



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
**HEADQUARTERS, FORT BRAGG GARRISON COMMAND (AIRBORNE)**  
**FORT BRAGG, NORTH CAROLINA 28310**

REPLY TO  
ATTENTION OF:

AFZA-IT-BP

06 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) Number 02-04  
Information Management (IM)/Information Technology (IT)  
Certification/Approval

1. References.

- a. Army Regulation (AR) 25-1, 31 May 2002, the Army Information Resources Management Program.
- b. Army Regulation 70-1, 21 January 2004, Army Acquisition Policy.
- c. Department of the Army Pamphlet 25-1-1, 27 August 1991, Installation Information Services.
- d. Memorandum of Instruction 03-04, XVIII Airborne Corps and Fort Bragg Hardware/Software Standards.
- e. Memorandum, SAIS-ZR-I, 4 November 2002, subject: FY03 Army Knowledge Management (AKM) Goal 1 Resource Execution Guidance.
- f. XVIII Airborne Corps and Fort Bragg Regulation 715-1, 25 November 2003, Directorate of Contracting Acquisition Instructions.
- g. XVIII Airborne Corps and Fort Bragg Regulation 715-3, 12 March 1999, International Merchant Purchase Authorization Card (IMPAC) Instructions.
- h. DODD 8000.1, 27 February 2002, Management of Department of Defense (DoD) Information Resources and Information Technology.
- i. HQDA, Letter 25-02-1, 15 April 2002, subject: U.S. Army Wireless Local Area Networks and Wireless Portable Electronic Devices (PED) Policy.
- j. Message, DA, 192343Z Jun 03, subject: Moratorium on Microsoft Products and Product Support Services.<sup>1</sup>

2. Purpose. To update procedures and provide guidance for the certification/approval of IT acquisition requests, the AKM FY03

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<sup>1</sup>To view message go to <https://dragonnet.bragg.army.mil/itbc/moratorium>.

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Initiative, and the use of the Government Purchase Card (GPC) to procure IT items. This MOI supersedes XVIII Airborne Corps and Fort Bragg MOI 10-99 dated 7 September 1999.

3. General.

a. Information Management/IT certification/approval procedures.

(1) In accordance with AR 25-1, XVIII Airborne Corps and Fort Bragg units and activities must submit acquisition requests for the six IT disciplines (automation, telecommunications, printing and publications, records management, library management, and visual information) to the Information Technology Business Center (ITBC) for approval/certification.

(2) In accordance with guidance disseminated in reference 1e, units/activities must validate availability of funding prior to submitting request to ITBC for certification, to include GPC purchases. Acquisition requests exceeding the GPC limit of \$2,500 must be submitted through AcquiLine (para 1f) for certification.<sup>2</sup> For GPC purchases under \$2,500 units/activities must submit an acquisition memorandum and appropriate requisition forms through the proper approval channels prior to submitting it to ITBC for certification. (Sample memorandums are at enclosure 1.)<sup>3</sup> The ITBC will issue an acquisition control number for each request submitted.

b. Contracts.

(1) Army and DoD contracts have been negotiated for the best price and overall best value based upon large scale DoD and Army procurement actions. Waivers for procurement of IT equipment under a GSA Schedule or an open-market source will contain a detailed justification explaining why none of the existing DoD or Army Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts meet the unit's requirement(s). The justification must state why the GSA Schedule or open-market procurement is better in terms of price, warranty, speed of delivery, features and/or operations.

(2) Units/activities will use existing IT Communication-Electronic Command (CECOM) Certified ID/IQ contracts available on the Army

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<sup>2</sup>The unit/activity Information Management Officer routes the requests to their budget officer for funding prior to routing request to ITBC for certification. If funding is not available, the unit budget officer will submit an unfinanced requirement to the Installation Business Office, Resource Management for additional funding. Unfinanced requirements for IT equipment cannot be submitted without a control number.

<sup>3</sup>All XVIII Corps units must submit all IT requests to ACoS, G-6 for approval prior to submitting to ITBC for certification. Garrison activities (Business Centers) are excluded from this requirement.

