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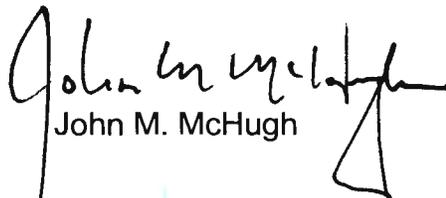
02 DEC 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2013-26 (Armywide Management of Printing and Copying Devices)

1. The Army is seeking to reduce administrative costs, including the costs associated with printing documents and acquiring printing and copying devices and services. During fiscal year 2012, U.S. Army Audit Agency audited printer management at three installations. The auditors found that printing capacity exceeded requirements at those installations by a factor of three and estimated that the Army could save about \$2.9 million at the three installations by rightsizing the inventory of printing and copying devices. Consequently, by reducing costs associated with printing and copying devices Armywide, the Army will save millions of dollars in annual expenditures, freeing additional funds for commanders to meet other mission requirements.
2. Effective immediately, all Army commands, organizations and activities will perform an organizational analysis of printing and copying device requirements, taking into account the need to eliminate, consolidate and/or relocate unused or underused devices and to reduce unnecessary printing and copying. In addition, no later than 3 February 2014, all Army commands, organizations and activities will implement a management plan to rightsize their inventory of printing and copying devices.
3. Policy for implementing this directive is in enclosure 1. A list of applicable references is in enclosure 2.
4. This directive applies to the Active Army, the Army National Guard/Army National Guard of the United States and the U.S. Army Reserve.
5. The Army Chief Information Officer/G-6 is the proponent for this policy. The guidance in this directive is effective immediately and will be incorporated into the next revision of Army Regulation 25-1 (Army Information Technology) as appropriate.
6. This directive is rescinded upon issuance of the revised AR 25-1.

Encls

  
John M. McHugh

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SUBJECT: Army Directive 2013-26 (Armywide Management of Printing and Copying Devices)

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## ARMYWIDE MANAGEMENT OF PRINTING AND COPYING DEVICES

1. Purpose. The goal of this policy is to promote efficient and effective use of printing and copying devices in support of Presidential Executive Order 13589 (Promoting Efficient Spending).

2. Background

a. At the request of the Army Chief Information Officer (CIO)/G-6, during fiscal year 2012 U.S. Army Audit Agency (AAA) audited printer management at three Army installations (Audit Report A-2012-0113-FMT). The auditors found excessively high printer-to-user ratios; high percentages of standalone, non-networked printers; underused networked printers; and variation in brands and models. The installations had more than three times the number of printers they needed and did not accurately know what costs they were incurring for printing. AAA estimated that the Army could save about \$2.9 million at those three installations by rightsizing the various printer devices.

b. Similar potential savings exist for improved Army copier management (Audit Report A-2010-0091-FFI). In 2010, AAA found that installations were replacing copiers with multifunction devices (MFDs), but were not realizing efficiencies because the MFDs were not networked. Army activities also were not achieving cost savings in service contracts because they were unaware of the availability and advantages of enterprise contracts.

c. This policy implements AAA recommendations and will help ensure that Army funds are used efficiently for printing and copying devices.

3. Scope. The policy in this directive applies Armywide to the following information technology (IT) devices acquired with Army appropriated funds: printers, self-service copying equipment and MFDs. MFDs are printers that also have one or more of the following capabilities: photocopying, scanning, faxing and emailing or digital sending.

a. This policy excludes specialty equipment for graphics shops (high-definition/high-resolution, high-color fidelity devices); topography printers; psychological operations printers; other technical printers (blueprint/large bed); and equipment in authorized Army field printing plants and reproduction facilities.

b. This policy does not apply to printers used to support telework.

4. Policy. Effective immediately, all Army commands, organizations and activities will assign management functions to oversee activities and compliance for the procurement and maintenance of printers, copiers, MFDs and printing device supplies (except paper). Responsibilities include, but are not limited to:

a. Determining the printing capacity the command, organization or activity needs and ensuring that total printing capacity does not exceed the capacity required by more than 10 percent. In doing so, the manager will:

- establish criteria to determine the number and type of printers, copiers and MFDs required (limitations for models and brands); the criteria should consider the number of personnel, physical location and anticipated volume.
- review related audit reports, such as Audit Reports A-2012-0113-FMT (Printer Management) and A-2010-0091-FFI (Copier Management), for recommendations on rightsizing the ratio of printing devices to employees and standardizing devices.

