

**BY ORDER OF THE COMMANDER
LOS ANGELES AIR FORCE BASE**

**DODI5330.03_AIR FORCE INSTRUCTION
33-395**



**LOS ANGELES AIR FORCE BASE
Supplement
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Communications and Information

**DEFENSE LOGISTICS AGENCY
(DLA) DOCUMENT SERVICES**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-395 and Department of Defense Instruction (DODI) 5330.03, *Defense Logistics Agency (DLA) Document Services* to implement duplex printing requirements throughout Los Angeles Air Force Base (LAAFB). This supplement describes the 61st Air Base Group (61 ABG) and Space and Missile Systems Center (SMC) procedures for use in conjunction with the basic AFI. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This instruction has been revised. To the maximum extent possible printing and copying on the installation shall be double-sided and black and white. Requires customers to submit certification that all newly acquired printers and copiers are duplex capable.

5.5.1.8.1. (Added) SMC Print Standards:

5.5.1.8.1.1. **(Added)** All SMC personnel are to fully utilize existing technologies (e.g. LiveLink, SharePoint, email,...) for collaboration and staffing print materials before utilizing printers.

5.5.1.8.1.2. **(Added)** To the maximum extent possible and when printing is needed, all printing and copying occurring on the installation, to include GSUs, supporting contractors and tenant organizations shall be double-sided and black and white. This includes internal and external correspondence, as well as personal working documents.

5.5.1.8.1.2.1. **(Added)** When possible, meetings shall be conducted utilizing double-sided, black and white slides. Color prints shall be reserved for the chair person and other distinguished visitors when needed.

5.5.1.8.1.2.2. **(Added)** Reference materials will be printed in one copy for the work center library. Personal copies will be kept to a minimum and only printed when needed.

5.5.1.8.2. (Added) Roles and Responsibilities:

5.5.1.8.2.1. **(Added)** 61 CS shall:

5.5.1.8.2.1.1. **(Added)** Serve as the OPR for printing.

5.5.1.8.2.1.2. **(Added)** Set policy requirements, draft all required documentation for implementation and ensure currency of instruction and requirements.

5.5.1.8.2.1.3. **(Added)** Ensure print servers are set to require duplex and black and white printing throughout the installation. Duplex and black and white printing shall be the default setting for all users, with the option to manually override if necessary.

5.5.1.8.2.1.4. **(Added)** Provide support to 61 CELS/CEIE and consult as needed to ensure this instruction is consistent with requirements of LAAFB's Green Procurement Program.

5.5.1.8.2.2. **(Added)** SMC/PK shall:

5.5.1.8.2.2.1. **(Added)** Ensure all new contracts specify that deliverables be printed double-sided and black and white. For existing contracts, contractors will be required to print deliverables double-sided and black and white as long as the contract does not include specific requirements to provide single-sided or color documents and there is no cost increase to the government.

5.5.1.8.2.2.2. **(Added)** Require customers to submit certification that all newly acquired printers and copiers are duplex capable. All exceptions must be documented IAW the LAAFB Green Procurement Program Plan.

5.5.1.8.2.2.3. **(Added)** Include duplex and black and white printing and copying requirements in all contracts IAW this policy.

SAMUEL A. GREAVES, Lieutenant General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

None.

Adopted Forms

AF Form 847, Recommendation for Change of Publication