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Small Computer program website

(<http://ascp.monmouth.army.mil/contracts/contracts.asp>) for procurement of IT goods. Prior to considering General Services Administration (GSA) schedules or open-market procurement, a waiver must be obtained from the ASCP website.

c. Desktop Computers.

(1) According to reference 1d, requests to purchase desktop computers will only be approved with either a network interface card (NIC) or modem; users will not be allowed to have both connections when purchasing a new system. Requests for exception to this policy must be fully justified and submitted to ITBC for approval.

(2) Per guidance from HQDA, operating systems will be pre-loaded only on desktops and notebooks; servers are to be purchased without the operating system pre-loaded.

d. Microsoft (MS) Office Products/Support Services. The Department of the Army has an Enterprise Agreement with Microsoft to provide all MS software/products/services at no cost to units or activities.<sup>4</sup> To acquire these products/services, the units/activities must provide to ITBC the number of systems being purchased, the IP address of each system, and the number of site licenses required. (The Army Enterprise License (AEL) program registration and information are available at the Army Small Computer program web site, <https://ascp.monmouth.army.mil/scp/index.jsp>). Once the unit/activity properly registers their requirements through the AEL program, they will be provided information from the ITBC for dissemination of the software.

e. Common Access Card (CAC) Readers. The centralized procurement of CAC readers is now complete. Effective immediately, Army units will no longer forward requests to the PM SET-D for this equipment. Units/activities needing additional CAC readers must now purchase them using funding from their unit/organization's budget.<sup>5</sup>

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<sup>4</sup>Effective 31 May 2003, the Information Technology E-Commerce and Commercial Contracting Center (ITEC4), in conjunction with the CIO/G-6 and ASCP, awarded a six year, Army-wide Enterprise agreement for Microsoft Products and services. As of June 03, a moratorium for ALL new purchases of MS products and support services including those bundled with a hardware purchase was implemented. This applies to all active Army, Army Reserve, and Army National Guard Bureau Agencies and personnel (military and civilian).

<sup>5</sup> Army organizations may procure CAC readers through the ASCP ET-1 contract at <https://pmscp.monmouth.army.mil>. The two vendors available are Insight Public Sector, Inc. (contract number DAA-B07-98-A-V005) and GTSI (contract number DAA-B07-98-V003).

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f. Tactical Equipment. XVIII Airborne Corps, ACoFS, G-6 is the approval authority for all requests for tactical equipment; however, units are still required to submit requests to ITBC for certification. (Minimum configuration for tactical copiers purchased by XVIII Airborne Corps units is at encl 2.)

g. Telephones. All telephone instruments (except telephone answering machines and headsets) will be purchased by authorized ITBC personnel only.

4. The GPC may be used for the acquisition of IT products under the conditions listed below and in paragraph 3a(2):

a. The following items require administrative approval by ITBC prior to purchasing with the GPC credit card.

(1) Cellular telephones (must obtain the ITBC, Business Division's approval prior to purchase).

(2) Desktop microcomputers (must come with the operating system pre-loaded).

(3) Notebook computers (must come with the operating system pre-loaded).

(4) Pagers/Beepers/Radios (require unit TCO and ITBC Frequency Manager's approval prior to submitting to the Project Management Branch for processing).

(5) Air time/service for pagers (require unit TCO and ITBC Frequency Manager's approval prior to purchasing).

(6) Dot matrix/letter quality printers (except LaserJet and Inkjet printers).

(7) Software.

(8) Mother Boards. Units must submit a justification to ITBC that explains why it's more cost effective to upgrade the existing motherboard versus buying a new central processing unit (CPU).

(9) Personal Digital Assistant (PDA) (see reference li). These devices are not authorized to be connected to the Fort Bragg network.

