DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF INFORMATION OFFICER
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19 August 2019

MEMORANDUM FOR DISTRIBUTION

Subj: POLICY AND GUIDANCE REGARDING MANAGEMENT OF DEPARTMENT OF THE NAVY COPIERS, PRINTERS, FAX MACHINES, SCANNERS, AND MULTIFUNCTIONAL DEVICES

Ref: (a) Department of the Navy (DON) Chief Information Officer (CIO) Memorandum, "Mandatory Guidance Regarding Management of Department of the Navy Copiers, Printers, Fax Machines, Scanners, and Multifunction Devices," of January 25, 2013
(b) Executive Order 13589, "Promoting Efficient Spending," of November 9, 2011
(c) Department of Defense (DoD) Chief Information Officer (CIO) Memorandum, "Optimizing Use of Employee Information Technology (IT) Devices and Other Information Technologies to Achieve Efficiencies," of February 17, 2012
(d) DoD Instruction 5330.03, "Defense Logistics Agency (DLA) Document Services," Change 1, of August 31, 2018

Encl: (1) Printing Best Practices

This memorandum cancels and replaces reference (a).

The purpose of this memorandum is to provide updated enterprise-wide Department of the Navy (DON) policy and guidance for the management and use (including procurement and disposal) of all networked and stand-alone DON copiers, printers, fax machines, scanners (CPFSs), multifunctional devices (MFDs), and related consumables and support services. This updated policy is effective immediately and applies to all CPFSs and MFDs used in the office environment and supporting establishment. It is not applicable to large printing production facility capabilities or tactical printing capabilities.

Reference (b) encourages all Federal agencies to establish processes and policies to more efficiently manage the costs associated with printing. Reference (c) provides DoD guidance for optimizing copier, printer, and MFD use. Reference (d) established Defense Logistics Agency Document Services (DLADS) as DoD's single manager for printing and high speed-high volume duplicating, including the operation of DoD in-house facilities and the procurement of these services from outside the DoD, and as the preferred provider of document conversion and/or automation services (all of which is hereafter referred to collectively as "document services") in the DoD, excluding the following:

- DoD intelligence agencies (the Defense Intelligence Agency, National Security Agency, and National Geospatial-Intelligence Agency).
- Tactical activities and National Guard and Reserve organizations, except as mutually agreed by the cognizant DoD Component and the Director, DLADS.

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To support the proper management of DON CPFSs and MFDs, the following policy and guidance is directed:

The DON OCIO will:

- Maintain a DON CPFS and MFD policy;
- Monitor progress, cost savings metrics, and waivers; and
- Assist in identifying and removing obstacles to achieving maximum cost savings.

The DON Assistant for Administration (DON/AA), DON Deputy CIO (Navy), and DON Deputy CIO (Marine Corps) will:

- Develop and maintain policy for the Secretariat, Navy and Marine Corps respectively that includes direction to acquire, sustain, and retire CPFSs, MFDs and related consumables and maintenance support, using DLADS as the preferred provider for these capabilities unless an alternative provider is found to be the best value;
- Serve as or assign a CPFS/MFD manager to provide oversight of respective subordinate organizations/commands to ensure maximum adherence to the CPFS and MFD policy;
- Establish an internal waiver or exception review and approval process to ensure that DLADS is always the preferred provider used unless a compelling, validated justification exists that supports using an alternative provider that can deliver a better value to the requesting organization/command;
- Implement Printing Best Practices as addressed in enclosure (1);
- Adjudicate any end-user issues associated with CPFSs and MFDs; and
- Report to DON OCIO any obstacles to achieving cost savings objectives. Include recommended solutions and progress achieved in overcoming noted obstacles. If warranted, participate in an Integrated Process Team (IPT) to resolve obstacles and monitor corrective actions.

The DON OCIO point of contact for this topic is Mr. Donald Jean, 703-695-1967, donald.jean@navy.mil.

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Director

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Printing Best Practices

1. Print only when absolutely needed. Minimize the printing of emails.

2. Use "print preview" to proof documents before printing to cut down on paper and toner.

3. Ensure a default setting for black and white printing is used. Choose color only if necessary, if it adds unique value to the information being presented.

4. Ensure a default setting for duplex (double-sided) printing is used.

5. For Microsoft PowerPoint presentations, print using the "handout" mode, with multiple (e.g.,6, 4, 2) slides per page.

6. Default to "draft" quality printing rather than "high" quality.

7. Effectively use standby and sleep modes. Most government print devices are generally on all day, but are used only a portion of the time. IT personnel can lower costs and reduce energy consumption by changing device settings so that the device moves to "sleep mode" at the end of the working day and on weekends. End users should also fully power off devices over the weekends and holidays.

8. To the maximum extent practicable, ensure the default font used is a toner efficient font, e.g., Century Gothic, Garamond or Times New Roman use less toner than Arial font.

9. To the maximum extent practicable, except for official letterhead correspondence, which requires l-inch margins, use .75 inches as the default margin size for printing.

10. Conduct paperless meetings whenever feasible, using overhead projectors, video displays, etc., in place of hard copy handouts.

11. Completely exhaust toner before changing toner cartridges and ensure cartridges are retained for recycling.

12. Obtain paper in compliance with Title 10, United States Code 2378, which requires the use of recycled copier paper made up of a minimum of 50 percent post-consumer recycled copier paper.