



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON RED CLOUD AND AREA I  
UNIT # 15707  
APO AP 96258-5707

REPLY TO  
ATTENTION OF:

POLICY LETTER #1-14

26 OCT. 2012

IMRD-ZA

MEMORANDUM FOR FOR SEE DISTRIBUTION

SUBJECT: Daily Shut-off of Computers, Monitors and Office Equipment

1. References:

- a. Army Regulation 420-1, Army Facilities Management, chapter 22, Army Energy and Water Management Program, 28 February 2009.
- b. Installation Management Campaign Plan, Version 2.0, Oct 10.
- c. Army energy Security Implementation Strategy, 09.
- d. Army sustainability Campaign Plan, 2010.
- e. Energy Independence and Security Act of 2007.
- f. Energy Policy Act of 2005
- g. Executive Order 13423, Strengthening federal environmental, energy and Economic Performance, 5 Oct 09.
- h. Executive Order 13514, Federal leadership in environmental, Energy and Economic Performance, 5 Oct 09.

2. Purpose. In support of IMCOM directed initiatives with the deployment of the IMCP Lines of Effort (LOE) program and in a new cost conscious culture, energy conservation is congruent with being good stewards of the nation's finances. Through energy conservation USAG-Red Cloud/Area I efforts will result in cost avoidance allowing the Garrison to spend its limited funds more effectively.

3. Policy. In support of IMCP LOE 6, USAG-Red Cloud will institute the daily shut off of all computer monitors and printers from 1800 to 0800 daily. This policy does not apply to individuals who are working during non-normal business hours. The intent of this policy is to reduce needless energy usage when IT equipment and devices are not being utilized.

4. Roles and Responsibilities.

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a. It is incumbent on individuals who have a computer at their assigned work station to turn off their computer monitor prior to departure at the close of business day. Additionally individuals will also turn off their computer printer which their networked to at the conclusion of the work day.

b. Individuals will not turn off their computer CPU when shutting down their respective monitors and printers. Computers must remain on after the conclusion of the business day in order for Network Enterprise Center (NEC) to apply necessary updates and patches to all computer systems. NEC's efforts help ensure a robust and resilient IT environment allowing for efficient daily operations.

c. Supervisors will conduct periodic spot checks of employee's computer monitors and printers to ensure they are turned off after the close of business. Supervisors are expected to reinforce the shutdown of monitors and computer printers and make on the spot corrections until this new paradigm becomes a habit and second nature for employees.

d. Through collective efforts USAG-RC/Area I can expect to save a substantial amount of scarce financial resources in a new era of budget austerity. It is important for supervisor to explain the logic and reasoning to employees for this new policy. A new cultural mindset of cost savings and cost avoidance needs to be inculcated amongst all employees at USAG-RC/Area I. The implementation of this policy is a step towards building a new cultural mindset as well as fully implementing the IMCP LOE Program.

4. Points of contact for this policy is the DPW Energy Manager, USAG-RC/Area I at 732-7863.

  
JOHN M. SCOTT  
COL, AV  
Commanding

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