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(10) Blackberries. A Blackberry is a wireless two-way device authorized for use by DoD. The only approved models authorized for use by DOD are the 957-8 and 6710 (which has the capability to be functional in both CONUS and OCONUS). Requests for the 6710 blackberry are submitted to the ITBC Budget and Accounting Office for processing and requests for the 957-8 model is submitted to ITBC Project Management Branch for processing.

b. Handheld radios cannot be purchased using the GPC. These items can be purchased through the Directorate of Contracting or the Base Support Trunked Radio System (BSTRS) contract through Fort Monmouth; however, they **always** require ITBC's approval prior to purchase.

c. Any IT item purchased with the GPC must be readily available. Items cannot be backordered, rain checked, or have longer than a 30-day delivery date.

5. A listing of expendable/nonexpendable items that **do not** require ITBC administrative approval and can be purchased using the GPC is available at <https://dragonnet.bragg.army.mil/itbc/imo>.

6. This MOI applies to all XVIII Airborne Corps and Fort Bragg units and activities.

7. Point of contact is Mrs. Velma Montgomery, 396-8664.

FOR THE COMMANDER:

2 Encls  
as

**//signed//**  
KARL R. HORST  
COL, GS  
Chief of Staff

DISTRIBUTION:  
A, D, E  
(ITBC 100 copies)

***SAMPLE***

**Government Purchase Card (GPC) Request Memorandum**  
*(XVIII Abn Corps Units only)*

*(Office Symbol of Requester)*

*(Current Date)*

MEMORANDUM THRU XVIII Airborne Corps, ACoFS, G-6, ATTN: AFZA-CE,  
Fort Bragg, NC 28310

FOR Information Technology Business Center, ATTN: AFZA-IT-BP,  
Fort Bragg, NC 28310

SUBJECT: Request to Purchase Information Technology (IT) Items Using  
the Government Purchase Card (GPC)

1. Request approval for (requesting unit/activity) to procure the  
following IT items using the GPC credit card. The vendor quote(s)  
is/are enclosed.

<u>Part Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Cost</u>
123-345	Pentium IV	1	\$2,399.00
		Total:	\$2,399.00

2. Justification. (Provide a detailed justification identifying  
requirement for the request and impact if not approved.)

3. Point of contact (name and telephone number of requester).

Encl  
*(attach quote(S) from vendor)*

*(Commander's Signature Block)*

***SAMPLE***

**Government Purchase Card (GPC) Request Memorandum**

*(Garrison activities only)*

*(Office Symbol of Requester)*

*(Current Date)*

MEMORANDUM FOR Director, Information Technology Business Center,  
ATTN: AFZA-IT-BP, Fort Bragg, NC 28310

SUBJECT: Request to Purchase Information Technology (IT) Items Using  
the Government Purchase Card (GPC)

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<u>Part Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Cost</u>
123-345	Pentium IV	1	\$2,399.00

Total: \$2,399.00

2. Justification. *(Provide a detailed justification identifying requirement for the request and impact if not approved.)*

3. Point of contact *(name and telephone number of requester)*.

Encl  
*(attach quote(S) from vendor)*

*(Director's Signature Block)*

### Tactical Copiers

*(for Corps units only; not applicable to garrison activities)*

1. Units purchasing tactical copier equipment must review warranty and maintenance provisions for field use. Separate maintenance contracts may be required to cover field use of copiers.

2. All requests for tactical copiers must meet the following criteria.

a. Have the ability to reproduce 1,000 to 10,000 copies per month.

b. Has minimum copy speed of 6-9 copies per minute (Letter size: 8 1/2"x11").

c. Have the ability to copy an original document the size of 8 1/2"x11".

d. Weigh less than 75 pounds without carrying case.

e. Provide contrast control (lighter/darker) to reproduce legible copies of messages, onionskins, and carbonless blue.

f. Have self-diagnostic indicators and operator's manuals to identify correctable machine malfunctions.

g. Operate in temperature ranges from 50 to 85 degrees Fahrenheit.

h. Employ dry toner process.

i. Allow paper jams in paper path to be cleared by operator without disassembly.

j. Reproduce within +/- 1 percent of the original document size.