



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

FORT LEE POLICY NO. 17-05

IMLE-ZA

JAN 8 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Purchasing Security Equipment

1. References:

- a. AR 190-13, The Army Physical Security Program, 25 February 2011.
- b. AR 380-5, Information Security, 29 September 2000.

2. Purpose: This policy provides procedures and guidance for the purchasing of security-related equipment. The purpose of this policy is to ensure security equipment purchases are IAW regulatory guidance, are compatible with existing systems and monitoring software, and adhere to current Force Protection (FP) standards.

3. Policy: Procedures for purchasing security-related equipment:

- a. The Physical Security Officer will approve all requests for purchasing security-related equipment; i.e., card readers, Mylar film, closed circuit TV, alarm systems and all other physical security-related equipment. Prior to purchasing the security related equipment, approval must be obtained from the Physical Security Office, Fort Lee, VA. The requester will provide the Physical Security Office with a memorandum requesting approval for purchase of the equipment with a description of the equipment and a justification for the equipment.

- b. All purchases for shredders pertaining to classified material will be coordinated through the Information Security Officer, DPTMS, IAW AR 380-5. Only equipment listed on an evaluated products list (EPL) issued by NSA may be used to destroy classified information using any method covered by an EPL. A list of the authorized EPLs may be found at the following website:  
[http://www.nsa.gov/ia/guidance/media\\_destruction\\_guidance/index.shtml](http://www.nsa.gov/ia/guidance/media_destruction_guidance/index.shtml).

4. This policy supersedes Fort Lee Policy 17-05, 7 Sep 11.

5. Proponent for this policy is the Directorate of Emergency Services, Physical Security Office.

IMLE-ZA  
SUBJECT: Procedures for Purchasing Security Equipment

6. Points of contact are:

a. Physical Security Officer, Donald W. Butler, 734-7438, Bldg 5228.

b. Installation Information Security Officer, Marissa Hinojosa, 734-6412, Bldg 1107, room 134.

A handwritten signature in black ink, appearing to read 'Paul K Brooks', with a long horizontal line extending to the right.

PAUL K BROOKS  
COL, LG  
Garrison Commander

DISTRIBUTION:  
LEEKEY