

COMMERCIAL ITEM DESCRIPTION  
EXECUTIVE TYPE - BALLPOINT PENS / FOUNTAIN PENS & SETS  
(Retractable, 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 executive type refillable, retractable and permanent ink, ball-point, and executive type fountain pens and fountain pen sets (as specified).

2. **Classification:**

<b>Type:</b>	I.	Pen, BallPoint, Executive	
	II.	Pen, Fountain, Executive	
	III.	Pen Set, Executive	
	IV.	Pen, BallPoint	
<b>Color:</b>	A.	Black	
	B.	Blue	
<b>Size:</b>	1.	Fine Point	(0.8000 ± 0.0025 mm)
	2.	Medium Point	(1.000 ± 0.0025 mm)

3. **Characteristics:**

3.1 Type I pens shall consist of an upper and lower barrel of metal, with gold colored trimmings, a retraction mechanism and replaceable ink cartridge. The overall length of this type pen shall be 13.4 ± 1.3 cm (5.3 ± 0.5 inches). The color of ink shall be in accordance with the manufacturer's normal commercial practice and or as specified in the ordering document.

3.1.1 Type I Refills. Replacement cartridges shall consist of a non-corrosive writing ball producing medium or fine line writing, a cylindrical ink reservoir containing permanent black or blue ink. The overall length shall be 11.75 cm ± 1.3 cm (4.625 inches ± 0.5 inch). The cartridge shall write a minimum distance of 1524 meters (5000 feet). The ink cartridge shall conform to the performance characteristic tests as outlined in paragraph 5.2.

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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3.2 Type II pens shall consist of a barrel and cap of metal, with gold-finish pocket clip and accenting. Writing point shall be of stainless metal with gold finish. Pens shall include one ink cartridge. The overall length of this type pen shall be  $13.4 \pm 1.3$  cm ( $5.3 \pm 0.5$  inches). The color of ink shall be in accordance with the manufacturer's normal commercial practice and / or as specified in the ordering document. Additionally, each individual fountain pen shall be supplied with a refill cartridge of the alternate ink color. The fountain pen shall conform to the performance characteristic tests as outlined in paragraph 5.3.

3.2.1 Type II Refills. Replacement cartridges shall consist of a sealed, cylindrical plastic ink reservoir, containing permanent black or blue ink and adapted for insertion into a fountain pen writing nib. The overall length shall be  $3.8 \pm 0.65$  cm ( $1.5 \pm 0.25$  inches), the overall weight of a filled cartridge shall be 1.1 grams minimum.

3.3 Type III pen sets shall consist of one (1) Executive Ballpoint Pen and one (1) Executive Fountain Pen. Both pens shall have the same color of ink in accordance with the manufacturers normal commercial practice and or as specified in the ordering document and shall be supplied with one ink cartridge of the appropriate color. Ink cartridge supplied, shall be a medium point.

3.3.1 Type III Refills. Replacement cartridges shall be in accordance with paragraphs 3.1.1 and 3.2.1 and shall meet the performance requirements as outlined in paragraph (s) 5.2 and 5.3.

3.4 Type IV pens shall consist of a upper and lower barrel with cap of composite plastic resin, metal pocket clip, twist action mechanism, and replaceable ink cartridge. The overall length of this pen shall be  $14.0 \text{ cm} \pm 1.3 \text{ cm}$  ( $5.5 \text{ inches} \pm 0.5 \text{ inch}$ ). The clip and exterior metal components shall be of appropriate finish.

3.4.1 Type IV Refills. Replacement cartridges shall consist of a non-corrosive writing ball producing medium line writing, a cylindrical ink reservoir containing permanent black ink with plastic threaded cap to hold refill securely in the retraction mechanism. The overall length shall be  $11.75 \text{ cm} \pm 1.3 \text{ cm}$  ( $4.625 \text{ inches} \pm 0.5 \text{ inch}$ ). The cartridge shall write a minimum distance of 1524 meters (5000 feet). The ink cartridge shall conform to the performance characteristic tests as outlined in paragraph 5.2.

3.4.2 Type IV Barrel Colors. The color of the barrels shall be provided in Black, Green, Blue, Red, or White, as specified in the contract or ordering document.

