



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON SCHWEINFURT**  
Unit 25850, Box 10  
APO AE 09033

IMEU-SWF-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum 1-17, Government Computer Shutdown

1. Scope: This policy is applicable to all USAG Schweinfurt and Tenant units assigned to USAG Schweinfurt, Soldiers, DA civilians, Local National employees, contractors, and volunteers.

2. Reference: AE Pam 25-25 paragraphs 3 and 6.

3. Policy: USAG Schweinfurt will save hundreds of thousands of dollars annually by shutting down computers at night in compliance with AE Pam 25-25, Para 6.

a. All computers will be shut down at the end of the workday to include weekends and periods of leave, with the exception stated in paragraph 3.c. below. In addition, turn off the monitor, speakers, printers, and other miscellaneous devices which are being used. Networked printers (those attached directly to the network and not to a workstation) will not be turned off.

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 which do not affect normal operations will be conducted and needed updates/patches applied during normal working hours.

c. In addition to the above guidance, all computers will remain on every Wednesday night. This will allow for the server based updating system to push updates and patches to computers at night. It is recommended that activity/section/branch supervisors ensure all computers, to include those of personnel on leave or TDY and vacant work stations, be turned on and remain on during normal business hours each day. All computers will be turned on every Wednesday.

4. Points of Contact: USAG Schweinfurt Information Management Officer, DSN 354-6686 or CIV 09721-96-6686.

*"Every Day... Better."*

ANTHONY E. HAAGER  
LTC, LG  
Commanding

MAR 25 2009

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