



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTOR'S POLICY

DP 500-27
June 29, 2018

Chief Information Officer
OPR: DeCA/LEI

SUBJECT: Print Management

1. PURPOSE. The goal of this Director's Policy (DP) is to reduce overall operational costs, promote green initiatives for printing, and comply with requirements defined in Executive Order (E.O.) 13589, "Promoting Efficient Spending," November 9, 2011. This DP provides background information, identifies roles and responsibilities, and provides guidance on granting waivers to the policy. This policy letter supersedes DP 500-27, dated July 25, 2014.

2. POLICY.

a. Current network printers in the Defense Commissary Agency (DeCA) are at the end of their lifecycle, not duplex capable and not energy efficient. These printers are from a diverse group of vendors, which increases costs related to maintenance and supplies.

b. DeCA will leverage energy efficient devices, eliminate the stockpiling of consumables, and promote reasonable use of paper in accordance with E.O. 13514, "Federal Leadership in Environmental, Energy, and Economic Performance."

c. DeCA will deploy multi-function printers (MFPs) that will require the use of a common access card (CAC) to scan, print or copy. MFPs will be made available at DeCA's headquarters, regions, CDCs and stores. The CAC technology will provide protected and secure access to confidential information since the print job will only be released to a user once they insert a CAC or enter user credentials.

3. RESPONSIBILITIES.

a. The Chief Information Officer will:

Acquire multi-function printers that have the ability to provide duplex printing, scan to e-mail, and copy functions.

b. Executive Directors and Functional Process Owners (FPO) will:

(1) Reduce printing and storage of hard copy documents when information is acceptable to be retained in digital form, consistent with legal requirements and Agency records retention requirements identified in DeCAM 5-2.2, Records Disposition Manual.

(2) Submit waivers to purchase government printers for a specific employee with a specific need. Requests will be in memorandum format, signed by the employee's immediate supervisor or FPO, and be submitted to the Chief Technology Officer for approval.

c. Employees without a CAC (e.g., local nationals) will be required to log in using a user name and password for each MFP function.

d. In accordance with Negotiated Agreement Section 508 to the Rehabilitation Act of 1973, waivers cannot be granted for a disabled employee and union representational use in the employee's union offices.

4. APPLICABILITY. This DP assigns responsibility for accomplishing the requirements of DoD Publications program, in accordance with DoDI 5025.01. This DP applies to all DeCA activities and all DeCA personnel.

5. RELEASABILITY. Cleared for public release. This DP is available on DeCA's internet website at www.commissaries.com.

6. EFFECTIVE DATE. This DP is effective immediately.



Robert J. Bianchi
Director