DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO ATTENTION OF

IMNE-MHH-AO

22 APR 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum AO-2, Information Technology (IT) Equipment Approval, Purchase and Delivery

1. REFERENCE. AR 25-1, Army Knowledge Management and Information Technology.

2. PURPOSE. Provide guidance for the approval, purchase, delivery and accounting process of IT equipment (computers, printers, copiers, fax machines, telephones, wireless devices and software) used by JBM-HH directorates, HQ Command Battalion and subordinate elements. This process can be done entirely through electronic means and requires no hard copy documents.

3. APPLICABILITY. This policy applies to all military, civilian and contract personnel assigned to or under the operational control of the Joint Base Commander.

4. POLICY. All requests for IT equipment will be in compliance with the procedures outlined in paragraph 5 below. Commanders and directors are directly responsible for ensuring that all personnel under their command or control are aware of and abide by this policy.

5. PROCEDURES. Automation Capability Request (CAPR) procedures, routing and approval process.

a. The end-user organization completes the CAPR (JBM-HH Form 25), which can also be found on the JBM-HH Home Page under the heading JBM-HH Forms, http://www.jbmhh.army.mil/sites/local/forms.asp. The director or commander approves and forwards the CAPR to the Joint Base Information Management Officer (IMO). Include all technical specifications, price quote, etc., scanned and saved as an MS Word document to allow electronic delivery.

b. The Joint Base IMO reviews, recommends approval or disapproval, and returns to director or commander.

c. The director or commander sends the CAPR to the Directorate of Resource Management (DRM) for verification of funds availability.

Printed on Recycled Paper

d. DRM verifies funds availability, recommends approval or disapproval, and returns to the director or commander. When appropriate, DRM will include the MIPR number or any other funding instrument.

e. The director or commander sends the CAPR to the Network Enterprise Center (NEC) for technical review, validation, and approval or disapproval. Once approved, NEC assigns a CAPR number for approval and returns the CAPR package to the director or commander with a copy furnished the JBM-HH IMO.

f. Director or commander purchases IT equipment using three options:

(1) Use government IMPAC card for purchases under $3000.

(2) Directorate of Public Works and Directorate of Logistics (DOL) ONLY - send completed CAPR with DA Form 2702 to DOL for purchase.

(3) All directorates send completed CAPR package (including the NEC-assigned CAPR number) through Acquiline, routing through DRM to the Directorate of Contracting for purchases over $3000.

g. All IT equipment items, regardless of purchase option above, will be delivered to the DOL warehouse to ensure property book accountability and hand-receipt assignment.

SHIPPING ADDRESS:
Director of Logistics
101 Bloxon Street, Building 205, Door 13
Fort Myer, VA 22211-1234

h. The DOL warehouse will notify the purchasing organization that items have arrived, along with pickup or delivery instructions. All IT equipment will be entered on the property book and the user organization's hand- receipt will be updated prior to pickup or delivery of the equipment.

6. PROPONENT. The proponent for this policy is the JBM-HH Administrative Office. The point-of-contact is the JBM-HH Information Management Officer at commercial (703) 696-7069, DSN 426-7069.

CARL R. COFFMAN, JR.
COL, AV
Commanding

Encl
JBM-HH Form 25

DISTRIBUTION:
I

CAPABILITY REQUEST (CAPR)

For use of this form, see JBM-HH Policy Memo AO-2; proponent is JBM-HH Information Management Officer

1. CAPR #:	2. Title:
3. Date of Request:	4. Date Service Required:
5. ISAP #:	6. Requesting Office:
7. POC (include name, phone #, organization, street address, building and room #):	8. Type of Function:
	9. Service/Support Required:
	10. Resource Source/Type:

11. DESCRIPTION:

12. CHANGES TO EXISTING CAPABILITY:

13. JUSTIFICATION:

14. COST ESTIMATE:

15. PERSONNEL IMPACT:

16. SECURITY PROTECTION:

17. ADDITIONAL REQUIREMENTS:

18. DATA-AT-REST CERTIFICATION (Equipment Authorized for Travel – Please check appropriate box). ☐ Yes ☐ No

If Yes, contact NEC-Myer upon receipt of equipment to apply Data-at-Rest (DAR) Solution. This applies to all mobile computing devices.

19. AUTHENTICATION/APPROVAL:
a. Requester Name, Title, and Signature (Director/ Head of Organization or Agency/Commander) and Date:
b. Joint Base IMO Name, Signature and Date: (use block only for JBM-HH Garrison units/Directorates. See JBM-HH Policy Memo AO-2 for instructions):
c. Joint Base DRM Name, Signature and Date:
d. NEC-MYER Name, Signature and Date:

INSTRUCTIONS:

1. **CAPR #:** (LEAVE BLANK) (Assigned by the NEC-Myer)
2. **TITLE:** (Enter name of capability, e.g., Laser Printer, Copier, PC, Laptop, Notebook, Cell Phone, Blackberry, Software/Hardware, etc.)
3. **DATE OF REQUEST:** (Enter date CAPR prepared/submitted)
4. **DATE SVC REQUIRED:** (Self-explanatory)
5. **ISAP #:** (LEAVE BLANK) (Assigned by the NEC)
6. **LOCATION:** (Enter organization/activity/unit name & location where the capability will be used; include post, bldg and rm#)
7. **POC:** (Enter name & phone # of individual (or supporting directorate level IMO) who can answer questions regarding the request/requirement)
8. **TYPE OF FUNCTION:** (Enter what the capability will support, e.g., data entry for SIDPERS transactions, personnel, force protection, resource mgt, etc.)
9. **SERVICE/SUPPORT REQUIRED:** (Enter what service/support is required, e.g., design, upgrade, install, replace, new requirement, etc.)
10. **RESOURCE SOURCE/TYPE:** (Enter who is funding the request and type of funds available (OPA, OMA))
11. **DESCRIPTION:** (Enter a brief narrative of what is being requested, e.g., capability to originate and process data using WORD, EXCEL, etc., capability to send and receive e-mail)
12. **CHANGES TO EXISTING CAPABILITY:** (Indicate if this is a new requirement or replacement or upgrade. State what is being replaced/ upgraded)
13. **JUSTIFICATION**: (Enter specifics stating cost benefits, savings, improved productivity, etc.)
14. **COST ESTIMATE:** (Self-explanatory)
15. **PERSONNEL IMPACT:** (Self-explanatory)
16. **SECURITY CLASSIFICATION:** (Enter security level of the capability, i.e., classified, unclassified, etc.)
17. **DATA-AT-REST CERTIFICATION**: (State if equipment will be used for travel.) *If yes, contact NEC upon receipt of equipment to apply Data-At-Rest (DAR) solution. This applies to all mobile computing devices.*
18. **ADDITIONAL REQUIREMENTS:** (Self-explanatory)
19. **AUTHENTICATION/APPROVAL SIGNATURES:** (Self-explanatory)