



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE, VA 23801-1720

REPLY TO
ATTENTION OF

IMLE-ZA

FORT LEE POLICY NO: 11-12

MEMORANDUM FOR SEE DISTRIBUTION

SEP 28 2012

SUBJECT: US Army Garrison-Fort Lee Printer Policy

1. References:

- a. Executive Order 13589, "Promoting Efficient Spending," November 9, 2011
- b. DEPSECDEF Memo, "Plan for Implementing Executive Order 13589, Promoting Efficient Spending, and Office of Management and Budget (OMB) Memorandum, Reduced Contract Spending for Management Support Services" of December 29, 2011
- c. DOD Memorandum "Optimizing Use of Employee Information Technology (IT) Devices and Other Information Technologies to Achieve Efficiencies Feb 17 2012"
- d. Audit Report: A-2012-0113-FMT, Printer Management, Chief Information Officer/G-6, 31 May 2012, US Army Audit Agency

2. Purpose:

- a. The President and the Deputy Secretary of Defense emphasize their commitment to cutting waste in spending and identifying opportunities to promote efficient and effective spending.
- b. The US Army Garrison-Fort Lee (USAG-FL) continues to implement Information Technology (IT) efficiencies in alignment with Department of Defense (DoD) guidance.
- c. Printers, copiers, scanners, digital senders, and fax machines represent one of the highest equipment expenditures at USAG-FL. Reducing the number of non-networked printers and copiers, scanners, digital senders and fax machines will help reduce organizational costs, support environmental sustainability and increase employee productivity.
- d. The goal of this policy is to facilitate efficient use of document related devices (printers, copiers, scanners, digital senders, and fax machines), as well as control USAG-FL's total cost of ownership for document related device management by preventing the waste of paper, toner, ink, energy and life cycle replacement cost.

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3. Policy:

a. Scope: This policy applies to all Department of Defense (DoD) military, civilians and contractors who work for the USAG-FL.

b. The proponent will centrally manage all USAG-FL document related devices (printers, copiers, scanners, digital senders, and fax machines), supplies (including paper), and maintenance purchased with appropriated funds. All document related devices, supplies, and maintenance will be purchased or acquired through the proponent except those purchased with non-appropriated funds. Document related devices (printers, copiers, scanners, digital senders, and fax machines) will not be moved without prior approval of the proponent. The only exception to this policy is the requirement for special paper (card stock, poster, color paper, etc.). If required it will be purchased by the directorate.

c. The USAG-FL will reduce the number of different printer brands and models and will institute no less than a 7-to-1 employee to printer ratio where operationally feasible. Redundant devices will be setup in each office/area to ensure that there is no single point of failure if a device becomes non-operational.

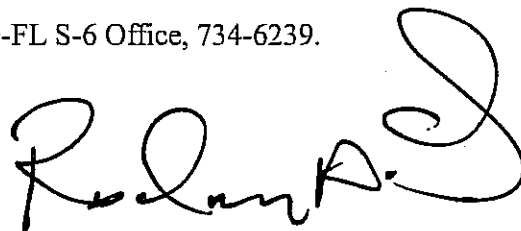
d. Color printing will be limited in day to day usage. Color printing will only be used if color clarifies the content, i.e., pie charts, graphics, brochures, posters, marketing materials, etc.

e. Networked multi-functional devices (print/copy/fax/scan/digital send) will be used where feasible to reduce the number and types of single use document related devices. Single function devices (printers) will be networked to ensure workflow is not impacted.

f. Single use (individual employee) and/or locally connected printers will no longer be permitted except for contracting officer representatives and operational necessity. Individuals requesting an individual printer will be worked on a case by case basis by the proponent with input from the requesting organization.

g. Day to day implementation of this policy is outlined in the USAG-FL Standing Operating Procedure for Printing.

4. Proponent for this policy is the USAG-FL S-6 Office, 734-6239.



RODNEY D. EDGE
COL, LG
Garrison Commander

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