



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 12, Business Cards

1. Reference. AR 25-30 (The Army Publishing Program)
2. Purpose. To establish an official business card policy and procedures for U.S. Army Garrison personnel, Fort Leonard Wood, Missouri.
3. Applicability. This policy is applicable to all Installation Management Command (IMCOM) personnel on Fort Leonard Wood, Missouri.
4. Policy and Procedures.

a. Printing business cards at government expense is authorized **only** when cards are considered necessary to perform official duties and facilitate mission-related business communications.

b. A Brigadier General (BG) or Senior Executive Service (SES) equivalent must approve commercial procurement and printing of business cards IAW AR 25-30, paragraph 5-7 guidelines.

c. Business card stock may be purchased to produce business cards on government computers for personnel who require business cards to properly carry out their federal duties. Commanders and Directors at the O-6/GS-15 level will approve personnel in their respective organizations authorized business cards. If a Commander or Director determines more than 20 percent of her or her personnel require business cards, then approval is required from the next higher echelon.

(1) The following must be considered when approving personnel who require business cards produced on government computers:

(a) Do the employees have routine external contacts? Are the contacts on a frequent enough basis justifying the cost of printing the cards?

(b) Would the cards provide a benefit to the employing organization?

(c) If the business cards were not produced, then would there be an impact to the organization? What is the impact?

(d) Are the cards a necessary expense?

IMLD-ZA
SUBJECT: Garrison Policy 12, Business Cards

(e) What quantity is necessary? Consideration should be given to potential moves, reorganization, or other factors that may impact the number ordered.

(f) If production of business cards is approved, a standard format, content, and style should be used by the U.S. Army Garrison for consistency and uniformity.

(g) Business cards must be used solely for **OFFICIAL** business. For example, cards cannot be used in promotional drawings conducted by private establishments, and cards cannot be used to extend social courtesies.

(2) Adhere to the following rules when producing business cards:

(a) Only existing computer hardware and software may be used. Special hardware, software, card stock, or ink cartridges will not be procured for the purpose of producing business cards. Only standard business card stock available through normal supply channels may be used. NOTE – see Government Purchase Card holder for a complete list of available supply sources.

(b) Cards will contain only the necessary business information, such as: name of the organization, office, activity, or unit represented; official mailing address; name of the individual; military telephone number (DSN), commercial telephone number, facsimile (FAX) number; office e-mail address(s), and website(s).

(c) Only approved organizational logos may appear on business cards.

(3) The U.S. Ability One Commission (AbilityOne.gov) and UNICOR may be used as an alternate source of procuring business cards when the cost is equivalent or less than the cost of producing the cards on a personal computer. Requirements must first be submitted through the Defense Logistics Agency (DLA) on Fort Leonard Wood, Missouri.

5. This policy supersedes any previous policies and is in effect until superseded or rescinded.

6. Proponent. The proponent for this command policy is the Directorate of Resource Management at (573) 563-4149.


TRACY L. LANIER
COL, LG
Commanding