

DEPARTMENT OF THE ARMY  
 HEADQUARTERS, 101st AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL  
 Fort Campbell, Kentucky 42223-5617  
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Communications Management

**COMMUNICATIONS AND AUTOMATION PURCHASE STANDARD OPERATING PROCEDURES**

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**1. Purpose**

To prescribe communications purchase policies, procedures, responsibilities, and guidance for all personnel and units assigned or attached to the 101<sup>st</sup> Airborne Division (Air Assault).

**2. Definitions**

- a. Communications Equipment: All electronic communications equipment purchased and utilized on or in conjunction with military operations on any military network. This definition includes: media and peripheral devices; desktop personal, laptop, and notebook computers; handheld devices; and personal assistant devices.
- b. Peripheral Devices: Any devices designed for use with computers to facilitate data input, output, storage, or transfer as well as support functions such as power, security, or diagnostic on any communications equipment.
- c. System Software: Applications that reside in layers 5-7 of the OSI model and are required for successful computer operations. System software may be "behind the scenes" applications that computer users never see (for example operating systems like Linux or MS Windows). System software is also user interface applications; including word processing, spreadsheets, electronic mail, task management, graphics, and databases that do not require the greater computational power of workstations.

**3. Applicability**

This policy applies to all units and personnel assigned or attached to the 101<sup>st</sup> Airborne Division (Air Assault). This policy is effective upon receipt and will remain in effect until superseded or rescinded. Any previous editions of 101<sup>st</sup> Airborne Division (Air Assault) Communications Purchase SOP or policy letters pertaining to communications purchases are hereby rescinded.

**4. Objectives**

- a. Ensure one hundred percent accountability of all new and existing communications equipment with a minimum expenditure of time and effort.
- b. Ensure maximum service life of all communications material and equipment.
- c. Establish communications purchasing procedures and responsibilities in order to standardize communications activities throughout the division
- d. Achieve and maintain the highest communications readiness posture necessary to accomplish assigned missions.
- e. Ensure standardization across the Division.

**5. Command and Staff Responsibilities**

- a. Command Responsibilities: Commanders are responsible for the overall accountability of all purchased or issued communications equipment; the supervision of all communications purchase requests; and knowing the current status of all purchase requests.
- b. Brigade and separate unit Commanders: The Brigade and/or unit's communications request procedures will be a direct reflection of how much emphasis the commander places on proper procedures. Brigade and/or unit

**This regulation is new.**

commanders are responsible for:

- (1) Developing, implementing and ensuring the unit's overall communications readiness through instructions and guidelines governing communications purchases
- (2) Establishing their unit communications purchase priorities and needs.
- (3) Establishing unit communications purchase goals and objectives to ensure optimal use of funds and resources for personnel, time, training, and records.
- (4) Conducting communications purchasing meetings with subordinate commanders, S6, and S4 elements.

c. Brigade / separate unit Signal Officer:

- (1) Has responsibility for the overall staff supervision of all communications purchase operations and programs in the brigade / unit.
- (2) Assists subordinate units in solving technical problems in communications and monitors unit-level communications purchase requests and programs.
- (3) Advises the commander and executive officer on communications matters and keeps them informed on the purchase request status of all equipment requested.
- (4) Manages the local communications purchase program.

d. ACoS, G6:

- (1) ACoS, G6 is the overall component for implementing and overseeing the communications purchase program for the Division.
- (2) Deputy G6 will provide guidance to the DAMO with respect to budgetary requirements and purchasing guidelines.
- (3) Division Automation Management Officer (DAMO) will manage the communications purchase program for the 101<sup>ST</sup> Airborne Division (Air Assault), review Capability Requests submitted by units, and take appropriate action on the requests.

## 6. Capability Request Submission Procedures and Policies

All units and subordinate elements assigned or attached to the 101<sup>ST</sup> Airborne Division (Air Assault) must adhere to the following policies, guidelines, and procedures for submitting Capability Requests (CAPR) for the purchase of communications equipment.

a. The following are general guidelines for determining whether a CAPR must be submitted for the purchase of one or more items.

