DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
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AMIM-BVG-IM (25-1a)

AUG 13 2026

MEMORANDUM FOR All Fort Belvoir Garrison Directorates and Staff Elements

SUBJECT: Fort Belvoir Policy Memorandum #15, Acquisition of Information Technology (IT) Hardware, Software and Services

1. References:

a. Army Regulation 25-1 Information Management, 15 July 2019.

b. DODI 8170.01 Online Information Management and Electronic Messaging, 2 January 2019.

c. (U) IMCOM OPORD 19-025, Federal Information Security Modernization Act (FISMA) Information (PII) Containment and Mitigation Plan, 231900ZOCT2019.

2. Puprpose. To provide guidance on requirements and procedures for IT management and acquisition.

3. Applicability. This policy applies to all Garrison Directorates and staff elements.

4. Policy:

a. It is essential for the Garrison to have a managed and coordinated acquisition strategy for IT in order to create an effective and efficient organization that minimizes risk to the Command and maximizes information age delivery of mission services.

b. All Soldiers and Civilian employees of the Garrison must ensure that IT hardware, software and services are acquired and implemented using the procedures defined by the IMCOM, Army Material Command, Department of the Army and the Department of War.

c. This policy applies to the procurement of IT services, hardware or software regardless of funding source or appropriation. It applies to contracts, service level agreements, partnerships, intergovernmental service agreements as well as Government Purchase Card (GPC) purchases. No Garrison employee will direct or approve of the purchase of IT equipment or services, including web services, without an approved Information Technology Approval System (ITAS) memorandum.

d. No IT or property that utilizes IT shall be accepted or transferred from an Army or DoD material developer unless it has an active Authority to Operate (ATO) from an appointed Authorizing Official.

e. Procedures are published as part of the annual command guidance posted on the IMCOM G3 SharePoint site.

5. Proponent. The proponent for this policy is the Information Technology Office at, email: usarmy.belvoir.imcom.mbx.information-management-department@army.mil or 571-644-8050.

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Commanding