



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, U.S. ARMY GARRISON FORT SILL**  
**462 HAMILTON ROAD, SUITE 120**  
**FORT SILL OK 73503-1340**

AMIM-SIG-ZA (25-1III)

13 June 2024

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Acquisition of Information Technology Hardware, Software and Services, GC Policy Memorandum 24-05**

**1. Reference:**

a. Army Regulation 25-1 (Information Management)

b. IMCOM Policy Letter 25-1, (Enterprise Information Technology (IT) and Information Systems Management), 12-April 2022

**2. Purpose:** It is essential for the Fort Sill Garrison to have a managed and coordinated acquisition strategy for IT to support an effective and efficient organization while minimizing risk to the Command.

**3. Scope:** This policy applies to the procurement of all IT services, hardware, or software regardless of stand-alone systems or type of Army network; 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, HQ AMC CIO C-6, HQ IMCOM CIO G-6 and local policies.

b. No Garrison employee will direct or approve the purchase of IT equipment or services, including webservices or subscription-based services, without an approved IMCOM G-6 (or higher Army Command) Information Technology Approval System memorandum and coordination with the following agencies:

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(1) Fort Sill Public Affairs Office - Must approve any web-based IT services, hardware, or software on the public Fort Sill domain.

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

(3) Directorate of Plans, Training, Mobilization and Security - For the purpose of Operations Security.

(4) Directorate of Human Resources – Will check to ensure requested web services, or subscription services have a requirement to store or save Personal Identifiable Information (PII).

(5) HQ IMCOM Functional Proponents (FP) – Each Garrison Organization has a corresponding IMCOM FP they must get prior approval from to purchase any IT equipment or service deemed “mission unique” to the organization’s mission. FP POC’s can be found on the IMCOM SharePoint site.

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, a clean Army Portfolio Management Solution Candidate Record, and a trained Information Systems Owner to manage the IT asset.

5. Additional guidance for implementing this policy can be found in IMCOM Policy Letter 25-1.

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

7. This GC Policy Memorandum supersedes GC Policy Memorandum, 22-05, Subject: Acquisition of Information Technology (IT) Hardware, Software and Services, GC Policy Memorandum 22-05, 14 October 2022



DEREK R. BAIRD  
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Commanding

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