

**UPDATED GUIDANCE ON THE MANAGEMENT OF COPIERS, PRINTERS, FAX MACHINES, SCANNERS (CPFS), MULTIFUNCTIONAL DEVICES VIA DEFENSE LOGISTICS AGENCY DOCUMENT SERVICES (DLADS), AND PLOTTER DEVICES**

Originator: CMC C FOUR CIO WASHINGTON DC

DTG: 291542Z Jan 16 **Precedence:** R **DAC:** General

To: CMC AVN WASHINGTON DC, CMC C FOUR CP WASHINGTON DC, CMC CDI WASHINGTON DC, CMC I WASHINGTON DC, CMC JA WASHINGTON DC, CMC L WASHINGTON DC, CMC MRA WASHINGTON DC, CMC PPO WASHINGTON DC, CMC PPO PS WASHINGTON DC, CMC PR WASHINGTON DC, COMMARCORSYSCOM QUANTICO VA, CG MARCORLOGCOM ALBANY GA, CG MCCDC QUANTICO VA, CG MCWL QUANTICO VA, CG TECOM QUANTICO VA, MCOTEA QUANTICO VA

CC: CMC C FOUR CY WASHINGTON DC

RAAUZYUW RUJIAAA3959 0291544-UUUU--RUJIAAA.

ZNR UUUUU ZDH ZUI RUEOMCH5377 0291545

R 291542Z JAN 16

FM CMC C FOUR CIO WASHINGTON DC

TO RUJIAAA/CMC AVN WASHINGTON DC

RUJIAAA/CMC C FOUR CP WASHINGTON DC

RUJIAAA/CMC CDI WASHINGTON DC

RUJIAAA/CMC I WASHINGTON DC

RUJIAAA/CMC JA WASHINGTON DC

RUJIAAA/CMC L WASHINGTON DC

RUJIAAA/CMC MRA WASHINGTON DC

RUJIAAA/CMC PPO WASHINGTON DC

RUJIAAA/CMC PPO PS WASHINGTON DC

RUJIAAA/CMC PR WASHINGTON DC

RUJIAAA/COMMARCORSYSCOM QUANTICO VA

RUJIAAA/CG MARCORLOGCOM ALBANY GA

RUJIAAA/CG MCCDC QUANTICO VA

RUJIAAA/CG MCWL QUANTICO VA

RUJIAAA/CG TECOM QUANTICO VA

RUJIAAA/MCOTEA QUANTICO VA

INFO RUJIAAA/CMC C FOUR CY WASHINGTON DC

BT

UNCLAS

SUBJ/UPDATED GUIDANCE ON THE MANAGEMENT OF COPIERS, PRINTERS, FAX MACHINES, SCANNERS (CPFS), MULTIFUNCTIONAL DEVICES VIA DEFENSE LOGISTICS AGENCY DOCUMENT SERVICES (DLADS), AND PLOTTER DEVICES

MSGID/GENADMIN,USMTF,2007/CMC C FOUR CIO WASHINGTON DC/F002//

SUBJ/UPDATED GUIDANCE ON THE MANAGEMENT OF COPIERS, PRINTERS, FAX MACHINES, SCANNERS (CPFS), MULTIFUNCTIONAL DEVICES VIA DEFENSE LOGISTICS AGENCY DOCUMENT SERVICES (DLADS), AND PLOTTER DEVICES//

REF/A/MSGID:DOC/DON CIO/YMD: 20130125//

REF/B/MSGID:MARADMIN/CMC WASHINGTON DC C4/YMD: 20140131/056-14//

REF/C/MSGID:DOC/DODI/YMD:20110518/5330.03//

REF/D/MSGID:MCO/CMC/YMD:20120717/5600.31A//

REF/E/MSGID:GENADMIN//CMC WASHINGTON DC C4/YMD:101533/023-14//

REF/F/MSGID:MCO/CMC WASHINGTON DC C4/YMD: 20131226/5230.22//

REF/G/MSGID:MARADMIN/CMC WASHINGTON DC C4/YMD: 20110706/375-11//

REF/H/MSGID:MCO/CMC WASHINGTON DC COMCAM/YMD: 20111025/3104.1B//

NARR/REF A PROMULGATES POLICY ON THE MANAGEMENT OF DEPARTMENT OF NAVY (DON) COPIERS, PRINTERS, FAX MACHINES, SCANNERS (CPFS), AND