- (1) Any purchase of communications equipment, which totals \$50.00 or more, whether for a single item or for multiple items, requires the submission of FC Form 3027 (Capability Request) to the Division Communications Office for staffing prior to purchase.
- (2) Any communications equipment that has the potential to alter or join to existing networks and equipment, regardless of purchase price, requires the submission of a CAPR (FC Form 3027).
- (3) The following items do not require the submission of a CAPR:  
Key Boards, Mouse devices, Diskettes, CDs, Batteries, Surge Protectors, Power Cords, Cables (including CAT V), Ink / Toner Cartridges, Ribbons, Fax paper, Glare Screens, Connectors, UPS.

b. Below is a list of items requiring the submission of a CAPR:

- (1) Any equipment that emits radio waves
- (2) All software products
- (3) Computers
- (4) Switches
- (5) Printers
- (6) Memory Sticks/ Thumb drives/ External Hard drives
- (7) Facsimile Machines
- (8) Scanners
- (9) Digital Cameras
- (10) Servers
- (11) Monitors
- (12) Projectors
- (13) Digital Senders
- (14) Televisions
- (15) Routers
- (16) Networking Devices
- (17) KVM Switches
- (18) Copiers

c. Prior to submitting a CAPR, ensure that the items being purchased conform to the standards established by the ACofS G6. Some of these standards are listed below.

(1) Computers: Laptops only, no desktop computers. Division will purchase lifecycle replacements according to the lifecycle replacement program. For new requirements, addition to the unit's ATOE must be justified and approved by the Chief of Staff. Minimum hardware and software requirements for computers and servers are:

|                             | Laptop System                                | Rugged Laptop System  | File Server/ Mini-Desktop                             |
|-----------------------------|--|---|---|
| CPU                         | 2.13 GHz Pentium M                           | 1.8 GHz Pentium M   | Dual 3.6 GHz Xeon                                     |
| Memory                      | 1 GB RAM                                     | 1 GB RAM  | 4 GB RAM  |
| Display/Monitor             | Resolution 1280 x 1024, 256 MB Video RAM     | Resolution 1280 x 1024, 256 MB Video RAM, Daylight-Readable | Resolution 1280 x 1024, 256 MB Video RAM, if required |
| Hard Drive                  | Two, 80 GB Removable                         | Two, 80 GB Shock-mounted Removable                          | Three 160 GB SCSI Hard Drives                         |
| CD-ROM Drive                | CD/ DVD RW Combo                             | CD/ DVD RW Combo  | CD/ DVD RW Combo                                      |
| Keyboard                    | Standard                                     | Backlit sealed rubber or plastic emissive                   | Standard, if required                                 |
| USB Port                    | Two 2.0 USB                                  | Two 2.0 USB   | Two 2.0 USB   |
| PC Card Reader              | PCMCIA Type II slot                          | PCMCIA Type II slot   | N/A   |
| Network Interface Card      | 100/1000 Ethernet card w/RJ-45 connector     | 100/1000 Ethernet card w/RJ-45 connector                    | Dual 1 GB Ethernet card w/RJ-45 connector             |
| Wireless LAN                | Not Allowed                                  | Not Allowed   | Not Allowed   |
| Modem                       | Internal 56Kbs V.90 Data/Fax Modem           | Internal 56Kbs V.90 Data/Fax Modem                          | N/A   |
| Smart Card Reader (For CAC) | Required Internal                            | Required  | Required  |
| Carrying Case               | Required                                     | Required  | Transit Case  |
| Warranty                    | 3 Yrs, Accidental, HD replacement w/o return | 3 Yrs, Accidental, HD replacement w/o return                | 3 Yrs, Accidental, HD replacement w/o return          |
| Operating System            | Windows XP PRO w/SP2                         | Windows XP PRO w/SP2  | Windows Server 2003 Enterprise w/ latest SP           |

