



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
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AMIM-HWG-ZA

30 August 2022

MEMORANDUM FOR All Military Personnel, Department of Defense (DoD) Civilian Employees, Contractors and Personnel within United States Army Garrison, Hawaii (USAG-HI) Installation

SUBJECT: Policy Memorandum USAG-HI-46 Acquisition of Information Technology (IT) Hardware, Software and Services.

1. Reference: Army Regulation 25-1 Information Management, 15 Jul 19.
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 Soldier 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. 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. 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 policy are provided by the IMCOM CIO/G6 as required.
7. This policy memorandum is effective immediately, and remains in effect until rescinded or superseded in writing.
8. Point of Contact for this policy memorandum is USAG-HI S6 Chief, Ms. Savannah Corral at email: USAGHI-S6@army.mil and phone number: 808-787-1533.

STEVEN B McGUNEGLE
COL, AR
Commanding