



**DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND, SOUTHEAST REGION  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT CAMPBELL  
39 NORMANDY BOULEVARD  
FORT CAMPBELL, KENTUCKY 42223-5617**

REPLY TO  
ATTENTION OF

IMSE-CAM-HRI

11 June 2009

MEMORANDUM FOR Directors and Chiefs, Staff Offices/Activities, This Headquarters

SUBJECT: Policy 11 – Procurement and Acquisition of Local Printing and Duplicating Services

1. References:

- a. AR 25-30, The Army Publishing Program, 27 March 2006.
- b. DD Form 844, Requisition for Duplicating Services, February 1989.
- c. FC Form 4256, GPC Worksheet, February 2009.
- d. IMCOM Common Level Service 17, Standard Service Provided H, Provide Advice on Procedures to Acquire Local Printing and Reproduction.

2. Purpose: To re-state Army and define USAG policy for the acquisition of local printing and duplicating services.

3. Applicability: This policy applies to all personnel assigned to, or working for, USAG, Fort Campbell.

4. Policy:

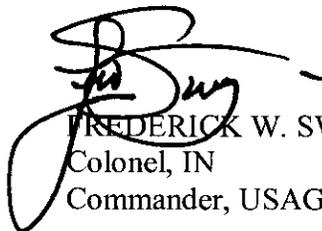
- a. All requests for printing must relate entirely to the transaction of official business using the least expensive material, construction, processes and least number of copies that will achieve the intended purpose of the product. Do not use multiple colors for hard copy distribution of reports and presentations unless necessary to provide clarity of data and information presented.
- b. The DHR, Records Management Division is responsible for ensuring that local printing and duplicating requests meet the requirements AR 25-30, The Army Publishing and Printing Program, and is the approving authority for DD Forms 844, Requisition for Duplicating Services.
- c. FC Form 4256, GPC Worksheet, requires GPC officials to process DD Forms 844, through the DHR, Records Management Division before expending GPC funds to acquire local printing or duplicating services.
- d. The Document Automation and Production Service (DAPS), located at 2615 Indiana Avenue, Fort Campbell, KY, is the sole source for procurement of local printing and duplicating services, waivers thereof, and will be used for all local printing and duplication.

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e. Procurement of printing from off-post commercial facilities, without obtaining a waiver from DAPS, and paying for those services with the GPC credit card could require GPC officials to reimburse the Government for unauthorized expenditures of funds.

5. The proponent for this policy is the Directorate of Human Resources, Records Management Division, ATTN: IMSE-CAM-HRI.



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Colonel, IN  
Commander, USAG

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