



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH  
290 GRANT AVENUE UNIT 1  
FORT LEAVENWORTH, KANSAS 66027-1417

IMLV-ZA

18 March 2016

MEMORANDUM FOR GARRISON ACTIVITIES

SUBJECT: Garrison Command Policy Letter #17, Guidance on Information Technology (IT) Spending

1. PURPOSE. To provide oversight and reduce Garrison spending on IT equipment, hardware and software.
2. GENERAL. The following policy and procedures apply to all personnel assigned to US Army Garrison, Fort Leavenworth.
3. POLICY. Effective immediately, all Garrison appropriated fund purchases of IT equipment, including cell phones, printers, computers, monitors and related hardware and software will be approved by the Garrison Information Management Officer (IMO) prior to purchase. This includes the use of government purchase card purchases and new contracts, including contracts under Sustainment, Restoration, and Maintenance (SRM) and Military Construction (MILCON), which include infrastructure, hardware, software or servers. This does not include consumables such as print cartridges, CD-R discs or repair parts for existing equipment. Requests for non-emergency replacements of IT should be forecasted in the directorate's spend plan and will be funded by the requesting directorate. Life cycle replacement of IT is similarly a directorate funded expense.
4. PROCEDURES.
  - a. Purchasers will determine what is required, verify these items are not already available within their organizations and submit their desired product and vendor list to the Garrison IMO.
  - b. The Garrison IMO will verify the requirements for the product, validate the product is acceptable for use, determine if the product is available through less costly sources, or if it available from other activities. If purchase is deemed necessary, the Garrison IMO will issue an approval statement and provide copies to the requestor and the Directorate of Resource Management (DRM). SRM and MILCON contract procedures will include IMO oversight to ensure the end product is acceptable and sustainable upon delivery.
  - c. The DRM will verify that the procurement is in the spend plan and that funds are available.
5. RESPONSIBILITIES. Activity directorates are responsible for implementing this policy.
6. PROPONENCY. The proponent for this policy is Mr. Sam Peters, at (913) 684-2336.

//Original Signed//  
THOMAS A. SHOFFNER  
COL, AR  
Garrison Commander