ASO 5600.1
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AIR STATION ORDER 5600.1

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: PRINTING AND PUBLICATIONS MANAGEMENT PROGRAM

Ref: (a) MCO 5600.31B
      (b) JCP No. 26, "Government Printing and Binding
          Regulations"

Encl: (1) Best Printing Practices

1. Situation. The references govern acquisition and management
of printing, publications, forms, and reprographics equipment by
the Marine Corps.

2. Cancellation. ASO 5600.

3. Mission. To establish policy for the printing and
publications management program for Marine Corps Air Station
(MCAS) New River to ensure compliance with the references.

4. Execution

    a. Commander's Intent and Concept of Operations

        (1) Commander's Intent. The intent of this Order is to
ensure MCAS New River has a standardized, uniform system for the
approval, implementation, acquisition and tracking of document
services, enabling equipment, and publications management.

        (2) Concept of Operations

            (a) Acquisition of Document Services

                1. Per the provisions of reference (a), MCAS
New River is prohibited from acquiring document services
directly from commercial vendors.

                2. Per the provisions of reference (a), MCAS
New River shall obtain document services in the following order
of precedence:

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

      a. Local Marine Corps Communication Strategy and Operations (COMMSTRAT) activity.

      b. Local Defense Logistics Agency Document Services (DLADS) activity.

      c. Marine Corps Central Printing and Publishing Management Office (MCCPPMO).

      3. Per the provisions of reference (a), MCAS New River Marine Corps Government Commercial Purchase Card (GCPC) holders are prohibited from using the GCPC to procure document services from any source other than DLADS.

(b) Acquisition of Enabling Equipment

      1. All requests for procuring enabling equipment to include all copiers, multifunctional devices (MFD), reprographics, and document imaging equipment must be coordinated via the S-6 and G-6 Regional Contracting Office (RCO) at (910) 449-6046.

      2. Per the provisions of reference (b), paragraph 8-2, requirements for enabling equipment, including all copiers, MFDs, reprographics, and document imaging equipment, listed with an "X" in columns (1) or (2) of the equipment tables are controlled by the Government Printing Office (GPO) and must be approved by appropriate authority prior to acquisition, including short-term leases, shall be forwarded to the Command Printing Officer (CPO) for review and approval prior to purchase or lease.

      3. The CPO shall forward requirements for production level enabling equipment to the MCCPPMO for review and approval prior to procurement at the following address:

          Commandant of the Marine Corps (ARDE)
          Attn: MCCPPMO
          3000 Marine Corps Pentagon (Room 2B253)
          Washington, DC 20350-3000

      4. All requests to acquire enabling equipment must be formally approved in writing prior to acquisition and copies of approvals must be retained in the contract file as part of the procurement record.

<u>5</u>. Marine Corps Regional Contracting Officers, Independent Contracting Officers, their designated Buying Agents, and GCPC Holders shall neither purchase nor lease enabling equipment absent written authorization from the local CPO.

<u>6</u>. All government owned and leased document service items of enabling equipment shall be accounted for as Information Technology Asset Management items on the using-units garrison property records irrespective of whether accounted for by the DLADS in the Equipment Management System.

(c) <u>Publications Management</u>

<u>1</u>. Publicly releasable official documents and publications shall be disseminated electronically whenever practicable. Distribution Statement A publications will be made accessible via the SharePoint site in lieu of distributions as printed matter.

<u>2</u>. Electronic Distribution Only (EDO) publications shall not be stocked for requisitioning at the publications stock point in whole by end-users for purposes of inspections. However, specific pages, paragraphs, appendices, enclosures, tables, charts, or portions thereof, those that are frequently required as ready-reference materials supporting daily routine business may be printed and retained in a desktop turnover file for quick reference.

<u>3</u>. Disseminate all Marine Corps EDO publications via the following website: http://www.marines.mil/News/Publications/ELECTRONIC-LIBRARY/ and/or the Marine Corps Publications Electronic Library (MCPEL) in lieu of distribution as printed matter.

