



DIRECTOR'S POLICY 500-27

PRINT MANAGEMENT

| | |
|-------------------------------|---|
| Originating Component: | Information Technology Directorate |
| Effective: | May 14, 2021 |
| Releasability: | Unlimited. This Director's Policy (DP) is approved for public release and is located on the Defense Commissary Agency's (DeCA) internet website at www.commissaries.com . |
| Reissues and Cancels: | DP 500-27, "Print Management," June 29, 2018 |

1. PURPOSE. The goal of this DP is to reduce overall operational costs, promote green initiatives for printing, and comply with requirements defined in Executive Order (EO) 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.

2. POLICY.

a. DeCA has leveraged energy efficient devices, eliminated the stockpiling of consumables, and promoted reasonable use of paper in accordance with EO 13514, "Federal Leadership in Environmental, Energy, and Economic Performance."

b. DeCA has deployed multi-function printers (MFPs) that require the use of a common access card (CAC) to scan, print, or copy. MFPs have been made available at DeCA's headquarters, area offices, central distribution centers, and stores. The CAC technology provides protected and secure access to confidential information since the print job is only released to a user once they insert a CAC or enter user credentials.

3. RESPONSIBILITIES.

a. The Chief Information Officer (CIO) will acquire MFPs that have the ability to provide duplex printing, scan to email, 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 CIO 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.

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.



William F. Moore
Director