



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY CADET COMMAND**  
**1ST CAVALRY REGIMENT ROAD**  
**FORT KNOX, KENTUCKY 40121-5123**

ATCC-IT (145-1b)

SEP - 5 2024

**MEMORANDUM FOR**

**Commanders, All Units Reporting Directly to This Headquarters**  
**Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC**

**SUBJECT: Policy Memorandum 6-1 – Information Technology Equipment Authorization**

**1. References.**

- a. Army Regulation 71-32 (Force Development and Documentation), 1 July 2013.
- b. Army Regulation 25-1 (Army Information Technology), 25 June 13.
- c. Memorandum, Army Chief Information Officer (COI)/G-6, 17 Dec 12, subject: Army Policy Requiring the Use of Next-Generation (NextGen) Department of Defense (DoD) Handheld Wireless Enterprise Blanket Purchase Agreements (BPAs) to Identify and Eliminate Devices Based on Usage.

**2. Background.** In accordance with Army Regulation (AR) 25-1, commanders are responsible for identifying a Senior Information Management (IM) official who is responsible for identifying the commands information technology (IT) requirements and to ensure that mission requirements are validated, coordinated, and integrated throughout the command. U.S. Army Cadet Command (USACC) G-6 is the designated authority responsible for managing and recommending the IT equipment authorization for the command.

**3. Purpose.** To provide policy and guidance for determining the type and amount of IT equipment authorized for purchase and issue across the command.

**4. Policy.** The IT equipment type and quantities described in the USACC IT Equipment Authorization Spreadsheet are authorized for acquisition through approved channels and issue, if necessary, within the command. The USACC Equipment Authorization spreadsheet is derived from the Basis of Issue Plan (BOIP) and the Table of Distribution and Allowances (TDA). The number and type of IT equipment are directly linked to the organization's personnel totals, roles and operational requirements and adhere to command budget guidance. Requests for authorized IT equipment shall be submitted using the IT Equipment, Products, and Services (ITEPS) process.

ATCC-IT

SUBJECT: Policy Memorandum 6-1 – Information Technology Equipment Authorization

5. Exceptions to Policy. USACC organizations may request an exception to policy to meet mission essential, operational and/or organizational requirements. All requests must be submitted using the ITEPS process. The USACC G-6 retains staff oversight of the IT equipment authorization exception to policy process.

6. Policy Compliance. USACC headquarters staff sections will identify and submit their new or changed IT requirements to the USACC G-6 NLT the end of the 3rd Quarter of each fiscal year (3QTRFY). USACC Brigades will identify and submit new or changed IT requirements for the brigade headquarters and all programs that fall under their purview NLT the end of 3QTRFY. The USACC G-6 will conduct an IT equipment authorization/BOIP review every 4th quarter of each fiscal year to facilitate the next fiscal year's life cycle. Additionally, the USACC G-6 will conduct an IT equipment authorization/BOIP review when IT requirements change significantly, with substantial IT equipment fielding, or when the TDA changes. The USACC Chief of Staff is the approval authority for BIOP changes. The USACC G-6 will validate command IT requirements and if necessary, update the IT Equipment Authorization Spreadsheet to reflect evolving requirements. All procuring or leasing of printing devices and services must follow the following:

a. Units are required to use DLA to obtain print devices and services. DLA will provide an exception to policy (ETP) memo if the product is unavailable. The requesting unit will attach the ETP memo to the Information Technology Approval System (ITAS) procurement request.

b. All requests to purchase or lease printing devices or services will be entered into ITAS by the USACC G-6 for requesting unit. ITAS approval is required prior to procurement of IT, including printing devices and services.

c. Transition of existing contracts for leased devices upon contract expiration to DLA.

d. When a better value is found outside of DLA, submit a request for an ETP to DLA point of contact. DLA will provide a written response to the request. The requesting activity must submit the ETP with the ITAS procurement request.

7. Lifecycle Replacement. The USACC G-6 will utilize the IT Asset Management Database to determine the IT equipment for lifecycle. This database provides USACC organizations an administrative tool for proper management of their IT equipment by facilitating the organization's ability to track location, purchase date, warranty information, and other information that simplifies lifecycle planning. All USACC organizations will ensure that the IT Asset Management Database is updated as

ATCC-IT

SUBJECT: Policy Memorandum 6-1 – Information Technology Equipment Authorization

changes occur. Additionally, brigades will provide any necessary training or permissions for or to the database for brigade or subordinate staff.

8. Policy Expiration. This policy remains in effect until superseded or rescinded.
9. The proponent for this policy is the Deputy Chief of Staff, G-6.



MAURICE O. BARNETT  
Brigadier General, USA  
Commanding