



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BADEN-WÜRTTEMBERG  
UNIT 29237  
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Baden Württemberg Policy Memorandum #21, Double-Sided Printing Default on Computers

1. The Environmental Management System (EMS) is the Commander's program for managing all environmental related issues. Continual improvement is one of the most significant components of the EMS. As such we are always improving our environmental performance by helping to save funds and resources.
2. A current EMS initiative is to configure all computers, when applicable, to the double-sided printing default. This initiative will help conserve paper and funds, both of which are limited. Please contact your Information Technology office/person and have computers configured to this default setting.
3. Printing double-sided versus single-sided saves nearly \$0.02 per page. Efforts should be made to avoid printing. If printing cannot be avoided, choose the most appropriate printing method for the situation. Color printing should be used only when necessary. One page of color printing (single-sided) costs \$0.08 on average, whereas one page of black and white-printing costs \$0.03. When appropriate, use 'EconoMode' to conserve toner ("Properties", "Paper/Quality", choose "EconoMode"). For more information, visit <http://www.bw.eur.army.mil/directorates/DPW/thrift.html>.
4. Points of contact regarding this memorandum are the Environmental Division Chief at DSN 373-5383 or the EMS Program Manager at DSN 373-5384.

  
BRYAN D. DECOSTER  
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Commanding

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