



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
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IMLE-ZA

AUG 25 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison-Fort Lee Printer Policy

1. References:

- a. Executive Order 13589, "Promoting Efficient Spending," November 9, 2011
- b. DOD Memorandum "Optimizing Use of Employee Information Technology (IT) Devices and Other Information Technologies to Achieve Efficiencies Feb 17 2012"
- c. Army Directive 2013-26 (Armywide Management of Printing and Copying Devices), 2 December 2013
- 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 emphasizes his 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.

3. Policy:

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

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b. The proponent will centrally manage (planning and analysis, acquisition, distribution, installation and maintenance) all USAG-FL document related devices (multi-functional devices/copiers, printers, scanners, digital senders, and fax machines) purchased with appropriated funds.

c. All document related devices will be purchased or acquired through the proponent except those purchased with non-appropriated funds.

d. Document related devices (multi-functional devices/copiers, printers, scanners, digital senders, and fax machines) will not be moved without prior approval of the proponent.

e. 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.

f. 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.

g. 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.

h. 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.

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

4. SUPERSESSION: This policy is in effect until superseded in writing.

5. Proponent for this policy is the USAG-FL Information Management Office, 734-7174.


KARIN L. WATSON
COL, MP
Commanding

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