



Office, Chief Information Officer/G-6

**DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
107 ARMY PENTAGON
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commercial Off-the-Shelf Information Technology (COTS IT) Management Process for Modified Table of Organization and Equipment (MTOE) Units

1. References:

- a. Executive Summary: LandWarNet/Battle Command General Officer Steering Committee (GOSC), 9 February 2011.
- b. Army Regulation (AR) 25-1, Army Knowledge Management and Information Technology, 4 December 2008.
- c. AR 71-32, Force Development and Documentation - Consolidated Policies, 3 March 1997.
- d. Chief Information Officer/G-6 memorandum, subject: Moratorium on IT Spending, 13 December 2011.
- e. Army Federal Acquisition Regulation Supplement (AFARS) 5139.101 (S-90), Acquisition of Information Technology.
- f. U.S. Army Audit Agency Follow-up Audit of Information Technology Asset Authorizations for Tactical Units, Audit Report A-2011-0006-IET, 15 November 2010.
- g. Deputy Chief of Staff, G-3/5/7 (DAMO-CI) memorandum, subject: COTS IT for MTOE Units, 10 March 2011.
- h. Vice Chief of Staff, Army memorandum, subject: Network Integration Roles, Responsibilities and Functions, 14 April 2011.

2. Purpose. This policy establishes a process to determine, validate and resource MTOE unit, mission-essential, common COTS IT equipment necessary to accomplish operational tasks. For the purposes of this memo and the approved COTS IT Management Process, examples of COTS IT are: computers, printers and digital senders that are non-acquisition-program equipment. In the future, senior leader

SAIS-AON

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decisions may direct that the methodology utilized to determine new COTS IT requirements incorporate acquisition program equipment.

3. Background.

a. The COTS IT for MTOE Units Integrated Process Team was activated in May 2008 under the authority and direction of the HQDA G-3/5/7, Director of LandWarNet/Mission Command (LWN/MC). Its purpose was to analyze, develop and implement concepts, policies and procedures for documenting and funding COTS IT as an enduring requirement. Common COTS IT assets are defined as IT hardware procured by tactical units to accomplish operational tasks (i.e., computers, printers and digital senders).

b. In February 2011, the LWN/MC General Officer Steering Committee approved the COTS IT Management Process to resolve procurement and sustainment challenges associated with computers and peripheral equipment for tactical units. In addition to reducing wide disparities in COTS IT capabilities, the COTS IT Management Process enables auditability of resources and establishes a baseline to measure potential cost savings/avoidance. The COTS IT Management Process provides a sustainable life-cycle strategy to ensure that tactical forces' COTS IT requirements are met at home station and training centers and while deployed.

c. The COTS IT Management Process conforms to the Assistant Secretary of the Army (Acquisition Logistics and Technology) Life-Cycle Management Process and incorporates Information Technology guidance and policy updates executed by the Army Chief Information Officer/G-6.

4. Policy. The COTS IT Management Process is a four-step sequential process that determines, validates and documents requirements in order to ensure proper programming of funding.

a. U.S. Army Training and Doctrine Command (TRADOC) Army Capabilities Integration Center Requirements Integration Directorate assesses and determines COTS IT requirements by organization and echelon. This is a continuous process based on requirements and improvements in IT.

b. HQDA G-3/5/7 Directorate of Warfighting Capabilities, Prioritization and Analysis (CI), in coordination with G-3/5/7 LWN/MC (LM), validates the requirements submitted by TRADOC utilizing the existing requirements validation process.

c. HQDA G-3/5/7 Force Management Directorate documents the validated requirements with G-3/5/7 LM using the documentation processes outlined in AR 71-32.

SAIS-AON

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d. HQDA G-8 Program Analysis and Evaluation incorporates COTS IT resource requirements into Program Objective Memorandum submissions. G-8 and G-3/5/7 will implement funding solutions, Training Resource Model funding, programming for life-cycle replacement and new requirement resourcing. MTOE units are authorized to replace up to 25 percent of their authorized COTS IT (computers, printers, digital senders) per year, in accordance with the approved four-year life-cycle replacement strategy that is a part of the COTS IT Management Process.

5. Supplemental guidance.

a. In accordance with AR 25-1, IT purchases using non-IT programmed funds that exceed the dollar thresholds of \$25,000 in Operation and Maintenance, Army and \$100,000 in Research, Development, Test and Evaluation are required to submit a Goal 1 Waiver (G1W) for review by CIO/G-6.

b. Any requirements entered into the G1W system that use OPTEMPO funding will be reviewed by G-3/5/7 in addition to CIO/G-6. Additionally, if the COTS IT requirements exceed those outlined in an authorization document, an OPTEMPO Migration Memorandum is required (see annual OPTEMPO Management Instructions and Army Budget Office Funding Letter sent to the Commands each fiscal year).

c. Any requirements subject to the IT Moratorium Memorandum dated 13 December 2011 must be entered into the G1W system and should have all associated documents attached in accordance with same memorandum.

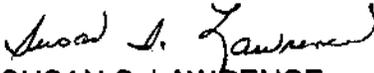
d. In accordance with AR 25-1 and AFARS 5139.101(S-90), Project Director Computer Hardware, Enterprise Software and Solutions (CHES) is the mandatory source for commercial IT purchases. Purchasers of commercial hardware and software must satisfy their IT requirements by first utilizing CHES contracts and the DoD Enterprise Software Initiative agreements, regardless of dollar value. A list of contracts and associated information is located on the CHES website: <https://chess.army.mil>.

6. The COTS IT Management Process is effective immediately. Failure to follow this directive may result in loss of resources for validated COTS IT requirements. The guidance contained in this memorandum will be reviewed 30 January 2015 and incorporated into AR 25-1.

SAIS-AON

SUBJECT: Commercial Off-the-Shelf Information Technology (COTS IT) Management
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