<u>4</u>. Ensure all portable media holding such records are safeguarded from the elements and routinely backed up to ensure continuous content availability.

<u>5</u>. The command shall ensure the best printing practices are adopted and adhered to wherever practicable, per enclosure (1).

b. Tasks

(1) CPO

(a) Provide a copy of your appointment letter and Point of Contact (POC) information to Commandant of the Marine Corps, Publishing and Logistics Systems Management Section and Carbon Copy the MCAS New River Adjutant.

(b) Coordinate with the Department's requests and the G-6/RCO the procurement of equipment purchases to ensure proper tracking and authorization.

(c) Forward all requirements for production level enabling equipment to the MCCPPMO for review and approval prior to procurement.

(2) Adjutant Section

(a) Ensure a Commissioned/Warrant Officer, Senior Staff Noncommissioned Officer, or civilian employee equivalent is appointed in writing to perform the duties of the CPO and maintain a copy of the appointment letter.

(b) Be assigned in writing as the Forms Management Officer and maintain a copy of the appointment letter.

(c) Establish and maintain an Individual Activity Account Code in the Marine Corps Publications Distribution System (MCPDS) complete with unit POC information and a complete street address suitable for receipt of United States Mail and bulk deliveries.

(d) Establish an annual Publications Air Station Bulletin for the tracking of publications.

(e) Log on to the MCPDS website monthly in order to track publications and update the publications tracker on the Adjutant SharePoint site for dissemination to the Departments.

(3) Department Heads/Headquarters and Headquarters Squadron Commanding Officer

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(a) Obtain document services in the following order of precedence: COMMSTRAT activity; the local DLADS activity; the MCCPPMO.

(b) Ensure strict adherence is taken to not procure document services via commercial vendors.

(c) Coordinate all equipment purchases, service/maintenance contracts, and lease contracts for enabling equipment via the S-6 and G-6 RCO at (910) 449-6046.

(d) All requests to acquire enabling equipment must be formally approved in writing prior to acquisition and copies of approvals must be retained in the contract file as part of the procurement record.

(e) Annually review the submission of the Air Station Publications Bulletin in order to update, revise, or concur with current publication orders.

(f) Ensure the best printing practices are adopted and adhered to wherever practicable, per enclosure (1).

(4) S-6

(a) Coordinate with the Department's requests and the G-6/RCO the procurement of equipment purchases to ensure proper tracking and authorization.

(b) All requests to acquire enabling equipment must be formally approved in writing prior to acquisition and copies of approvals must be retained in the contract file as part of the procurement record.

c. Coordinating Instructions

(1) All current and updated Marine Corps publications can be accessed via the following website: http://www.marines.mil/News/Publications/ELECTRONIC-LIBRARY/ and/or on the MCPEL in lieu of distribution as printed matter.

(2) All MCAS New River publications can be accessed via the following website: https://eis.usmc.mil/sites/nrvr/Adjutant/printing%20and%20public ations%20management%20program/default.aspx.

5. <u>Administration and Logistics</u>. This Order can be accessed via the Adjutant's SharePoint site: <u>https://eis.usmc.mil/sites/nrvr/Adjutant/orders%20policies%20Bul letins%20Templates/Forms/Department%20View.aspx</u>.

6. <u>Command and Signal</u>

    a. <u>Command</u>. This Order is applicable to MCAS New River Staff Departments and Headquarters and Headquarters Squadron.

    b. <u>Signal</u>. This Order is effective the date signed.

R. C. BURTON

DISTRIBUTION: A

Best Printing Practices

1. <u>Selective printing</u>

    a.   The best printing practice anyone can adopt is to print only when necessary.

    b.   Print only what is needed to meet mission requirements. In all instances, a best printing practice is to select specific pages; such as those which are frequently required as ready-reference material supporting daily routine business and limit printing to this select content, and then retain the printed matter in a desktop turnover file for reuse.

    c.   Conduct paperless meetings and briefings whenever feasible, using overhead projectors, video displays, etcetera, in-place of printed handouts.

