

MANAGEMENT OF COPIERS, PRINTERS, FAX MACHINES SCANNERS, AND
MULTIFUNCTIONAL DEVICES

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SUBJ/MANAGEMENT OF COPIERS, PRINTERS, FAX MACHINES /SCANNERS, AND
MULTIFUNCTIONAL DEVICES//

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NARR/REF A PROMULGATES POLICY TO OPTIMIZE USE OF EMPLOYEE INFORMATION TECHNOLOGY (IT) DEVICES AND OTHER INFORMATION TECHNOLOGIES TO ACHIEVE EFFICIENCIES. REF B PROMULGATES POLICY ON THE MANAGEMENT OF DON COPIERS, PRINTERS, FAX MACHINES, SCANNERS (CPFS), AND MULTIFUNCTIONAL DEVICES (MFD). 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 THE DEFENSE INFORMATION SYSTEMS NETWORK (DISN) CONNECTION PROCESS GUIDES (CPG) VERSION 4.3. REF F IS MARINE CORPS GUIDANCE SUBJ: UPDATED MULTIFUNCTION DEVICE (MFD) GUIDANCE: 2013-0864. REF G IS THE MOST RECENT DEFENSE INFORMATION SYSTEMS AGENCY SECURITY TECHNICAL INFORMATION GUIDE FOR MFD.// POC/AISHA GRACE/CIV/UNIT:HQMC C4CIO/-/TEL:571-256-8827 /EMAIL:AISHA.GRACE(AT)USMC.MIL// GENTEXT/REMARKS/1. PURPOSE. TO IMPLEMENT DEPARTMENT OF THE NAVY (DON) POLICY ON THE MANAGEMENT OF DON COPIERS, PRINTERS, FAX MACHINES, SCANNER (CPFS) AND MULTIFUNCTIONAL DEVICES (MFD) ON THE MARINE CORPS ENTERPRISE NETWORK (MCEN). THE DON POLICY AND MARINE CORPS IMPLEMENTATION IS APPLICABLE TO CPFS AND MFD USED IN THE OFFICE ENVIRONMENT AND SUPPORTING ESTABLISHMENT; IT IS NOT APPLICABLE TO LARGE PRINTING PRODUCTION FACILITY CAPABILITIES NOR TACTICAL PRINTING CAPABILITIES.

2. BACKGROUND. IN ACCORDANCE WITH (IAW) REF A, MILITARY DEPARTMENTS WERE DIRECTED TO IDENTIFY OPPORTUNITIES TO IMPLEMENT DEPARTMENT-WIDE INFORMATION TECHNOLOGY (IT) SOLUTIONS THAT CONSOLIDATE ACTIVITIES SUCH AS DESKTOP SERVICES, EMAIL, AND COLLABORATION TOOLS; ELIMINATE WASTE RESULTING FROM UNDERUTILIZED EQUIPMENT, INSTALLED SOFTWARE, OR SERVICES; AND ESTABLISH CONTROLS TO ENSURE RESPONSIBLE STEWARDSHIP IN OUR CURRENT FISCAL ENVIRONMENT. MANDATORY ENTERPRISE-WIDE DON POLICY WAS ESTABLISHED TO IMPROVE MANAGEMENT AND USE (INCLUDING PROCUREMENT AND DISPOSAL) OF ALL NETWORKED AND STAND-ALONE DON CPFS, MFD, AND RELATED CONSUMABLES AND SUPPORT SERVICES; REF B PERTAINS. PER REF C, DEFENSE LOGISITICS AGENCY DOCUMENT SERVICES (DLADS) WAS ESTABLISHED AS THE MANDATED PROVIDER OF DOCUMENT SERVICES FOR DOD. REF D ESTABLISHED POLICY AND PROCEDURES FOR ENSURING COMPLIANCE WITH GUIDANCE FOR

ACQUISITION AND MANAGEMENT OF PRINTING, PUBLICATIONS, FORMS, AND REPROGRAPHICS EQUIPMENT BY THE MARINE CORPS. REF F ADDRESSES REQUIREMENTS FOR CONNECTING MULTIFUNCTION DEVICES TO THE MARINE CORPS ENTERPRISE NETWORK.

