



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221

AUG 08 2013

MEMORANDUM FOR DLA EXECUTIVE BOARD

SUBJECT: Enterprise Implementation Guidance for Office Document Devices

This memorandum establishes and implements a mandatory enterprise-wide DLA directive to improve management and use of all office document devices - network and stand-alone copiers, printers, multi-functional devices (MFD), scanners, fax machines, and related support services. This directive applies to all DLA Primary Level Field Activities (PLFA) and DLA Headquarters J/D Codes and is effective immediately.

The overall objective is to achieve cost savings by leveraging the capabilities of DLA Document Services for the efficient assessment, procurement, and management of office document devices. This guidance implements the following measures to improve productivity, capability, and achieve agency-wide cost savings:

- a. Maximize and implement "best practices", as outlined on Attachment 1, by September 30, 2013.
- b. Utilize DLA Document Services for *equipment assessments* of current office device inventories, optimizing the equipment capability mix and the ratio of users per device. Emphasis will be placed on migration from personal desktop devices to network MFDs.
- c. Utilize DLA Document Services as the sole source for leveraged acquisition and management of office document devices and their associated maintenance support and consumables (optional source for paper).
- d. Support Department of Defense and DLA environmental goals to decrease the use of energy and maximize recyclable products.

To achieve this goal, there will be a two-part implementation:

- a. Part I: Existing Legacy Devices (complete by September 30, 2013) – Set device defaults and review/downsize personal desktop devices.

(1) Set device defaults. PLFAs and J/D Codes must ensure that all current devices are defaulted to print in duplex mode (two-sided) and all color devices are defaulted to print black ink. The default would require the user to take an action to print one-sided or in color.

(2) Review/adjust desktop devices. The smaller desktop printers, scanners, fax machines, and MFDs are much more expensive to operate than the larger, more capable networked MFDs. PLFAs and J/D Codes must review all currently installed smaller desktop devices and remove these devices unless a specific waiver is granted by the DLA Chief Information Officer (CIO).

b. Part II: DLA Document Services devices (complete by September 30, 2014) – Complete device assessments.

(1) Device assessments. DLA Document Services will provide a review of current device inventory with costs and recommend an optimal mix of devices with costs. The assessments will identify savings associated with implementing the optimal device mix.

(2) Implement assessment results. PLFAs and J/D Codes will acquire the optimal equipment complement from DLA Document Services who will install, maintain, and provide consumables for the devices.

In order to accomplish these objectives, the following responsibilities are applicable:

a. The DLA CIO shall:

- (1) Establish and maintain the DLA office document device policy.
- (2) Approve waivers to this policy.
- (3) Monitor implementation progress.
- (4) Assist in identifying and removing obstacles to achieving maximum cost savings.

b. PLFA Commanders and J/D Code Directors shall:

(1) Ensure that all existing legacy devices and office document devices are defaulted to print in duplex mode (two-sided) and all color devices are defaulted to print black ink by September 30, 2013 or before. (Note: All devices provided by DLA Document Services will have these defaults implemented.)

(2) Review all the currently installed smaller desktop devices and turn in these devices by September 30, 2013, unless a specific waiver is granted by the DLA CIO (see Attachment 2, waiver request template). Provide a listing of removed devices to DLA Document Services.

(3) Acquire all future office document devices, their associated support, and supplies exclusively from DLA Document Services.

(4) Work with DLA Document Services to schedule an assessment for the current inventory of office document devices within 90 days from issuance of this memorandum.

(5) Work with DLA Document Services to acquire and install devices, in accordance with the equipment assessment recommendations.

c. DLA Document Services shall:

(1) Provide all office document devices to DLA entities. For all devices installed, provide required maintenance, consumable supplies (ink/toner), and information assurance support (initial configuration and software vulnerability patches). DLA Document Services is an optional source for paper.

(2) Schedule an office document device assessment for each PLFA and J/D Code within 90 days of the issuance of this memorandum.

(3) Provide a formal assessment report to each PLFA and J/D Codes identifying cost savings and optimum mix of equipment to meet mission requirement by September 30, 2014.

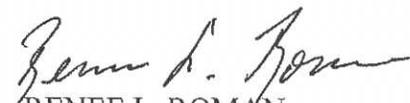
(4) Work with PLFAs and J/D Codes to acquire and install devices, in accordance with the equipment assessment recommendations.

(5) Assist DLA Activities with implementation of best practices identified in attachment.

(6) Annually, review the inventory of office document devices identified in the Information Technology Asset Manager and make recommendations to the DLA CIO for improvement.

The policies outlined herein are effective immediately.

Questions regarding this memorandum should be directed to DLA Document Services: Mr. John Peterson, (717) 605-1047, or email: [john.peterson@dla.mil](mailto:john.peterson@dla.mil), or Ms. Donna Kaczmarek, (717) 605-1565, or email: [donna.kaczmarek@dla.mil](mailto:donna.kaczmarek@dla.mil).

  
RENEE L. ROMAN  
Chief of Staff

Attachments:  
As stated

## DLA Office Document Device Best Practices

1. Print only Government official business and only when paper documents are absolutely needed. Minimize the printing of emails.
2. Conduct paperless meetings whenever feasible, using overhead projectors, video displays, etc., in place of hard copy handouts.
3. For Microsoft PowerPoint presentations, maximize use of the "handout" mode, with multiple (e.g., 6, 4, 2) slides per page.
4. Default devices to print in duplex mode (two-sided) and default all color devices to print black ink. The default would require the user to take an action to print one-sided or in color. Choose color only if necessary, if it adds unique value to the information being presented. (Devices provided by DLA Document Services will have these defaults implemented.)
5. Effectively use standby and sleep modes. Most Government print devices are generally on all day, but are used only a portion of the time. Information Technology 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.
6. Completely exhaust toner before changing toner cartridges and ensure cartridges are retained for recycling (DLA Document Services recycles toner cartridges).