



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

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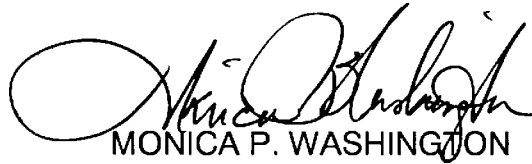
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UNITED STATES ARMY GARRISON YONGSAN – CASEY POLICY LETTER # 71

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 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 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 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 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 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.


MONICA P. WASHINGTON
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