



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAUMHOLDER
UNIT 23746
APO AE 09034-003

REPLY TO
ATTENTION OF

IMBM-ZA

11

14. NOV. 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 9-1, Energy Efficiency and Security Measure to Save Utility Costs

1. References:

- a. Installation Management Command Campaign Plan 2010-2017, Line of Effort 6: Energy Efficiency and Security
- b. AR 25-2, Information Assurance, 23 March 2009

2. Purpose: To establish uniform procedures for the management of work area automation in order to reduce the cost of electricity while maintaining automation security within the USAG Baumholder footprint. There are significant utility costs associated with the use of automation devices which include Uninterrupted Power Supplies (UPS), monitors, printers, copying machines, digital senders, desktop computers and notebooks. With over 2000 computer systems and peripheral automation devices in the community, the operation of automation equipment accrues several hundred of thousands of dollars in unnecessary electrical costs in this regard. All Soldiers and Civilians are obligated to help conserve both natural resources and Army financial resources.

3. Applicability: All Military and Civilian personnel assigned, attached, or on temporary duty with the Baumholder military community.

4. Policy:

- a. Uninterrupted Power Supplies (UPS) for desk-side automation equipment are prohibited. For protection against electrical surges, users should obtain a suitable power strip with surge protection. The UPS feature of continued power in the event of an outage is made redundant by the Auto Recovery function of Microsoft Office.
- b. IT personnel will ensure automation equipment is configured to theater standards that include a global policy of placing monitors and laptop screens into energy saving mode after 30 minutes of inactivity.
- c. All users will TURN OFF ALL office automation equipment (i.e. copy machines, printers, digital senders, monitors, desktop and notebook computers systems) at the end of each work day except for Tuesdays when software updates are issued.

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d. All Computer Systems will be turned on as outlined below for network security scanning and updates during duty hours.

5. Exceptions:

a. Mission Essential systems which must remain active 24/7 (i.e. EAC, MP Desk Sergeant, IOC). These systems will be rebooted at least once per week to ensure proper loading of system updates.

b. Network Infrastructure Equipment (i.e. Brocade switches, Cisco routers, EWSD telephone switch).

6. First-line supervisors are responsible for effecting this policy and ensuring its compliance.

7. Energy efficiency and security are important barometers of installation readiness. The measures outline in this should be understood as part of overall installation efforts to achieve long-term cost avoidance and to strengthen the ability of the Army to fulfill its missions now and in the future. These efforts extend not just to the use of automation equipment but also such practices as turning off unnecessary lights and appliances, keeping doors and windows closed in heated areas, and only utilizing heating systems in those areas when necessary. The energy savings achieved through these efforts will save our community close to half a million dollars per year.

8. Point of contact is the USAG Baumholder Information Management Officer, DSN 485-7044.



MICHAEL D. SULLIVAN
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Commanding

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