



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256**

AMIM-KNG-IM (100)

14 July 2023

MEMORANDUM FOR

**Directors and Chiefs, Staff Office/Department This Headquarters
Commanders, All Units Reporting Directly to This Headquarters**

SUBJECT: Garrison Policy Memo No. 13 - Printer and Copier Management

1. References.

- a. Army Regulation (AR) 25-1, Army Information Technology, 15 June 2019.
- b. AR 25-30, Army Publishing Program, 14 June 2021.

2. Effective. This policy is effective immediately and remains in effect until rescinded or superseded.

3. This policy applies to all personnel assigned or attached to United States Army Garrison Fort Knox who utilize, requisition, store, or issue government furnished equipment for conducting official business.

4. Policy. In order to support cost culture, minimize consumption of resources and energy, we will limit the number of printers and copiers. All personnel should ensure that only documents not managed electronically are printed.

- a. Desktop printers connected directly to a computer are only authorized for personnel who have sensitive information, confidential documents or are in an isolated area. Examples are personally identifiable information (PII), results of counseling, disciplinary actions, no network access.

- b. All other printers will be shared using the Campus Area Network (CAN).

- c. Copiers and multi-function printers (MFP) will be kept to a minimum and located within the workplace to accommodate ease of access. Facsimile and scan capabilities have particular requirements that must be met to ensure full functioning is allowed on the CAN. Approximate distribution should be based on one or more of the following factors:

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(1) One per 10,000 square feet of workspace.

(2) One per floor in multi-story facilities.

(3) One per 20 employees.

(4) Mission specific requirement – justification required.

d. Public use copiers may be authorized in addition to standard distribution, but should not be connected to the CAN and be limited to basic copying capability.

e. Requesting agency.

(1) Will track all printer assets and provide updates to the Garrison Information Management Office (IMO), when changes occur.

(2) Prepare justification memo (Enclosure 1), Sample Memo for Requesting Printer/Copier Equipment) based on valid and specific applications that cannot be supported by existing copier/printer services. Justification must be provided to the Garrison IMO and approved by the Garrison Commander (GC), or the Deputy GC for MFP speed, color capability, and printer functions will be commensurate with organization's requirements (Enclosure 2, Sample Copier Needs Analysis).

(3) Provide notification to Garrison IMO of requisition, receipt, turn in, or transfer of printers, copiers, MFP's, and facsimile machines.

5. Point of contact is Garrison Information Management Officer at (502) 624-3331.



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Commanding