(2) Switches must be configurable and manageable in order for them to be approved for purchase. The minimum hardware and software requirements for switches are:

|                        | Catalyst WS-C3560-24PS-E  | Cisco Catalyst 3750G-24PS-E   |
|------------------------|---|---|
| DRAM                   | 128 MB  | 128 MB  |
| Compact Flash          | 32 MB   | 32 MB   |
| LAN Ports              | 24 Ethernet 10/100/1000 ports with Power over Ethernet and 2 small form-factor pluggable (SFP) transceiver-based Gigabit Ethernet ports | 24 Ethernet 10/100/1000 ports with Power over Ethernet and 4 small form-factor pluggable (SFP) transceiver-based Gigabit Ethernet ports |
| Gigabit Ethernet ports | 2 SFP-based   | 4 SFP-based   |

(3) USB Thumbdrives / Flashdrives:

- Will have a color coded casing; GREEN for NIPR, RED for SIPR, and BROWN for CENTRIXS.
- Will have a recordable serial number for record of issue to individuals. The serial number may be etched by appropriate unit authority, generally the S2 or S6.
- Will be securable with an external locking mechanism which can be used to prevent the device from being written to when locked.
- Examples can be found through newegg.com or dell.com and brands include Dell, Imitation, or any other that has a sliding locking device.

(4) External Hard Drives:

a. External hard drives may be purchased in limited quantities for key users and other specific communications needs of the unit. In most cases, 80 GB laptop hard drives should be purchased, along with a transparent external case and USB cord. Larger capacity external hard drives will be considered along with appropriate justification. Clear external cases are available at newegg.com, cdwdirect, and most computer parts suppliers.

b. All hard drives will be marked with the appropriate classification level and will only be used on systems with the same level of classification. All hard drives must then be protected IAW appropriate Information Assurance procedures.

c. For communications items requiring a CAPR, complete blocks 1 through 10 of FC Form 3027, dated JAN 2006 and submit the form to the G6 DAMO at Building 6914. Below are some general guidelines for completing and submitting the form, as well as information on the flow and approval process. See Appendix 3 for an example of a completed FC Form 3027.

d. List all items to be purchased in Block 4. Adequately describe each item and list the purchase price, quantity to be purchased, and total price for each item. Also list the total purchase price for all items listed in Block 4.

(5) For each item listed in Block 4, attach a pricing quote with a detailed description of the item, to include capabilities, performance, and design features. If possible, include a picture of the item with the quote.

(6) Provide a justification for why the items are being purchased in Block 5. The justification should list why the items are necessary for the mission of the unit.

(7) List the funding source in Block 8 and obtain the signature of the unit commander in Block 11.

(8) The Brigade S6 must verify the form and sign for IMO Signature in Block 9. Unit IMO may sign for separate units (do not fall under a brigade) and Division Staff sections.

(9) Submit the completed FC Form 3027 with attachments to the Division Automation Management Officer (DAMO) at Building 6914 on Desert Storm Avenue. Place the CAPR Form in the drop-off box provided on the wall on the right hand side of the hallway.

(10) After reviewing the capability request, based on justification and current needs the DAMO will either approve the Form and assign a valid CAPR number or return the form to the unit for further clarification. DAMO will submit with recommendations for disapproval to the Chief of Staff.

(11) Regardless of disposition, the CAPR form will be available for pick-up at Building 6914 NLT 1700 on the next duty day after the form is dropped off.

(12) Once approved with an assigned CAPR number, requests may be submitted to the purchasing office or filed with the appropriate paperwork for GPC purchases. Purchases made with the GPC must also adhere to the standards and regulations established for the GPC program.

(13) All computer, printer, router, and switching equipment will be placed on the property book upon receipt.

## 7. Assignment of Operators and Marking Equipment

a. Commanders will ensure that each item purchased adheres to the appropriate property accountability procedures.

b. Each item should be marked with classification of use, and unit ID markings. Brigade/Battalion Signal personnel will establish formal and on-the-job training programs as needed for equipment and software.

## 8. Point of Contact

Office of Primary Responsibility for this policy is the 101<sup>st</sup> Airborne Division (Air Assault) Division Communications Management Office, DSN: 312-635-4693 / COMM: 270-798-4693.

FOR THE COMMANDER:



MARK L. RITTER  
Colonel, GS  
Chief of Staff

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