



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, FORT CARSON
1626 ELLIS STREET, SUITE 200
FORT CARSON, CO 80913-4143

GC Policy #22

IMCR-ZA

1 October 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Printing, Copying and Paper Policy

1. Purpose. Our processes for managing and providing mission support, infrastructure, operations and services for our customers often involve paper. Use of printers, copiers and paper costs money and impacts our Sustainable Fort Carson and Net Zero goals. USAG Fort Carson seeks to reduce operating costs, energy use, waste, and other community and environmental impacts of printing and copying. Our goals will be to reduce paper usage, reduce waste, increase paper recycling and reduce operational costs.

2. Background. Raw materials, manufacture, transportation and distribution, warehousing, use and disposition of printing and copying devices and paper requires substantial natural resources (metals, chemicals, energy, water, fossil fuels and forests) and impacts operating costs, community well-being and the environment (land, air and water).

3. Scope. This policy applies to all organizations and operators of printers, copiers and multi-functional devices (MFD) working for or on behalf of the USAG. The policy excludes specialty equipment and paper used in photographic operations, engineering and mapping services and other unique situations where no suitable substitutions exist. The policy does not require the termination of existing contracts unless in the best interest of the Army and Fort Carson.

4. Policy. The USAG will seek to reduce paper use 50% below FY15 levels by the end of FY20 and all printing and copy paper will contain 100% postconsumer recycled content by FY16. Effective immediately, all USAG directorates, organizations and activities, including contractors and tenants, will analyze processes to identify where paper use can be reduced or eliminated and will implement the policy using guidelines in the Enclosure. Organizational responsibilities include, but are not limited to:

- a. Establishing organizational or facility baseline usage in FY15.
- b. Collecting and tracking organizational or facility usage data (FY15-FY20).
- c. Reviewing printing requirements (FY15-FY20)
- d. Setting and communicating organizational paper reduction goals (FY15-FY20).
- e. Turning in unnecessary or inefficient devices (as needed).

IMCR-PI

SUBJECT: Garrison Printing, Copying and Paper Policy

- f. Coordinating changes in working conditions with employee groups (as needed).
 - g. Evaluating organizational performance (at least annually).
 - h. Making improvements (as needed).
 - i. Communicating results (continuously).
 - j. Recognizing/Rewarding organizational success and employee initiative (continuously).
5. The POC for this policy will be the Installation Sustainability Resource Office, 719-526-4648.

Encl



JOEL D. HAMILTON
COL, FA
Garrison Commander

DISTRIBUTION: A