When determining print capacity, Army National Guard and Army Reserve Readiness Centers should consider equipment needed to support personnel during drill periods.

b. Ensuring that printers, copiers and MFDs are purchased or leased using Computer Hardware, Enterprise Software and Solutions (CHESS), the Army's designated mandatory source for commercial off-the-shelf IT (<https://chess.army.mil>). The manager should also ensure the use of available Army or Department of Defense enterprise contracts for printing and copying devices.

c. Coordinating with the Network Enterprise Center and/or local service provider to make sure all printers, copiers and MFDs are connected to an Army network and configured correctly, regardless of how many personnel they support. This requirement is applicable to both the classified and unclassified networks. The Network Enterprise Center will apply the Defense Information Systems Agency's Security Technical Implementation Guides for all printers and MFDs on the network.

d. Enforcing the optimization of cost-efficient printing and copying features using default settings. Printers, copiers and MFDs should be configured to defaults for draft mode, duplex printing and printing in black and white. In accordance with AR 420-1, all purchased or leased devices must meet energy-efficiency standards (ENERGY STAR-qualified and Electronic Product Environmental Assessment Tool-registered). These devices will be configured to enable energy-saving features (sleep modes) that activate after 30 minutes of inactivity.

e. Maintaining current, accurate inventories and records of all printers, copiers and MFDs, including annual costs, production statistics, service calls and related supplies (such as toner). By monitoring the number of service calls on specific printing devices, the manager will be able to determine when printers, copiers and MFDs should be taken out of service or replaced. Disposal of devices must be in accordance with AR 25-2 and AR 380-5.

f. Reporting oversight activities to the Office of the Army CIO/G-6. No later than 3 February 2014, all Army commands will submit a plan of actions and milestones for rightsizing printing device inventory (including the printing device inventories for

subordinate organizations and activities) to the Policy and Resources Directorate, Office of the Army CIO/G-6 (SAIS-PR). In addition, no later than the end of October and April each year, all Army commands, organizations and activities will submit their printing device inventory, number of printing devices required and annual costs for printing device acquisitions to SAIS-PR. CIO/G-6 will issue an Armywide tasker with details for submitting the plan of actions and milestones, and annual reports by 16 December 2013.

5. Contract Terminations. This directive does not include funding to support the early termination of existing contracts, including option years. Army commands, organizations and activities will not terminate currently existing contracts unless the termination is in the best interest of the Army or Department of Defense.

6. Compliance. The Policy and Resources Directorate, Office of the Army CIO/G-6 will monitor Army printing device management reports and the use of CHES for printing device procurement through the CIO/G-6 waiver system. As the tools become available, U.S. Army Network Enterprise Technology Command will use network monitoring to remotely measure MFD, printer and copier density. The CIO/G-6 may ask AAA to validate compliance at a limited number of sites and provide recommendations to commands for improvements to meet the intent of this policy.

7. Point of Contact: Mr. Kip Sewell, Office of the Army CIO/G-6 Policy Branch (SAIS-PRG), kip.k.sewell.civ@mail.mil, DSN 312-865-1538 or (703) 545-1538.

## REFERENCES

1. Executive Order 13589, November 9, 2011, subject: Promoting Efficient Spending.
2. Memorandum, Deputy Secretary of Defense, December 29, 2011, subject: Plan for Implementing Executive Order 13589, Promoting Efficient Spending, and Office of Management and Budget (OMB) Memorandum, Reduced Contract Spending for Management Support Services.
3. Memorandum, Under Secretary of Defense (Comptroller), February 7, 2012, subject: Campaign to Cut Waste Implementation Guidance.
4. Memorandum, Department of Defense Chief Information Officer, February 17, 2012, subject: Optimizing Use of Employee Information Technology (IT) Devices and Other Information Technologies to Achieve Efficiencies.
5. Army Regulation (AR) 25-1 (Army Information Technology), 25 June 2013.
6. AR 25-2 (Information Assurance), 24 October 2007, Rapid Action Revision Issued 23 March 2009.
7. AR 380-5 (Department of the Army Information Security Program), 29 September 2000.
8. AR 420-1 (Army Facilities Management), 12 February 2008, Including Rapid Action Revision 2 Issued 24 August 2012.
9. ALARACT 331/2010, 271426Z October 10, subject: Reminder to All Army Activities of the Need to Comply With Existing Copier Management Policies and Procedures.
10. U.S. Army Audit Agency Audit Report A-2012-0113-FMT (Printer Management), 31 May 2012.
11. U.S. Army Audit Agency Audit Report A-2010-0091-FFI (Copier Management), 26 April 2010.
12. Defense Information Systems Agency Sharing Peripherals Across the Network (SPAN), Security Technical Implementation Guide, 26 October 2012, <http://iase.disa.mil/stigs>.
13. Defense Information Systems Agency Wireless Security Technical Implementation Guide, 28 October 2011, <http://iase.disa.mil/stigs>.