



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5046

AMIM-DRG-ZA

23 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum 21-14, Acquisition of Information Technology (IT) Hardware, Software and Services

1. Reference: Army Regulation 25-1 Information Management, 15 July 2019.
2. Supersession: This policy supersedes and replaces Garrison Policy Memorandum 19-14, Acquisition of Information Technology (IT) Hardware, Software and Services, 1 November 2019.
3. Purpose: 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 Command risk and maximizes information age delivery of mission services.
3. Concept: 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 Defense.
4. Applicability: 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.
5. General: No IT or property that utilizes IT will 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 policy 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.

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7. The point of contact for this policy is Mr. Robert Clements, Information Management Officer, at (315) 772-3003.

JAMES J. ZACCHINO, JR.
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Garrison Commander

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