3. INTENT. IMPLEMENT DON POLICY ACROSS THE MARINE CORPS IN ORDER TO ACHIEVE COST SAVINGS BY LEVERAGING THE ESTABLISHED EFFICIENT PROCUREMENT, MANAGERIAL CAPABILITIES, AND PROCESSES OF DLADS; REDUCE USE OF STANDALONE CPFS; INCREASE USE OF NETWORKED MFD; LEASE VS. PURCHASE OPTIONS WHERE POSSIBLE; BEST PRINTING PRACTICES; AND OBTAIN ASSOCIATED CONSUMABLES AND MAINTENANCE AT REDUCED COST.

4. ACTIONS

4.A. EFFECTIVE IMMEDIATELY: DLADS IS THE MARINE CORPS PRIMARY SOURCE TO ACQUIRE, SUSTAIN, AND RETIRE CPFS, MFD, AND RELATED CONSUMABLES AND MAINTENANCE SUPPORT. ALL MARINE CORPS ACTIVITIES SHALL USE DLADS TO ACQUIRE, SUSTAIN, AND RETIRE CPFS, MFD, AND RELATED CONSUMABLES AND MAINTENANCE SUPPORT IF AVAILABLE BASED ON THE RESULTS OF DLADS ASSESSMENTS (SEE PARAGRAPH 7 BELOW) AND IAW REFS B AND C.

4.B. UNTIL FURTHER NOTICE, C4 CIO WILL SERVE AS THE CPFS-MFD MANAGER REQUIRED BY AND IN ACCORDANCE WITH REF B.

4.C. IAW REF C, C4 CIO SUBMITTED A DRAFT CPFS-MFD PHASED EXECUTION PLAN TO CONDUCT DLAD ASSESSMENTS AND TRANSITION TO DLADS PROVISIONED SERVICES AT ALL MARINE CORPS INSTALLATIONS AND ACTIVITIES. THE PHASED EXECUTION PLAN WILL BE UPDATED TO INCLUDE A SCHEDULE OF DATES WHEN ASSESSMENTS WILL START ON EACH MARINE CORPS INSTALLATION AND FOR THOSE UNITS NOT ON A MARINE CORPS INSTALLATION (REF G). ONCE FINALIZED, C4 WILL PUBLISH THE PHASED EXECUTION PLAN BY SEPARATE CORRESPONDENCE (SEPCOR). C4 CIO STAFF WILL COORDINATE THE PHASED EXECUTION PLAN WITH STAKEHOLDERS PRIOR TO FINALIZATION. C4 CIO STOOD UP A WORKING GROUP TO FLUSH OUT THE DETAILS OF THE PHASED EXECUTION PLAN, WORK THROUGH CHALLENGES ENCOUNTERED THROUGH THE ASSESSMENT AND TRANSITION PHASE, AND TRACK AND REPORT PROGRESS. C4 CIO WILL CONDUCT QUARTERLY PERFORMANCE AND WAIVER REPORTING REQUIRED BY AND IAW REF B. THE BEST PRACTICES PROVIDED AS ENCLOSURE TO REF B SHOULD BE FOLLOWED WHERE DOING SO DOES NOT ADVERSELY IMPACT THE ORGANIZATION'S ABILITY TO PERFORM MISSION.

4.D. IN CONJUNCTION WITH THE STAKEHOLDERS, C4 IS DEVELOPING AN APPROVED PRODUCTS LIST, TO BE AVAILABLE IN THE SERVICE CATALOG. APPROVED DLADS SOLUTIONS AND THE REQUIRED PROCESSES TO ADD THEM TO THE NETWORK WILL BE PROVIDED SEPCOR AND WILL BE AVAILABLE ON THE SERVICE CATALOG. SEE PARAGRAPH 8 FOR INTERIM GUIDANCE UNTIL THE SERVICE CATALOG IS UPDATED.

4.E. THE SERVICE CATALOG WEBSITE IS [HTTPS://\(SLASH SLASH\)EIS.USMC.MIL\(SLASH\)SITES\(SLASH\)SCM\(SLASH\)DEFAULT.ASPX](https://eis.usmc.mil/sites/scm/default.aspx).

