



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
462 HAMILTON ROAD, SUITE 120
FORT SILL, OKLAHOMA 73503

IMSI-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Acquisition of Information Technology (IT) Hardware, Software and Services, GC Policy Memo 19-04

1. Reference: Army Regulation 25-1 Information Management, 15-July-2019.
2. Purpose: It is essential for the Fort Sill Garrison to have a managed and coordinated acquisition strategy for IT in order to support an effective and efficient organization while minimizing risk to the Command.
3. Scope: 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, and government purchase card purchases.
4. Policy:
 - a. All Soldiers and Civilian employees assigned to the Garrison must ensure IT hardware, software and services are acquired and implemented using all relevant policies and procedures. All Garrison employees are to consult with the Garrison Information Management Office/S-6 prior to any purchase that relates to IT hardware, software, or services to include, but is not limited to mobile devices, telecommunications (data and voice ports or equipment changes), copiers, commercial cable, commercial Internet, or Mission & Installation Contracting Command IT contractual actions. This is to ensure the latest information is provided as it relates to Headquarters, Department of the Army/Chief Information Officer (CIO) G-6 and local policies.
 - b. No Garrison employee will direct or approve the purchase of IT equipment or services, including webservices, without an approved IMCOM G-6 (or higher Army Command) Information Technology Approval System memorandum and coordination with the following agencies:
 - (1) Fort Sill Public Affairs Office - Must approve any web based IT services, hardware or software on the public Fort Sill domain.

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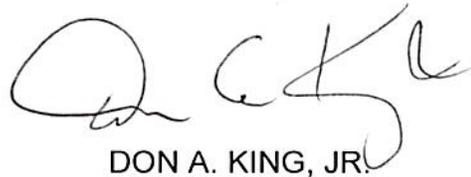
(2) Information Management Office - Will ensure requested web service by Garrison Organizations have a bonafide need, no duplication of IT services or platform, and requested purchases are routed through the proper channels prior to public use.

(3) Directorate of Plans, Training, Mobilization and Security – For the purpose of Operation Security.

c. 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.

5. Additional procedures for implementing this policy is provided by the IMCOM CIO/G6 as required. Procedures are also published as part of the annual command guidance posted on the IMCOM G3 Sharepoint site.

6. Point of contact for this policy is the Fort Sill Garrison Information Management Office, (580)-558-1922.



DON A. KING, JR.
COL, SF
Commanding

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