



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
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FORT LEAVENWORTH, KANSAS 66027-1292

AMIM-LVG-ZA (25h / 25i)

10 April 2024

MEMORANDUM FOR SEE DISTRIBUTION

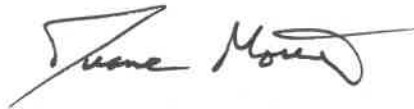
SUBJECT: Command Policy Letter #17, Acquisition of Information Technology (IT) Hardware, Software and Services

1. Reference: Army Regulation 25-1 Information Management, 15-July-2019
2. It is essential for the Garrison to have a managed and coordinated acquisition strategy for IT 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 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 webservices, 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. Procedures are published as part of the annual command guidance posted on the IMCOM G3 SharePoint site.

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Hardware, Software and Services

7. Point of contact for this memorandum is Mr. Thomas Reitmeier, Executive Officer, at email thomas.c.reitmeier.civ@army.mil or phone number (913) 684-2993.



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