5. IMPACT. DLADS SERVICES INCLUDE PROVIDING APPROPRIATE BEST-VALUE DEVICE SOLUTIONS (LEASED OR PURCHASED), RESPONSIVE CUSTOMER SERVICE, ASSET IDENTIFICATION, REQUIREMENTS ASSESSMENT, PLANNING, TESTING, TRAINING, SUSTAINMENT, AND DISPOSAL. GIVEN THE MARINE CORPS ONGOING RELATIONSHIP WITH DLADS, IMPACT SHOULD BE MINIMAL. PER REF D COMBAT CAMERA REMAINS THE FIRST PREFERENCE PROVIDER FOR ALL LARGE SCALE DOCUMENT PRODUCTION SERVICES THROUGHOUT THE MARINE CORPS; WHILE COMBAT CAMERA UNITS SHOULD CONTINUE TO USE DLADS TO LEASE AND/OR PROCURE PRINTING HARDWARE, MAINTENANCE SERVICES, AND CONSUMABLES, PRODUCTION FACILITY CAPABILITIES ASSESSMENTS (EXCLUDING THEIR OFFICE ENVIRONMENT) WILL NOT BE INCLUDED IN

THE DLADS ASSESSMENT. DEFENSE LOGISTICS AGENCY (DLA) MANDATED DEVICES ARE APPROVED PRODUCTS AUTHORIZED TO BE INSTALLED ON THE MCEN IAW REF(F).

6. WAIVERS. PRIOR TO AND AFTER THE COMPLETION OF A DLADS ASSESSMENT, A WAIVER IS REQUIRED FROM DIRECTOR C4-DDCIO (MC) 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 COMMANDS REQUIREMENT OR THE COMMAND AND DLADS CAN NOT 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. ANY DEVICE MUST COMPLY WITH REF F BEFORE CONNECTING TO THE NETWORK.

6.A. THE INFORMATION TECHNOLOGY PROCUREMENT REQUEST AND APPROVAL SYSTEM (ITPRAS) WILL BE USED TO REQUEST WAIVERS; THE IT PROCUREMENT REQUEST (ITPR) SHOULD INCLUDE CORRESPONDENCE FROM DLADS INDICATING THEY ARE UNABLE TO SATISFY REQUIREMENT OR JUSTIFICATION WHY THE DLADS ASSESSMENT RECOMMENDATION DOES NOT MEET THE ORGANIZATIONS REQUIREMENT.

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

7. DLADS ASSESSMENTS. ASSESSMENT RESULTS WILL DETERMINE A RECOMMENDATION ON THE OPTIMAL MIX OF CAPABILITIES TO MEET THE COMMANDS REQUIREMENTS AND DRIVE SAVINGS. THE PHASED EXECUTION PLAN WILL OUTLINE ACTIVITIES ASSOCIATED WITH THE ASSESSMENT, TRANSITION FROM THE CURRENT CPFS AND MFD BASELINE TO THE DESIRED END STATE, AND METRICS FOR TRACKING PROGRESS AND SAVINGS. ALL ASSESSMENTS MUST BE COMPLETED BY 30 SEP 2014. DLADS WILL PRESENT THE RESULTS OF THEIR ASSESSMENT TO THE SENIOR LEADERSHIP OF THE RESPECTIVE COMMAND FOR THEIR REVIEW. IT IS THE RESPONSIBILITY OF THE COMMAND TO REVIEW THE RESULTS, HIGHLIGHT POTENTIAL ERRORS AND NEGOTIATE ANY CHANGES REQUIRED TO SATISFY A COMMANDS SPECIFIC REQUIREMENTS. IMPLEMENTATION OF ASSESSMENT RESULTS SHOULD BEGIN TO COINCIDE WITH TERMINATION OF EXISTING CONTRACTS AND/OR REQUIREMENT TO REPLACE OBSOLETE EQUIPMENT. A SINGLE POINT OF CONTACT (POC) FOR EACH MARINE CORPS INSTALLATION HAS BEEN IDENTIFIED AND WILL BE RESPONSIBLE FOR COORDINATING DLADS ASSESSMENT WITH TENANT ORGANIZATIONS. MAJOR COMMAND POCs HAVE BEEN IDENTIFIED FOR THOSE ORGANIZATIONS THAT HAVE SUBORDINATE UNITS NOT RESIDING ON MARINE CORPS INSTALLATIONS.

