or missing.

4.3.1.3.1 Examination for closure of shipping containers. When shipping containers are required to be in accordance with PPP-B-636, examination for defects in closure and strapping shall be in accordance with the appendix of that specification.

4.3.1.4 Inspection levels and acceptable quality levels (AQL's) for examination. The inspection levels, for determining the sample size, and the acceptable quality levels (AQL's) expressed in defects per 100 units shall be as follows:

Examination paragraph	Inspection level	AQLs
4.3.1.1	I	2.5
4.3.1.2	S-3	4.0
4.3.1.3	S-2	2.5

4.3.2 Testing of the end item. The end item shall be tested for adhesive failure as specified in 4.4.1 for each lot of material. The sample unit shall be one jacket or envelope, as applicable. The lot size, for the purpose of determining the sample size in accordance with MIL-STD-105 shall be expressed in units of jackets or envelopes, as applicable. The inspection level shall be S-1 and the acceptable quality level shall be 2.5, expressed as defects per hundred jackets or envelopes.

4.4 Tests.

4.4.1 Adhesive. The specimen for this test shall be one jacket or envelope, as applicable. The failure shall be entirely in the paper and not in the glue line. Separate the glued, two-ply leaves by hand.

5. PREPARATION FOR DELIVERY

5.1 Packaging. Packaging shall be level A, B, or C, as specified (see 6.2).

5.1.1 Level A. Twenty-five jackets or envelopes of one size and style only shall be alternated top to bottom and packaged in a snug-fitting fiberboard box conforming to style RSC, type CF, class domestic, variety optional of PPP-B-636. Closure shall be in accordance with the appendix of the box specification.

5.1.2 Level B. Jackets and envelopes do not require packaging.

5.1.3 Level C. Jackets and envelopes shall be packaged to afford adequate protection against damage during shipment from the supply source to the first receiving agency.

5.2 Packing. Packing shall be level A, B, or C, as specified (see 6.2).

5.2.1 Level A. Jackets or envelopes, packaged as specified in 5.1, shall be packed in a snug-fitting fiberboard shipping container conforming to V3c or V3s, style RSC of PPP-B-636. Each shipping container shall be closed, waterproofed by means of tape and reinforced with flat steel strapping or tape banding in accordance with the appendix of the container specification. The weight of contents of each shipping container shall not exceed 65 pounds.

5.2.2 Level B. Twenty-five jackets or envelopes of one size and style which have been alternated top to bottom shall be packed in a box conforming to PPP-B-636, class domestic. Closure shall be in accordance with the appendix of the box specification.

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5.2.3 Level C. Jackets and envelopes in quantities as specified (see 6.2), packaged as specified (see 5.1) shall be packed in containers to assure carrier acceptance and safe arrival at destination in compliance with Uniform Freight Classification or National Motor Freight Classification.

5.3 Marking. In addition to any special markings required by the procurement document, marking of the interior packages and exterior shipping container shall be in accordance with Fed. Std. No. 123 for civil agencies or MIL-STD-129 for military agencies, as applicable (see 6.2).

6. NOTES

6.1 Intended use. The jacket, filing, wallet is intended for use in filing cabinets and the envelope wallet for use in carrying papers.

6.2 Ordering data. Purchasers should exercise any desired options offered herein and procurement documents should specify the following:

- (a) Title, number, and date of this specification.
- (b) Whether jackets or envelopes are required (see 1.2).
- (c) Style and size required (see 1.2.1 and 3.3).
- (d) Color of inner stock required (see 3.2).
- (e) Whether ties for envelopes are required (see 3.1.2 and 3.4.2).
- (f) Selection of applicable levels of packaging and packing (see 5.1 and 5.2).
- (g) Selection of applicable marking document (see 5.3).
- (h) Elastic or cloth ties (see 3.1.2).

MILITARY INTEREST

Army-GL
Navy-SA
Air Force - 84

Preparing Activity:

GSA-FSS

Civil Agencies Coordinating Activity

GSA-FSS

Orders for this publication are to be placed with General Services Administration, acting as an agent for the Superintendent of Documents. See Section 2 of this specification to obtain extra copies and other documents referenced herein. Price 10 cents each.