2.   Personal-use printers, copiers, scanners, and facsimile machines should be replaced with shared or community-use Multifunctional Devices (MFD) (also known as Multifunctional Printers (MFP)) wherever a Cost Benefit Analysis (CBA) supports the move as a practical cost saving measure. An MFD is a device that performs all four functions – copy, print, scan, and fax.

    a.   Before purchasing or leasing an MFD to replace existing desktop peripherals, the CPO must conduct a thorough CBA to determine which is cheaper – a purchase or lease, an MFD or single function device; e.g., a desktop copier, printer, scanner, or facsimile machine. The command should lease an MFD only when a CBA clearly establishes at least three of the four functions will be used at a recurring rate sufficient to ensure cost effectiveness of the lease.

    b.   Devices should be distributed throughout the command at the absolute minimum density necessary to support all end-users per device. Nor should they be distributed in densities less than five end-users per device.

3.   Default to monochrome or "black on white" (B&W) print whenever practical.

    a.   Where color printers or MFDs, which have an on-board black-ink or toner cartridge, are available, default all print to B&W settings. In these instances, construct the document for B&W presentation from the start; print in color only when color is required to add emphasis to the information being presented.

b.   Where color printers or MFDs without an on-board black-ink or toner cartridge are available, avoid printing in only B&W.   The reason for this seemingly counterproductive policy is that many color printers and MFDs, which do not have a black-ink or toner cartridge on-board, manage to print in "black" through a saturation-mix of each of the color toners; in many instances, using four times as much toner as a device with an on-board black-ink/toner cartridge.   Printing B&W on a color MFD such as these will cost more than twice as much per page than printing those same pages in color.

4.   Default to duplex (doubled-sided) printing wherever practicable.   This will assist in reducing paper consumption.

a.   Printing duplex on a simplex (single-sided) device can be accomplished by first printing all odd-numbered pages and then feeding the printed pages through the device a second time while printing the even-numbered pages on the backside of the previously printed odd-numbered pages.

b.   For PowerPoint presentation, limit print to "handout" mode with multiple slides per page.

5.   Set default print resolution on "draft" or "econo" printing rather than "high resolution" or "photo quality".

6.   Set your word processor-font to toner/ink efficient fonts. Certain type fonts are "less" toner-intense than others, such as: Century Gothic, or Times New Roman; whereas, other fonts, such as Arial, are toner-heavy or toner-intense fonts.   A recent university study has determined that using less-intense type fonts can reduce toner consumption by as much as 30 percent over a toner-intense font such as Arial.   In other words, the best printing practice is to use font that appear lighter on the page than those that appear darker.

7.   Default font size.   Set your word processor's font size to 10 wherever practicable.   This simple change can save on paper costs; e.g., these enclosure pages printed using 10 pitch produce three pages of printed matter.   Increasing the font size to 12 could result in as many as four pages being printed.

8.   Default to narrow margins.   Except for official letterhead correspondence and official documents, which require 1" margins, set the default margin size to three quarters of an inch (.75 inches) or narrower whenever possible – results in more characters per-line, which further reduces paper consumption.

Enclosure (1)

9.   Create electronic records. Use "print to PDF" or word processing applications such as Adobe Acrobat Professional, Microsoft Word, or similar applications to generate Portable Document Format files for retention as electronic records in lieu of printed records.

10.   Reduce waste

   a.   Use print "preview" to thoroughly proof documents before printing.

   b.   Completely exhaust toner and ink before changing cartridges; use recharged cartridges wherever possible, and ensure used cartridges are recycled.

   c.   Use General Services Agency approved 30 percent paper whenever possible.

   d.   Use standby and sleep modes whenever available. Most government print devices are on all day and in many instances all night, but are used only a small portion of the time. Users can lower costs and reduce energy consumption by changing the device settings so that the device converts to "sleep mode" when not used for a specified period. Additionally, all workstations, peripherals, and MFDs should be turned-off at the end of each workday.

Enclosure (1)