8. FORMER NAVY MARINE CORPS INTRANET (NMCI) CPFS AND MFD.

8.A. THERE IS NO LONGER A PRINTER CLIN 0023 ON THE CONTINUITY OF SERVICES CONTRACT (COSC). CPFS AND MFDS LEASED OR PROCURED THROUGH THE NMCI OR COSC WILL BE ASSESSED BY AND REPLACED USING DLADS.

8.B. IAW REF E AND F, DIRECTOR C4 TRANSITIONED EXISTING COSC AND DLA PRINTER RESOURCES CONNECTED TO THE MCEN THAT MET AND COMPLIED WITH DEFENSE INFORMATION SYSTEMS AGENCY (DISA) SECURITY TECHNICAL INSPECTION GUIDELINES PER THE DISA CONNECTION GUIDE (DCG) PROCESS.

8.C. ANY PRINTER COMING UP ON LEASE RENEWAL WILL NEED TO BE CONTRACTED THROUGH DLADS (SEE DLA SITE FOR DETAILS [HTTP:\(SLASH SLASH\) WWW.DOCUMENTSERVICES.DLA.MIL\(SLASH\)NAVYMARINE2.HTML](http://www.documentservices.dla.mil/navymarine2.html)).

8.D. COMMAND AND REGIONAL ASSISTANT CHIEFS OF STAFF G-6S ARE AUTHORIZED TO CONNECT ANY PRINTER RESOURCE THAT MEETS DCG, DLA, AND MARINE CORPS

POLICY. NO ENTERPRISE FUNDING WILL BE USED TO TECH REFRESH ANY COSC OR DLA PRINTERS. STANDALONE PRINTERS ARE AUTHORIZED WHEN REQUIRED FOR SECURITY, ACCESSIBILITY AND MISSION, BUT SHOULD BE REDUCED TO THE FULLEST EXTENT POSSIBLE.

9. THE SUNSET OF THE NMCI ENTERPRISE TOOL CREATED A CHANGE IN THE PROCESS FOR PROCURING LICENSES WHEN ADDING PRINTERS AND SCANNERS TO THE MCEN WHEN A ONE FOR ONE REPLACEMENT IS NOT AVAILABLE TO TRANSFER THE LICENSE.

9.A. THE PROCESS FOR ADDING PRINTERS AND SCANNER DEVICES OUTSIDE OF A ONE-FOR-ONE REPLACEMENT FOR WHICH A NEW LICENSE IS REQUIRED IS AS FOLLOWS:

9.B. OBTAIN QUOTES FROM 2 OR 3 VENDORS THAT CAN PROVIDE THE SCAN-TO-FILE SOFTWARE AND UPLOAD TO YOUR ITPRAS.

9.C. SUBMIT A REQUEST IN ITPRAS FOR APPROVAL IN ACCORDANCE WITH REF A. ITPRAS IS LOCATED AT [HTTPS:\(SLASH SLASH\)ITPROCUREMENT.HQ1.USMC.MIL](https://itprocurement.hq1.usmc.mil).

9.D. ONCE ITPRAS IS APPROVED, FOLLOW LOCAL REGIONAL CONTRACTING OFFICE PROCEDURES FOR PROCUREMENT OF THE SCAN-TO-FILE SOFTWARE.

9.E. COORDINATE WITH YOUR CUSTOMER TECHNICAL REPRESENTATIVE TO GET THE SOFTWARE INSTALLED.

10. ITPRAS. IN ORDER TO FACILITATE COMPLIANCE WITH POLICY, AN ITPR MUST BE SUBMITTED INTO ITPRAS FOR PROCUREMENT OF CPFS OR MFD (EXCLUDING CONSUMABLES); REQUEST MUST DEMONSTRATE COMPLIANCE WITH A DLADS ASSESSMENT OR POSSESSION OF A VALID WAIVER PERMITTING DEVIATION.

11. THIS MARADMIN IS APPLICABLE TO THE MARINE CORPS TOTAL FORCE.

12. RELEASE AUTHORIZED BY BGEN NALLY, DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS AND COMPUTERS-DEPUTY DON CHIEF INFORMATION OFFICER (MARINE CORPS).//