3.5 The manufacturer's name, trademark and or current commercial pen markings shall be exhibited on the pen or cartridge. Placement of these permanent markings shall be at the option of the manufacturer, provided they are prominently displayed.

3.6 The pens shall write smoothly by hand, while producing a legible permanent line. The line shall be reproducible by office copy machines, which employ a visible light source in the reproduction process (xerographic).

3.7 Shelf Life. Pens 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 characteristics tests as outlined in paragraph 5.2. and 5.3.

3.8 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 offeror/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 Provisions:

5.1 Product Conformance. The products provided shall meet the salient characteristics of this commercial item description. The quality of the product sold to the government shall be equal to or better than the quality of the product sold by the manufacturer in the commercial market. The government reserves the right to require proof of such conformance.

**THE FOLLOWING APPLIES TO TYPE I AND BALL-POINT PENS IN TYPE III**

5.2 Performance Tests. Testing shall be performed on components whenever practical as 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 % plus or minus 10% relative humidity. Test paper shall be in accordance with A-A-2804A, type III 25 % white bond paper having a pH of 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 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.

**5.2.2 Machine Writing Test.**

**5.2.2.1** The machine tests shall be conducted on an Anja model W-10A, Hartley model W10-F, or 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 degrees to 90 degrees (continuously varying)
Writing Speed:	4.5 meter/minute (14.8 ft/minute)
	<b>OR</b>
	6.705 meter/minute (22 ft/minute)
Writing Pattern:	Ellipse
Writing Surface:	Polished Stainless Steel

**5.2.2.2** 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:

**5.2.2.3 Conditioning.** 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.

**5.2.2.4** 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-cm of the write-out without starvation or fluctuation of line intensity. The written line shall maintain its relative color intensity throughout the write-out. Visual defects include blobs, skips, dotting and density variations. The actual approximated length of each visual defect shall be totaled for each cartridge and shall not exceed 1% of the written line.

**THE FOLLOWING APPLIES TO TYPE II AND FOUNTAIN PENS IN TYPE III**

**5.3 Performance Tests.** Testing shall be performed on components whenever practical as long as recordkeeping renders traceability. Unless otherwise specified tests shall be conducted in an atmosphere of twenty-one (21) degrees centigrade ± five (5) degrees centigrade and 50 % plus or minus 10% relative humidity. Test paper shall be in accordance with A-A-2804A, type III 25 % white bond paper having a pH of 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. Alternately, paper conforming to JCP-O-60 can be used as an alternate source.

**5.3.1 Ink Cartridge:** Weigh a fresh cartridge and ensure that the cartridge weight is 1.1 grams minimum. Insert the fresh cartridge into the writing nib. Stand the fountain pen vertically in the nib's downward position for three (3) minutes. No evidence of ink leakage shall be apparent.

## 6. Packaging:

6.1 Preservation, packing, palletization 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.

This example describes a medium point, blue, ballpoint pen.

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				Size: 1 – Fine Point
				2 – Medium Point
				Color: A – Black
				B – Blue
				Type 1 – Type I – Pen, BallPoint, Executive
				2 – Type II – Pen, Fountain, Executive
				3 – Type III – Pen Set, Executive
				4 – Type IV – Pen BallPoint

**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) T583 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.

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**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.

**7.2.4** Copies of Federal Standards and Specifications may be obtained from the General Services Administration Specifications Section (3FBP-W) in Suite 8100 at 470 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 the commercial item description. The list may not be indicative of all possible nsn's associated with the commercial item description.

**Pen, BallPoint, Retractable, Executive**

7520-01-451-2274  
7520-01-451-2275  
7520-01-451-2276  
7520-01-451-2279

**Refill, Pen, Retractable, Executive**

7510-01-425-6802  
7510-01-451-9182  
7510-01-451-9185  
7510-01-451-9187

**Pen, Fountain**

7520-01-451-2277  
7520-01-451-2278

**Pen Set, Executive**

7520-01-451-9188  
7520-01-451-9192

**Refill, Fountain**

7510-01-451-9186  
7510-01-451-9191

**Pen, BallPoint**

7520-01-424-4846  
7520-01-424-4848  
7520-01-424-4860  
7520-01-424-4871  
7520-01-424-4881

**MILITARY INTERESTS:**

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

**Preparing Activity:**

GSA-FSS