



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
2221 ADAMS AVENUE  
FORT LEE VIRGINIA 23801-2102

ATCL- CS

CASCOM POLICY #18-04

JUN 27 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Information Technology Procurement Policy

1. Purpose: This policy memorandum defines Information Technology (IT) procurement approval and implementation authority and responsibility within the Combined Arms Support Command (CASCOM), Fort Lee, Virginia.
2. Background: The Army and TRADOC policy is to centrally manage IT investments to ensure compliance with applicable Federal, DoD, and Army regulations and policies. This policy memorandum ensures IT investments meet Information Assurance standards, are interoperable within the LandWarNet, and minimize lifecycle costs. This memorandum implements the guidance contained in references (Encl. Annex A)
3. Policy: This policy applies to CASCOM organizations operating at or supported directly at the Fort Lee, Fort A.P. Hill, and Fort Eustis areas. CASCOM activities outside these areas must coordinate service agreements with their supporting Information Management providers. CASCOM G-6 is available to implement threshold bridging strategies on a case-by-case basis to provide IT services at satellite activities until standard services can be implemented. In addition, the CASCOM G-6 will provide guidance and consultation service when satellite organizations are coordinating with the supporting IT provider.
4. The Network Enterprise Center (NEC) is the proponent for the approval/disapproval of all IT products that will connect to the Fort Lee Installation Campus Area Network (ICAN). NEC approval is required prior to purchasing. CASCOM G-6 will coordinate with the NEC for approval of all IT purchases that will connect to the ICAN. CASCOM G-6 is the approval authority for purchases of all IT products and services. Additional approvals from the DPW, NEC, or other organizations may be required for specific types of IT equipment (e.g., Audio/Visual, telephone, building modification, etc.) IAW Fort Lee Mission Installation Contracting Command (MICC) guidance. IT purchase approval is subject to inspection and audit by Army Acquisition Command and other agencies.
5. Funding of IT purchases is the responsibility of the requiring activity.
6. Major thresholds for IT purchases are:

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a. Organizational Government Purchase Cards (GPC) will not be used to purchase IT products without approval from G-6 Plans & Programs. CASCOM G-6 may use their \$25K GPC card to procure IT products up to \$25,000.

b. IT purchases above \$25,000, and those for IT services, must be contracted through the Fort Lee MICC using Acquisition Management Oversight (AMO) procedures in references m and n.

c. Additional TRADOC G-6 and/or Army G-6 approvals or waivers are required for the procurement of IT products under moratorium, purchases above \$25,000, or those using non-IT funding sources. The TRADOC Reporting and Decision (RAD) form is developed and submitted IAW TRADOC Reg. 25-1. An IT Approval System (ITAS) is submitted IAW with DA Pam 25-1-1. RAD and ITAS documents will be routed through the CASCOM G-6 Plans and Programs Division for review and approval.

7. All CASCOM organizations will utilize approved contracting vehicles to procure IT hardware, software, and services.

a. IT products will be procured through the Army Computer Hardware Enterprise Software and Solutions (CHESS) program. Products not available through CHESS may be purchased using an existing DoD Enterprise License Agreement (ELA) or DoD Blanket Purchase Agreement (BPA), such as via the DoD Enterprise Software Initiative (ESI).

b. Organizations with a validated urgent operational need may purchase IT products from other vendors with a CHESS statement of non-availability and approved ITAS waiver.

c. Products listed on CHESS or DoD ELA / BPA / ESI are not to be considered pre-approved for any purpose. CASCOM organizations must also refer to AR 25-1 and follow the process to obtain a Certificate of Networthiness (CoN) for new and legacy software, as required.

8. All IT service contracts require CASCOM G-6 review and concurrence IAW TRADOC Reg. 5-14 as part of the AMO process to ensure compliance with IA standards. CASCOM G-6 personnel are available to participate as Functional Review Board (FRB) members.

9. All software and hardware acquired by CASCOM, regardless of purchase method, will be centrally recorded in the G-6 IT inventory and work order system for life-cycle management. Materiel that meets the property accountability thresholds in AR 735-5 will be recorded in the organizational property book prior to issue to the using organization.

10. The use of stand-alone systems must be approved by the CASCOM G-6 and will be managed on a case-by-case basis. The requiring activity must submit a validated operational requirement to justify the need of a stand-alone system. Stand-alone systems will not be used as a method to bypass Army enterprise solutions and network requirements. The requiring activity must provide qualified personnel for Information Assurance operations for the stand alone system IAW references c, d and j. The stand-alone system will be registered in the CASCOM IT inventory and work order system for life-cycle management.