MULTIFUNCTIONAL DEVICES (MFD). REF B IS MARADMIN 056/14 AND DISCUSSES THE IMPLEMENTATION OF DON POLICY ON THE MANAGEMENT OF CPFS AND MFD ON THE MARINE CORPS ENTERPRISE NETWORK (MCEN), OPTIMIZING USE OF EMPLOYEE INFORMATION TECHNOLOGY (IT) DEVICES AND OTHER IT TO ACHIEVE EFFICIENCIES. REF C IS DOD INSTRUCTION 5330.03, DEFENSE LOGISTICS AGENCY (DLA) DOCUMENT SERVICES (DLADS). REF D IS MCO 5600.31A MARINE CORPS PRINTING AND PUBLISHING REGULATIONS. REF E IS MCEN MSG-UNIFICATION 023-14 PLOTTER PROCUREMENT GUIDANCE. REF F IS THE MCO 5230.22 FOR SECTION 508 ELECTRONIC AND INFORMATION TECHNOLOGY POLICY. REG G IS MARADMIN 375/11 AND DISCUSSES INFORMATION TECHNOLOGY FUNDING, APPROVAL, AND PROCUREMENT. REF H IS MCO 3104.1B MARINE CORPS COMBAT CAMERA PROGRAM.//

GENTEXT/REMARKS/1. PURPOSE. THIS MESSAGE PROVIDES ADDITIONAL GUIDANCE FOR THE MANAGEMENT OF CPFS, MFD, AND PLOTTER DEVICES WITHIN THE UNITED STATES MARINE CORPS (USMC) AND IDENTIFIES THE ROLES AND RESPONSIBILITIES NECESSARY FOR OPTIMIZING USMC USE OF DLADS IAW REF (A). THIS MESSAGE AUGMENTS THE DIRECTION PROVIDED IN REF (B).

2. BACKGROUND. IAW REF (C), THE ROLES AND RESPONSIBILITIES FOR DLADS WITHIN DOD ARE ESTABLISHED. DLADS IS THE MARINE CORPS PREFERRED SOURCE TO ACQUIRE, SUSTAIN, AND RETIRE CPFS, MFD, AND FOR RELATED CONSUMABLES (LESS PAPER) AND MAINTENANCE SUPPORT (REF D). HEADQUARTERS MARINE CORPS DIRECTOR COMMAND, CONTROL, COMMUNICATIONS AND COMPUTERS/CHIEF INFORMATION OFFICER (HQMC C4/CIO) RELEASED REF (B), WHICH PROVIDED DETAILED INFORMATION AND DIRECTED THAT ALL MARINE CORPS ACTIVITIES SHALL USE DLADS TO ACQUIRE, SUSTAIN, AND RETIRE CPFS, MFD, AND FOR RELATED CONSUMABLES AND MAINTENANCE SUPPORT IF AVAILABLE BASED ON THE RESULTS OF ASSESSMENTS JOINTLY CONDUCTED BETWEEN DLADS AND THE MARINE CORPS ACTIVITY.

3. BASED ON THE EXPERIENCES OF THE INITIAL ASSESSMENTS, REQUESTS VIA THE IT PROCUREMENT REQUEST/REVIEW AND APPROVAL SYSTEM (ITPRAS), AND IMPLEMENTATION OF REF (B), THIS MESSAGE PROVIDES ADDITIONAL PROCESS INFORMATION. HQMC C4/CIO RETAINS THE OVERALL MARINE CORPS LEAD FOR THIS INITIATIVE. THE HQMC PUBLISHING & LOGISTICS SYSTEMS MANAGEMENT SECTION (ARDE) AS THE MARINE CORPS CENTRAL PRINTING AND PUBLICATIONS MANAGEMENT ORGANIZATION (MCCPPMO) WILL WORK WITH HQMC C4/CIO TO SUPPORT THE DLADS PROGRAM AND ENSURE COMPLETE EXECUTION IAW REF (B). HEADQUARTERS MARINE CORPS COMBAT CAMERA WILL WORK WITH HQMC C4/CIO TO ENSURE GUIDANCE IS FOLLOWED IAW REF (E).

