



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE, VIRGINIA 23801-1720

REPLY TO
ATTENTION OF

FORT LEE POLICY NO. 17-05

IMNE-LEE-ESP

SEP 7 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Purchasing Security Equipment

1. This policy provides procedures and guidance for the purchasing of security-related equipment. The purpose of this policy is to ensure security equipment purchases are IAW regulatory guidance, are compatible with existing systems and monitoring software, and adhere to current Force Protection (FP) standards.

2. References:

- a. AR 190-13, The Army Physical Security Program, 25 February 2011.
- b. AR 380-5, Information Security, 29 September 2000.

3. Procedures for purchasing security-related equipment:

a. The Physical Security Officer will approve all requests for purchasing security-related equipment; i.e., card readers, Mylar film, closed circuit TV, alarm systems and all other physical security-related equipment. Prior to purchasing the security related equipment, approval must be obtained from the Physical Security Office, Ft Lee, VA. The requester will provide the Physical Security Office with a memorandum requesting approval for purchase of the equipment with a description of the equipment and a justification for the equipment.

b. All purchases for shredders pertaining to classified material will be coordinated thru the Information Security Officer, DPTMS, IAW AR 380-5.

4. This policy supersedes Fort Lee Policy 17-05, 18 Mar 11.

5. Proponent for this policy is the Directorate of Emergency Services, Physical Security Office.

IMNE-LEE-ESP

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6. Points of contact are:

a. Physical Security Officer, Donald W. Butler, 734-7438, Bldg 5228.

b. Installation Information Security Officer, Mary Stanley, 734-6412, Bldg 1107, Room 129

A handwritten signature in black ink, appearing to read "Rodney D. Edge". The signature is stylized with large, flowing letters and a prominent flourish at the end.

RODNEY D. EDGE
COL, LG
Garrison Commander

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LEEKEY