



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130


14 JUN 2011

IMEU-GFW-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #21; Government Computer Shutdown

1. **Effective Date:** This policy letter remains in effect until superseded or rescinded.
2. **Scope:** This policy is applicable to all USAG Grafenwoehr and tenant units assigned to USAG Grafenwoehr, Hohenfels and Garmisch, Soldiers, DA civilians, Local National employees, contractors, and volunteers.
3. **Reference:** AE Pam 25-25 para 3.e.(1).(d).
4. **Policy:** USAG Grafenwoehr 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 that are on leave or TDY. Scans that do not affect normal operations will be conducted and needed updates/patches will be applied.
 - c. In addition to above guidance, all computers will remain on every Tuesday. 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 and remain on during normal business hours each day, and at an absolute minimum, every Tuesday as indicated above.
5. **Points of Contact:** The points of contact for this memorandum are the USAG Grafenwoehr Information Management Officer, 475-8102, and DPW Energy Program Manager, 475-7170.


AVANULAS R. SMILEY
COL, IN
Commanding

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