



**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**

IMKN-IM

19 September 2019

**MEMORANDUM FOR Commanders, Directors and Chiefs, Staff Offices/Departments,
and 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, 25 June 2013.
- b. AR 25-30, Army Publishing Program, 13 June 2018.
- c. Department of the Army (DA) Pamphlet (PAM), 25-40, Army Publishing Program Procedures, 13 June 2018.

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 This policy is effective immediately and remains in effect until rescinded or superseded.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 (USAG) 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, and 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 work space.
- (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.

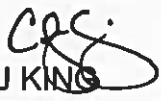
(1) Will track all printer assets and provide updates to the Garrison Information Management Office (IMO), when changes occur.

(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 for this policy is the Garrison Information Management Officer at (502) 624-3331.

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CJ KING
COL, LG
Commanding



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IMKN-ZA

Date

MEMORANDUM FOR Garrison Information Management Office, (IMKN-IM), 111 e Chaffee Avenue, Fort Knox, Kentucky 40121-5256

SUBJECT: Request for Printer/Copier Equipment

1. References.

a. Army Regulation 25-30, Army Publishing Program, 13 June 2018.

b. Department of the Army (DA) Pam 25-40, Army Publishing Program Procedures, 13 June 2018.

2. Background.

3. Requirement.

4. Equipment requested. (Include specific requirements for special features or functions).

5. Other Information:

a. Closest copier now.

b. Requested copier location. (facility, floor, room number).

c. No classified material will be reproduced. If printer is for classified material, provide security level and quantity of material to be produced.

6. The method of procurement would be the most cost effective. Coordination has been made with budget point of contact (insert name and phone number) and that funds are available.

7. The point of contact for this action is (Name), at (502) 555-0000 or email.

GARRISON COMMANDERS
SIGNATURE BLOCK

Enclosure 1

Sample memorandum of Request for Printer/Copier Equipment

Copier Needs Analysis

The questions below are essential to determine the proper copier equipment for your area and will facilitate the competitive bidding of your copier requirements. If you are requesting a specialized printer, please consider the following typical needs analysis questions and include as part of your request memo.

General Requirements.

Estimated Copy Volumes:

1. What was your volume (copies made) last year for black/white copies?
2. What is your anticipated monthly black and white copy volume copier?
3. Color Copies: Does your department require color copies (Yes/No)?
4. If you are seeking a color copier what is your anticipated monthly volume?

Existing Equipment.

5. Please list any equipment your section already has available. Include make/model, serial number and date installed. Indicate if requests in condition or will be replaced.

Current Copying.

6. Does your department have a dedicated power outlet for copier?
7. Does your department have a dedicated local area network (LAN) connection for copier/printer?
8. Does your department have a dedicated phone line for multi-function printer (MFP)?
9. Briefly describe the documents which are most frequently produced and photocopied in your department (including whether colored paper is used, colored reproductions are required and paper size).
10. Describe any concerns you may have with your current copier, including quality of copies, dependability, speed, etc.
11. Does your department share your present machine with other areas?
12. How many people in total will utilize the copier?
13. Specific Feature and Function Requirements: automatic duplexing, enlargements/reductions, automatic document feeder, access code feature, interposer for insertion of pages into document, electronic sorting, finishing required to include stapling/hole punch/booklet maker/other, network hookup required, scan, or facsimile.

Functional Requirements.

14. Does your area have special application needs, e.g. copy onto labels, transparencies, colored stock, preprinted forms, etc.?
15. Will 8 1/2 x 11 and 8 1/2 x 14 paper sizes be sufficient? If not please explain.

Enclosure 2