



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
United States Army Garrison, Bamberg
UNIT #27535
APO AE 09139-7535

IMEU-BAM-ZA

21 September 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanders Policy for Government Computer Shutdown

1. **Effective Date:** This policy letter is effective immediately and remains in effect until superseded or rescinded.
2. **Scope:** This policy is applicable to all USAG Bamberg Soldiers, DA Civilians, Local National Employees, Contractors and Volunteers.
3. **Reference:** AE Pam 25-25 para 3.e.(1).(d).
4. **Policy:** USAG Bamberg will save hundreds of thousands of dollars annually by shutting down computers at night.
 - a. All computers will be shut down at the end of the workday (including weekends and periods of leave). Additionally turn off the monitor, speakers, printers and other miscellaneous devices that are not being used.
 - b. To insure Information Assurance (IA) and Network Security Standards are maintained, all computers must be turned on during normal duty hours, this includes those computers for employees who are on leave or TDY. Scans that do not affect normal operations will be conducted and needed updates/patches applied.
 - c. In addition to above guidance, all computers will remain on every Wednesday. This will allow for the server based updating system to push updates/patches to computers at night. It is recommended that the activity/section/branch supervisor ensure all computers, to include those computers belonging to employees on leave or TDY and vacant work stations, be turned back on Wednesday as indicated above
5. **Points of Contact:** Mr. J.C. Perez, Director, Operations Center (OC) Bamberg, Phone DSN 469-8717, Mr. Dieter Gerber, Chief, O&M Division (Energy Program Manager), DSN 469-7743.

A handwritten signature in black ink, appearing to read "Steven L. Morris".

STEVEN L. MORRIS
LTC, AV
Commanding