11. Program of Instruction (POI) training automation, equipment, or devices, such as Logistics Information Systems and Mission Command Systems will be life-cycled to support requirements for hardware, software, or infrastructure, directed by Army Program organizations. Lifecycle for training automation must be coordinated through the G-6 Training Automation Division.

a. The G-6 Training Automation Division will verify and approve the purchase of all IT products related to training automation. Funding is the responsibility of the requiring activity.

b. All requests for additional POI training automation must be documented with the CASCOM G-4 on an approved DA Form 4610-R for addition to the requesting schools Table of Distribution and Allowances (TDA). Once this process is complete the G-6 Training Automation Division will order or purchase the automation equipment for the requestor. If required, funding is the responsibility of the requiring activity.

12. Centrally Managed Programs.

a. TRADOC G-6 centrally manages and funds office automation life-cycle replacement each Fiscal Year based on requirements provided by CASCOM G-6. Organizational funds should not be used to procure standard baseline office automation (e.g., workstations, monitors, laptops, etc.).

b. Army Training Support Command (ATSC) centrally manages and funds classroom automation as part of the Enterprise Classroom Program (ECP) and provides life-cycle replacement based on validated requirements from TRADOC schools. Organizational funds should not be used to procure classroom automation requirements that can be resourced by the ATSC Classroom program. CASCOM Training Support Directorate is the CASCOM ECP manager.


c. CASCOM G-6 centrally contracts wireless IT products for CASCOM on an annual basis via NETCOM BPA. Organizations requiring cell phones, Blackberry service, or wireless data devices should refer to the CASCOM Wireless IT Request policy, dated 29 Aug 12.

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d. CASCOM G-6 centrally contracts office printing capabilities. CASCOM will employ leased commercial multifunction devices for printing, copying, and scanning, to the maximum extent possible. Standalone or workgroup printers will only be used in situations where operational necessity dictates their use (e.g., classified or sensitive applications). Current workgroup printers will be retired from the inventory at the end of their operational life.

13. Point of Contact for this policy is CASCOM G6, at 804-765-4519.



TAMATHA A. PATTERSON  
Colonel, GS  
Chief of Staff

Encl:  
Annex A

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DISTRIBUTION:

U.S. Army Ordnance School  
U.S. Army Quartermaster School  
U.S. Army Transportation School  
U.S. Army Logistics University  
HHC, CASCOM

## ANNEX A - REFERENCES

1. The following documents provide policy and guidance for IT procurement.
  - a. [USC Title 10, sections 2222 through 2225](#)
  - b. [USC Title 40, Subtitle III](#) (Clinger-Cohen Act of 1996), sections 5125(b) and (d)
  - c. [DoD Directive 8570.01](#), Information Assurance Training, Certification, and Workforce Management, dated 15 August 2004
  - d. [DoD Manual 8570.01](#) Information Assurance Workforce Improvement Program, incorporating Change 4, dated 10 November 2015
  - e. [Memorandum](#), Department of the Army, subject: Use of Computer Hardware, Enterprise Software and Solutions (CHESS) as the Primary Source for Procuring Commercial Information Technology (IT) Hardware and Software, dated 4 May 2009
  - f. [Memorandum](#), Secretary of the Army, subject: Army Waiver Process for Commercial-Off-the-Shelf Information Technology (COTS IT) Procurement Outside of the Computer Hardware, Enterprise Software and Solutions Program, dated 6 June 2013
  - g. [Memorandum](#), Secretary of the Army, subject: Approvals/Waivers for Obligation of Funds for Data Servers and Centers Information Technology (IT) Spending, dated 14 August 2013
  - h. [Memorandum](#), Secretary of the Army, subject, U.S. Army Guidance on the Use of Commercial Mobile Device (CMD), dated 11 September 2013
  - i. [Army Regulation 25-1](#), Army Information Technology, dated 25 June 2013
  - j. [Army Regulation 25-2](#), Information Assurance, dated 24 October 2007 with RAR 1 dated 23 March 2009
  - k. [Army Regulation 25-13](#), Telecommunications and Unified Capabilities, dated 25 March 2013
  - k. [Army Regulation 735-5](#), Property Accountability Policies, 9 November 2016
  - l. [Army Pamphlet 25-1-1](#), Army Information Technology Implementation Instructions, dated 26 September 2014
  - m. [TRADOC Regulation 5-14](#), Acquisition Management and Oversight, dated 8 January 2012

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n. [TRADOC Regulation 25-1](#), Information Resources Management with [Change 1](#), dated 16 April 2008

o. [Army Contracting Command Pamphlet 70-1](#), Contracting Officer's Representative Policy Guide, dated 26 March 2010

p. [CASCOM Wireless IT Request and Approval Business Process](#), dated 29 August 2012

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