4. DLADS ASSESSMENTS. DLADS ASSESSMENTS WERE SCHEDULED TO BE COMPLETED FOR THE ENTIRE MARINE CORPS BY 30 SEPT 2014. THE COMPLETED ASSESSMENTS RESULTED IN THE DETERMINATION AND RECOMMENDATION OF THE OPTIMAL MIX OF CAPABILITIES TO MEET THE COMMANDS' REQUIREMENTS AND TO DRIVE SAVINGS. THESE ASSESSMENTS PRESENTED BY DLADS TO THE SENIOR LEADERSHIP OF THE RESPECTIVE COMMANDS FOR REVIEW AND APPROVAL. THE IMPLEMENTATION OF ASSESSMENT RESULTS HAS BEGUN TO COINCIDE WITH THE TERMINATION OF EXISTING CONTRACTS AND/OR REQUIREMENTS TO REPLACE OBSOLETE EQUIPMENT.

4.A. ALL INSTALLATIONS WILL BE REQUIRED TO PERFORM A NEW DLADS ASSESSMENT ONE YEAR BEFORE EXISTING CONTRACTS ARE SCHEDULED TO EXPIRE TO REEVALUATE REQUIREMENTS. A SINGLE POINT OF CONTACT (POC) FOR EACH MARINE CORPS INSTALLATION HAS BEEN IDENTIFIED AND IS RESPONSIBLE FOR COORDINATING DLADS ASSESSMENT IMPLEMENTATION WITH TENANT

ORGANIZATIONS.

4.B. DLADS OUTSTANDING ASSESSMENTS. ALL INSTALLATIONS WHICH HAVE NOT COMPLETED THEIR DLADS ASSESSMENTS WILL NOT BE ABLE TO PROCURE ANY PRINTING EQUIPMENT. EACH INSTALLATION THAT HAS NOT COMPLETED AN ASSESSMENT WILL BE CONTACTED BY A DLADS REPRESENTATIVE TO COMPLETE THIS EFFORT.

5. SECTION 508 COMPLIANCE. IAW REF (F) THE MARINE CORPS AND DLA SHALL ENSURE COMPLIANCE WITH SECTION 508 STANDARDS BY MAKING ITS ELECTRONIC AND INFORMATION TECHNOLOGY (E&IT) DISABILITY ACCESSIBLE TO MARINE CORPS EMPLOYEES AND THE PUBLIC TO INCLUDE CPFS AND MFD.

6. HQMC C4/CIO. C4/CIO IS THE MARINE CORPS LEAD FOR THIS INITIATIVE AND COORDINATES DIRECTLY WITH MARINE CORPS COMMANDS/ACTIVITIES, AND DLADS FOR PROGRAM, PROCESS, AND REPORTING MATTERS.

6.A. APPROVES WAIVER REQUESTS TO ACQUIRE ASSETS FROM A SOURCE OTHER THAN DLADS.

6.B. WORKS WITH THE DLADS PROGRAM OFFICE TO ENSURE THAT ALL MARINE CORPS INSTALLATION ASSESSMENTS ARE IMPLEMENTED IAW REF (B).

6.C. DEVELOPS AND PUBLISHES POLICY ON THE USE AND IMPLEMENTATION OF MFD LEASE PROGRAM.

7. ARDE. ARDE SHALL PERFORM THE FOLLOWING ROLE AND RESPONSIBILITIES IN SUPPORT OF THE DLADS PROGRAM:

7.A. REVIEW IT PROCUREMENT REQUESTS (ITPR) VALUED AT \$150K OR GREATER FOR MFD'S AND CPFS TO ENSURE COMPLIANCE WITH THIS MESSAGE, REF (E), AND APPLICABLE DIRECTIVES. PROVIDE ITPR RECOMMENDATIONS TO C4/CIO FOR FINAL DECISION.

7.B. UPDATE REF (D) TO INCLUDE THE MANDATORY COORDINATION THROUGH DLADS FOR PROCUREMENT OF OFFICE-LEVEL MFD'S AND CPFS.

8. COMCAM. COMCAM SHALL SERVE AS THE PRIMARY LIAISON FOR LARGE FORMAT PLOTTER PURCHASES IAW REF (E) AND (G) AND PROVIDE SUPPORT AS FOLLOWS:

8.A. ENSURE THAT ALL COMMANDS COORDINATE REQUIREMENTS FOR LARGE FORMAT PLOTTERS WITH THEIR LOCAL COMBAT CAMERA UNITS TO PROVIDE REASONABLE JUSTIFICATION AND COST SAVINGS ANALYSIS AS IDENTIFIED IN REF (E).

8.B. REVIEW AND PROVIDE DISPOSITION FOR ALL ITPRS FROM FLEET COMBAT CAMERA SECTIONS FOR LARGE FORMAT PLOTTERS, PHOTO PRINTERS, PRODUCTION WORKSTATIONS, IMAGERY PRODUCTION SOFTWARE, AND IMAGERY PRODUCTION EQUIPMENT. PROVIDE ITPR RECOMMENDATIONS TO C4/CIO FOR FINAL DECISION.

