



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
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MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 08, 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 United States Army Garrison Fort Leonard Wood (USAG-FLW) to have a managed and coordinated acquisition strategy for Information Technology (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 USAG-FLW must ensure that IT hardware, software and services are acquired and implemented using the procedures defined by Installation Management Command (IMCOM), Army Material Command (AMC), 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 USAG-FLW 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 (ATO) from an appointed Authorizing Official (AO).
6. Additional procedures for implementing this policy are provided by the IMCOM Chief Information Officer (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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Commanding