DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, STUTTGART
UNIT 30483
APO AE 09154-0438

AMIM-SGG-IM (25-1 iiii) 24-Jun-26

MEMORANDUM FOR United States Army Garrison Stuttgart (USAG-S) Service Members and Civilian Employees

SUBJECT: USAG Stuttgart Command Policy Memorandum #25-016, Acquisition of Information Technology (IT) Hardware, Software and Services

1. References:

a. Federal Acquisition Regulation (FAR), Part 39 (Acquisition of Information Technology)

b. DoD Instruction 8500.01 (Cybersecurity)

c. Army Regulation 25-1 (Information Management)

d. Army in Europe Regulation 25-1 (Information Management)

e. HQ IMCOM, AMIM-IM memorandum (IMCOM Policy Memo 25-1 - Enterprise Information Technology (IT) and Information Systems (IS) Management).

f. HQ IMCOM, IMCOM Campaign Plan, Annex A (IMCOM Campaign Plan), Appendix 3 (Information Technology)

2. This memorandum establishes a managed and coordinated acquisition strategy for Information Technology (IT) within the Garrison. This ensures effective and efficient organization, minimizes risk to the Command, and maximizes the delivery of mission services in the information age.

3. All Soldiers and Civilian employees of the Garrison must acquire and implement IT hardware, software, and services in accordance with procedures defined by U.S. Army Installation Management Command (IMCOM), Army Material Command (AMC), Department of the Army (DA), and the Department of Defense (DoD). The Garrison Commander will assess IT services, hardware, and software acquisitions, consider mission requirements and utilize the DoD and DA IT risk analysis framework to determine acceptable risk. This includes a deliberate risk assessment process. All IT hardware acquisitions must be Trade Agreements Act (TAA) compliant. If not TAA compliant the request will be rejected.

4. This policy applies to all procurement of IT services, hardware, or software, regardless of funding source (including but not limited to appropriated funds non-appropriated funds, and grants). This encompasses contracts, service level agreements, partnerships, intergovernmental service agreements, and Government Purchase Card (GPC) purchases. CHESS (Commercial Hardware, Enterprise Software and Services) is the mandatory source for all IT acquisitions to include hardware, software, and IT services. All IT Purchase Requests (PRs) must be routed through the Garrison Information Management Office for verification and approval prior to submission. No Garrison employee shall direct or approve the purchase of IT equipment or services, including cloud services and web-based applications, without prior knowledge and consent of the Garrison S6, and an approved Information Technology Approval System (ITAS) memorandum. IT equipment requirements should be planned annually in coordination with resource and MDEP (Major Equipment Depot Program) managers to request only truly required equipment. The S6 is responsible for obtaining Life-Cycle replacement equipment via Installation Management Command - Europe's (ID-E) consolidated buy via CHESS. If the required item is not available through CHESS, a Statement of Non-Availability (SNA) must be obtained and included with the IT Purchase Request.

5. Information Technology Acquisition Workflow. All IT acquisitions will follow the following workflow:

a. CHESS Search & Selection. All IT hardware, software, and service acquisitions must originate through CHESS, utilizing a Request for Quote (RFQ), Request for Information (RFI), or Request for Proposal (RFP) as appropriate. Prior to initiating any procurement, verify funding availability with the Resource Management Office (RMO). Procurements exceeding $25,000 require processing through the contracting office.

b. 2nd Theater Signal Brigade (2TSB) Technical Validation. Submit the selected item(s) to 2TSB for technical validation and compatibility assessment.

c. ITAS Waiver Request. Upon 2TSB approval, submit an ITAS waiver request via Cybersecurity Program and Risk Oversight Branch Electronic System (CPROBE). HQ IMCOM is the ITAS waiver approval authority. All ITAS requests must be documented as part of the Common User Interface (CUI) or AV System records which are maintained in the Army Prepositioned-Stocks Management System (APMS).

d. Execute Purchase: Following ITAS approval, execute the purchase through the appropriate procurement method.

6. Point of contact for this policy is the Garrison Information Management Office at DSN: 314-596-3464 which is also responsible for any questions regarding IT acquisition.

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EDWARD J. SANFORD
COL, SF
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