



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
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FORT IRWIN, CA 92310-5000

AMIM-NTG-ZA

21 July 2025

MEMORANDUM FOR DISTRIBUTION

SUBJECT: United States Army Garrison, Fort Irwin Policy #18 - Acquisition of Information Technology (IT) Hardware, Software, and Services

1. REFERENCES:

- a. Army Regulation 25-1, Army Information Technology, 15 July 2019
 - b. IMCOM OPORD 20-008 Installation Management Command (IMCOM), 3 August 2020
 - c. Personal Identifiable Information (PII) Containment and Mitigation Plan.
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. Utilize the procedures defined by the Installation Management Command, 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 purchases. Garrison employees will not direct or approve the purchase of IT equipment or services, including web services, without an approved Information Technology Approval System memorandum.
5. IT or property that utilizes IT, will not 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 Chief Information Officer/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 is Virginia I. Kemp, Installation Privacy Act Officer, virginia.i.kemp.civ@mail.mil, (760) 380-4540.



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