



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ARMY RESERVE
2400 ARMY PENTAGON
WASHINGTON DC 20310-2400

DAAR-IM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Reserve Paper Use Reduction and Print Management Policy

1. References:

- a. Executive Order (EO) 13693, Planning for Federal Sustainability in the Next Decade.
- b. Executive Order (EO) 13589, Promoting Efficient Spending.
- c. Department of Defense Strategic Sustainability Performance Plan.
- d. Army Directive 2013-26 (Armywide Management of Printing and Copying Devices).
- e. Army Directive 2014-02 (Net Zero Installations Policy).
- f. Army Regulation 25-1, Army Information Technology.
- g. Army Reserve Management of Printing and Copying Devices Policy.

2. Purpose. Establish Army Reserve policy and guidance regarding paper use reduction and print management.

3. Applicability. This policy applies to all United States Army Reserve (USAR) Activities, Army Reserve-Funded Installations, Readiness Divisions (DIV (R)), Mission Support Command (MSC), and Reserve Centers and Facilities.

4. Background. The USAR is committed to reducing its consumption of paper. Specifically, all Soldiers, Department of the Army Civilians (DAC), and contractors are expected to reduce the number of pages printed, copied, and faxed whenever possible. The DoD Strategic Sustainability Performance Plan establishes the objective, goal, and sub-goal for printing paper reduction. The USAR encourages implementation of Enclosure 1, Paper Use Reduction and Print Management Best Management Practices Guidelines, where feasible, to improve paper usage and print management practices, invoke a culture change, and reduce operating costs.

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5. Policy.

a. In accordance with Executive Orders 13693 and 13589, the Department of Defense Strategic Sustainability Performance Plan, and other references listed, the USAR shall implement cost-effective paper reduction and print management methods, to the maximum extent possible, to help achieve Federal, DoD, and Army goals.

b. Commands shall set the default for all printers to duplex (double-sided), black and white or greyscale.

c. Commands shall purchase uncoated printing paper containing at least 30% postconsumer recycled content or higher.

d. Commands shall update their Integrated Solid Waste Management Plan to include paper use reduction and print management best management practices.

e. Reference (a) directs all agencies to reduce copier and printing paper use. Reference (b) encourages all agencies to establish processes and policies to efficiently manage costs associated with printing. Reference (c) establishes the objective, goal, and sub-goal for printing paper reduction. Reference (d) implements Army Audit Agency recommendations to ensure efficient use of funds for printing and copying devices. Reference (e) sets policy and assigns responsibilities to strive toward Net Zero at Army Installations. Reference (f) provides information technology support principles that encourage a paperless office environment. Reference (g) implements ref (d).

6. Proponent. The Office of the Chief of Army Reserve Installation Management Directorate is the proponent for this policy.

7. The point of contact for this action is Mr. Paul Wirt, 703-806-6757, or paul.g.wirt.civ@mail.mil.

MARSHALL D. BANKS
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Installation Management Directorate

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DISTRIBUTION:

GEOGRAPHIC COMMANDS:

1 MSC

7 MSC

9 MSC

63 DIV (R)

- USAG-FHL

81 DIV (R)

- USAG-Fort Buchanan

88 DIV (R)

- USAG-Fort McCoy

99 DIV (R)

- ASA-Dix

FUNCTIONAL COMMANDS:

3 MCDS

76 ORC

79 TSC

200 MP CMD

311 SC(T)

335 SC(T)

377 TSC

412 TEC

416 TEC

807 MCDS

ARAC

ARCD

AR-MEDCOM

LEGAL CMD

MIRC

USACAPOC(A)

75 TNG CMD (MC)

80 TNG CMD (TASS)

84 TNG CMD (UR)

85 USAR SPT CMD

108 TNG CMD (IET)

USAR SPT CMD (1A)

AREC / ARET:

USARPAC

ARNORTH

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ARCENT

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CENTNG CMD (UR) OM

USAREUR

USARAF

8TH ARMY

NORTHCOM

USARJ

I CORPS

PACOM

SOUTHCOM

III CORPS

XVIII ABC

USASOC

EUCOM

SOCOM

COPY FURNISH:

USARC XOs

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