



SECRETARY OF THE ARMY
WASHINGTON

28 JUN 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Support to the Army Request for Information Technology (ARFIT) Process

1. References:

- a. Army Regulation (AR) 25-1, Army Knowledge Management and Information Technology, 4 December 2008.
- b. AR 25-2, Information Assurance, 24 October 2007.
- c. AR 70-1, Army Acquisition Policy, 22 July 2011.
- d. DFAS-IN Manual 37-100-12, the Army Management Structure, 8 August 2011.

2. This memorandum directs and assigns responsibilities for the Army Request for Information Technology (ARFIT) process. ARFIT is a single integrated approach to obtain visibility and accountability of all information technology (IT) expenditures within the Army.

3. The three organizations listed below are designated ARFIT gatekeepers and will provide oversight and enforcement of Army IT procurement policies within their areas of responsibilities.

- a. The Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology) will ensure that IT procurement and acquisition policies are emphasized to all Army activities authorized to obligate funds contractually, and will support other enforcement procedures as they are developed and coordinated. The intent is to maximize the Army's use of the most cost-effective applicable contracting vehicles, such as Computer Hardware, Enterprise Software, and Solutions (CHESS), Enterprise Software Initiative (ESI) and other approved blanket purchase agreements.

- b. The Office of the Assistant Secretary of the Army (Financial Management and Comptroller) will inform all Army activities authorized to commit funds to comply with IT funding execution policy and guidance in accordance with the references in paragraph 1, and will support other enforcement procedures as they are developed and coordinated.

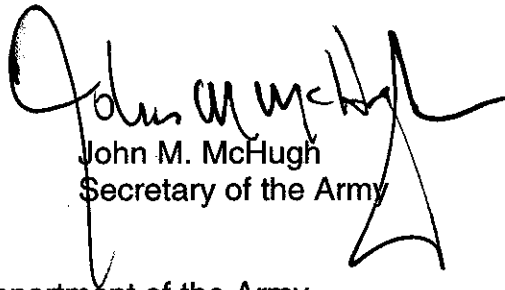
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c. Army Cyber Command will oversee procurement requests to ensure that IT hardware, software and services align with the Army's mission to operate, maintain and defend its networks, and will support other enforcement procedures as they are developed and coordinated.

4. No later than 30 days after signature of this memorandum, each gatekeeper will develop and provide its ARFIT reporting procedures to the Army Chief Information Officer/G-6 (CIO/G-6) point of contact listed below.

5. No later than 90 days after signature of this memorandum, the CIO/G-6 will submit a final ARFIT policy memorandum and implementation plan to the Secretary of the Army for signature, which will define the gatekeepers' enforcement and reporting procedures.

6. The Army CIO/G-6 point of contact is Mr. James N. Mark: (703) 692-4519 or james.n.mark.civ@mail.mil. The Office of Business Transformation point of contact for the CMO is Mr. Daniel Frank: (703) 693-0437 or daniel.t.frank.civ@mail.mil.



John M. McHugh
Secretary of the Army

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