ATZS-CG (25)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 24-16 – Central Information Technology (IT) Acquisition, IT Project Management, Reutilization, and Turn-in of Information Management (IM)/IT Equipment and Property

1. REFERENCES.

    a. AR 25-1 (Army Information Technology).

    b. AR 25-2 (Army Cybersecurity).

2. APPLICABILITY. This memorandum applies to subordinate units and activities within the United States Army Intelligence Center of Excellence (USAICoE).

3. SCOPE. USAICoE G6 is the designated centralized IT acquisition and IT project management office, in order to establish and sustain a standard IM/IT baseline across USAICoE, promote proper accountability of IT funds and IT Portfolio, and streamline coordination, maintenance, and security across all USAICoE IT network enclaves.

4. POLICY.

    a. USAICoE G6 is the central coordination, executive agent, and approval authority for USAICoE IM/IT acquisition, IT infrastructure projects and purchases, IT equipment/ property reutilization, turn-in/disposition and Life Cycle management.

    b. USAICoE subordinate organizations will coordinate with and obtain approval from the G6 for all IM/IT requirements, and acquisition of all IT, including procurement of any software, hardware (including server hardware, network, wireless, and security devices) maintenance agreements and IT services or IM/IT services contracts of any kind, to include software development, maintenance, license agreements and subscriptions, IT requirements for classrooms, office automation, connection of tactical systems to DoD networks, IT infrastructure projects, IT logistics, and Information Assurance initiatives, like Certifications and Accreditations of systems and networks, regardless of source of funding, to include year-end funds, UFR, external funding, etc.

    c. The G6 will coordinate with the Command and the Directorate of Resource Management (DRM) for funding approval of IM/IT procurements and acquisitions, after

proper requirements validation and costing, and will execute and/or coordinate for the execution of the procurement/project on behalf of the requesting organization.

   d. DRM will ensure that all requests for funding for IM/IT requirements have been approved by, or are being executed by, the USAICoE G6 before disbursement of funds.

   e. The USAICoE G6 will coordinate with all pertinent external agencies (Fort Huachuca NEC, NETCOM, 7th Signal Command, TRADOC G6, DA G6, DA G2 DAMI-IM, DIA, NSA, and any other Installation and/or external agencies) on behalf of requesting USAICoE activities for IT support. The G6 will action appropriate approval/oversight documentation (TRADOC and DA G6 Information Technology Approval System (ITAS) Waiver requests and approvals) and will either execute or provide approval for subordinate organizations to execute IT procurements, initiatives, and projects, after proper validation and approval of requests.

   f. IAW AR 25-1, all IT procurements must be executed through the Army's Computer Hardware, Enterprise Software and Solutions (CHESS) contract vehicle, regardless of source of funding and/or contract. Any procurement that cannot be executed through the CHESS program due to unavailability of an item must have an approved CHESS Statement of Non-Availability before execution of the procurement outside of CHESS.

   g. All IM/IT equipment procured at USAICoE will be delivered to the USAICoE G6 warehouse to ensure property accountability, verification, validation and application, unless expressly authorized otherwise by the G6. IM/IT equipment includes, but is not limited to, desktop computers, laptop computers, monitors, imaging/printing devices, memory or expansion/controller cards, wireless cards, radios, phones, Smart Card readers, thumb drives, headsets, microphones, webcams and other collaboration devices, uninterruptible power supplies, network devices (switches, routers, firewalls), Audio Visual devices (projectors, large format display screens, and Video Teleconferencing Equipment).

4. PROCEDURES.

   a. All purchase requests for any of the resources listed above must be submitted to the USAICoE G6 through the activity authorized requestor using the online Information Technology Request (ITR) Form on the Intelligence Knowledge Network (IKN – https://ikn.army.mil) and receive approval through the G6 Configuration Control Board (CCB) process.

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b. The USAICoE G6 staff will survey and assess the requirements, determine the technical requirements in coordination with the NEC and other agencies when applicable, engineer a technical solution for the requirements as appropriate, coordinate with other installation agencies for oversight and/or approval of the request when applicable, and obtain quotes to select a contract/vendor through the CHESS and/or appropriate contract vehicle for procurement in accordance with Army and TRADOC policies.

c. Procurement can be executed in one of the following ways:

(1) Funds transfer from the requesting activity to USAICoE G6 to purchase the items or services. The requesting activity is responsible to ensure all coordination with DRM for the funds transfer, and that project initiatives are processed and approved through the USAICoE G6.

(2) With USAICoE G6 approval, the activity can execute the procurement using their Government Purchase Card (GPC) for execution through the CHESS program.

d. Procurement of software products covered under the Army Joint Enterprise License Agreement (JELA) must be executed through the USAICoE G6 only. The JELA covers Microsoft, Adobe, and other commonly purchased software products. Purchasing these products outside the Army JELA is strictly prohibited. Organizations should contact the G6 office at 533-6370 for a full list of covered products, and more details on executing software procurements before making any software purchases.

e. Life Cycle Replacement (LCR) of computers, laptops, monitors, printers and peripherals is consolidated at TRADOC G6, IAW TRADOC policy. Organizations requiring replacement of computers, laptops, monitors, and peripherals, will submit their requirements through the G6 for submission to TRADOC G6 for procurement via CHESS consolidated purchase.

f.   All turn-in and disposition or re-purposing of IT equipment must be coordinated through the USAICoE G6. The owning unit/activity will prepare a memorandum requesting approval for turn-in, listing the equipment manufacturer, model, serial number, and description, including processor type and speed, monitor size, hard drive capacity and memory, as applicable. USAICoE G6 will determine if the equipment can be repurposed within USAICoE and will identify specific organizations with IT requirements that can be filled with this equipment, or approve turn-in of the property, as applicable.

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5. This memorandum supersedes HQ USAICoE (ATZS-CG) memorandum (POLICY 20-16 – Central Information Technology (IT) Acquisition, IT Project Management, Reutilization, and Turn-in of Information Management (IM)/IT Equipment and Property), 21 September 2020. This version will remain in effect until superseded or rescinded.

6. PROPONENT. USAICoE G6, 533-0981 or 533-6370.

RICHARD T. APPELHANS
Major General, USA
Commanding

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