



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708-1419

IMCH-HRA

OCT 31 2019

MEMORANDUM FOR RECORD

SUBJECT: Acquisition of Information Technology (IT) Hardware, Software and Services

1. Reference: AR 25-1, Army Information Technology, 15 July 2019.
2. 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.
3. 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 Materiel Command, Department of the Army and the Department of Defense.
4. This directive 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.
5. 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 from an appointed Authorizing Official.
6. Additional procedures for implementing this directive are provided by the IMCOM CIO/G6 as required. Procedures are published as part of the annual command guidance posted on the IMCOM G3 Sharepoint site.
7. The proponent for this memorandum is the USAG Directorate of Human Resources, Mr. Ian Ganci, Chief ASD, DSN: 597-5584, email: ian.r.ganci.civ@mail.mil.

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