

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

JUN 30 1999

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/SC
4225 Logistics Avenue, Suite 6
Wright-Patterson AFB OH 45433-5745

SUBJECT: Printing Policy Awareness

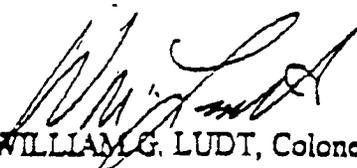
1. HQ AFMC/IG recently conducted an investigation regarding various printing issues and one of the findings indicates that personnel are unaware of Department of Defense printing policies. Below is an outline of basic printing policies. Please provide the widest dissemination possible as a reminder to your personnel.

a. Multiple colors should only be requested in limited circumstances. Do not use color solely for decorative effects or for prestige.

b. Additional specifications such as coated paper, embossing, raised lettering and die-cutting should be avoided when less expensive methods and items can be substituted.

c. All printing must be obtained through the Defense Automated Printing Service.

2. Additional printing policy may be found in DoDD 5330.3/Air Force Supplement (Defense Automated Printing Service), 18 Feb 99. If you have any questions, our point of contact is Mr. Glenn Purath, HQ AFMC/SCDP, DSN 986-0657, e-mail: glenn.purath@wpafb.af.mil.


WILLIAM G. LUDT, Colonel, USAF
Acting Director
Communications and Information