8.C. ESTABLISH POLICY FOR LARGE FORMAT PLOTTERS, TO INCLUDE PROCEDURES FOR WAIVERS, AND DEVELOP AND MANAGE REPRODUCTION AND PRINTING REQUIREMENTS IN THE INSPECTOR GENERAL CHECKLIST 140, MARINE CORPS COMBAT CAMERA PROGRAM.

8.D. COORDINATE AND INSPECT FLEET COMBAT CAMERA POCS FOR COMPLIANCE WITH ESTABLISHED REPRODUCTION POLICIES AND PROCESSES AS IDENTIFIED IN REF (E) AND (G).

8.E. REVIEW IT PROCUREMENT REQUESTS (ITPR) FOR PLOTTER DEVICES TO ENSURE COMPLIANCE WITH THIS MESSAGE, REF (E), AND APPLICABLE DIRECTIVES. PROVIDE ITPR RECOMMENDATIONS TO C4/CIO FOR FINAL DECISION.

9. COMMANDERS. COMMANDERS SHALL ENSURE THAT THEIR CPFS AND MFD ASSESSMENTS FINALIZED WITH DLADS ARE FULLY IMPLEMENTED IN SUPPORT OF

THE MFD LEASE PROGRAM, IAW REF (B).

10. ALL EQUIPMENT IDENTIFIED ON THE DLADS INDEFINITE/INDEFINITE QUANTITY (IDIQ) CONTRACT IS APPROVED TO BE ON THE UNCLASSIFIED AND CLASSIFIED MCEN. EQUIPMENT PURCHASED OUTSIDE OF THE IDIQ WHETHER FROM DLADS OR ANOTHER SOURCE IS THE RESPONSIBILITY OF THE PURCHASER TO ENSURE THE DEVICE IS APPROVED TO OPERATE ON THE MCEN. COMMAND AND REGIONAL ASSISTANT CHIEFS OF STAFF G-6'S ARE AUTHORIZED TO CONNECT ANY PRINTER RESOURCE THAT MEETS DEFENSE INFORMATION SYSTEMS AGENCY (DISA) CONNECTION GUIDANCE AND MARINE CORPS POLICY. NO ENTERPRISE FUNDING WILL BE USED TO TECH REFRESH LEASED CPFS AND MFDS OUTSIDE OF THE DLADS IDIQ. STANDALONE PRINTERS ARE AUTHORIZED WHEN REQUIRED FOR SECURITY, ACCESSIBILITY, AND MISSION, BUT SHOULD BE REDUCED TO THE FULLEST EXTENT POSSIBLE.

11. WAIVERS. PRIOR TO AND AFTER THE COMPLETION OF A DLADS ASSESSMENT, A WAIVER IS REQUIRED FROM HQMC C4/CIO IF USING SOURCE OTHER THAN DLADS OR A DEVICE OTHER THAN WHAT DLADS RECOMMENDS. WAIVERS WILL BE CONSIDERED IF DLADS IS UNABLE TO SATISFY THE COMMAND'S REQUIREMENT OR IF THE COMMAND AND DLADS CANNOT AGREE ON ASSESSMENT RECOMMENDATIONS AND COMMAND WANTS TO DEVIATE FROM THE ASSESSMENT RECOMMENDATIONS. A WAIVER REQUEST REQUIRES AND MUST DEMONSTRATE A COMPELLING, VALID JUSTIFICATION TO USE ANOTHER SOURCE OR DEVIATE FROM IMPLEMENTING RECOMMENDATIONS OF A DLADS ASSESSMENT.

11.A. ITPRAS WILL BE USED TO REQUEST WAIVERS; THE ITPR MUST INCLUDE CORRESPONDENCE FROM DLADS INDICATING THEY ARE UNABLE TO SATISFY REQUIREMENT OR JUSTIFICATION WHY THE DLADS ASSESSMENT RECOMMENDATION DOES NOT MEET THE ORGANIZATIONS REQUIREMENT.

11.B. IAW REF (D), CPFS AND MFD PROCURED TO SUPPORT DEPLOYED REQUIREMENTS ARE EXEMPT FROM THE PROVISION OF THIS POLICY.//

BT  
#3959  
6E40

NNNN  
Received from AUTODIN 291545Z Jan 16