

DEPARTMENT OF THE ARMY
HEADQUARTERS, 101st AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL
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Fort Campbell, Kentucky 42223-5656
1 October 2009

CAM Regulation 25-5

Information Management

COMMUNICATIONS AND AUTOMATION PURCHASE STANDARD OPERATING PROCEDURES

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1. Purpose

To prescribe Automation Equipment purchase policies, procedures, responsibilities, and guidance for all personnel and units. This includes units assigned or attached to the 101st Airborne Division (Air Assault), FORSCOM units, US Army Garrison - Installation Management Command, Fort Campbell and tenant organizations.

2. Definitions

- a. Automation Equipment: All electronic communications equipment purchased and/or issued and is utilized on or in conjunction with garrison/military operations on any US Army provided installation/tactical military network. This definition includes but is not limited to: Media and peripheral devices; desktop, laptop and notebook computers, handheld computing devices and personal assistant devices, video-teleconference equipment, telephones, and radio transmitters or transceivers.
- 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 diagnostics on any communications equipment.
- c. System and Application Software: Software that resides in layers 4-7 of the OSI model and is required for successful computer operations. System software includes but is not limited to operating systems, drivers, utilities (anti virus, anti-spam, etc.). Application software includes but is not limited to word processing, spreadsheet, database, electronic mail, task/project/program management, graphics, web browsers, and graphical or command line user interfaces that perform computing processes within or on an operating system.

3. Applicability

This policy applies to all units and personnel assigned or attached to the 101st Airborne Division (Air Assault), FORSCOM Units, US Army Garrison - Installation Management Command, Fort Campbell, and tenant organizations.

4. Objectives

- a. Ensure 100 percent accountability of all new and existing automation equipment with a minimum expenditure of time and effort.
- b. Ensure maximum service life of all IT material and equipment.

This regulation supersedes CAM regulation 25-5 dated 20 February 2007

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- c. Establish purchasing procedures and responsibilities of automation equipment in order to standardize purchasing activities and automation equipment.
- d. Achieve and maintain the highest levels of IT readiness posture necessary to accomplish assigned missions.
- e. Ensure standardization of automation equipment throughout the Division, FORSCOM units, Fort Campbell Garrison and Tenant organizations.

5. Command and Staff Responsibilities

a. Military units, garrison staff directorates and tenant activities: Commanders/senior managers are responsible for the overall accountability of all purchased or issued automation equipment and the supervision of all automation equipment purchase requests. Commanders/managers will:

- (1) Develop, implement and ensure the organization's overall automation equipment readiness through instructions and guidelines that govern automation equipment purchases.
- (2) Establish purchasing priorities and needs.
- (3) Establish goals and objectives to ensure optimal use of funds and resources for personnel, time, training, and records.
- (4) Conduct meetings with subordinate Commanders, S6, and S4 elements to discuss purchasing policies and procedures.

b. Unit Signal Officer's/garrison staff IMOs. S6s and personnel serving in IMO positions:

- (1) Have responsibility for the overall staff supervision of all automation equipment purchase operations and programs in the organization.
- (2) Assist subordinate units in solving technical problems with equipment and monitor the status of unit-level purchase request.
- (3) Advise the commander/executive officer and senior management on all matters pertaining to automation equipment and keep them informed on the status of purchases.
- (4) Manage the local automation equipment purchase program.

c. Division ACoS, G6. The ACoS, G6:

- (1) Is the overall proponent for implementing and overseeing of the computer lifecycle management program.
- (2) Provides guidance to Divisional and FORSCOM units on determining required automation requirements.
- (3) Directs the MSE G6 as the only proponent authorized to purchase computers.

d. US Army Garrison S6. The Garrison S6:

- (1) Is the overall proponent for implementing and overseeing the automation equipment purchase program for the Garrison staff.
- (2) Will provide guidance to the Garrison staff directorates/special staff IMOs with respect to budgetary requirements and purchasing guidelines.
- (3) Will manage the automation equipment purchase program for the US Army Garrison Staff, review capability requests submitted by staff activities, and take appropriate action on the requests.

6. US Army Signal Network Enterprise Center (NEC) Responsibilities

Director, NEC (Fort Campbell), formerly DOIM, is responsible for developing, implementing and maintaining the Fort Campbell common-user enterprise telecommunications and information networks:

- (1) Has responsibility to ensure 100 percent of all end-user IT equipment on Fort Campbell Networks meets minimum standards as set by Federal, Department of the Army, and other Headquarters Commands' regulations, rules and guidelines.
- (2) Ensures automation equipment placed on any Fort Campbell network has passed all net-worthiness and interoperability testing and has been certified for use on DoD networks by the Joint Interoperability Test Command (JITC) and, when applicable, has passed Information Assurance related testing and is certified for use on DoD Networks by the Defense Security Assurance Working Group (DSAWG).
- (3) Ensures the highest states of C4I readiness to non-Division units, tenants, and business centers by publishing annually, the baseline standards in a separate document that outlines the minimum IT equipment standards for automation equipment and posting these documents on the Fort Campbell Intranet Website.

7. Capability Request Submission Procedures and Policies

All FORSCOM units, subordinate elements assigned or attached to the 101st Airborne Division (Air Assault), US Army Garrison - Installation Management Command, tenants and other agencies residing on Fort Campbell, whose automation equipment is attached to Fort Campbell information networks, must adhere to the following policies, guidelines, and procedures for submitting Capability Requests (CAPR) for the direct purchase of automation equipment. FC3027 Form (Capability Request) can be found on the Fort Campbell intranet homepage; from the homepage click on Fort Campbell publications and forms, then click on Fort Campbell forms (pure edge), then click on FC 3027 Capability Request.

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 automation equipment which totals \$50.00 or more, and will be attached to any Fort Campbell Information Network or attached to any automation equipment connected to any Fort Campbell Network, whether for a single item or for multiple items, requires the submission of FC Form 3027 (Capability Request).

(2) All FORSCOM units and subordinate elements assigned or attached to the 101st Airborne Division (Air Assault) will submit to the Mission Support Element G6 for endorsement and then to the NEC (Fort Campbell) for compliance review prior to purchase. FORSCOM units and subordinate elements assigned or attached to the 101st Airborne Division (Air Assault) will not submit FC FORM 3027 for computers (Desktop, Laptops, and Servers). Purchase of these items are done via a Division wide automation lifecycle program. Exceptions to this policy as well as additional information on the Division lifecycle program can be found in Appendix A of this regulation.

(3) US Army Garrison - Installation Management Command, tenants and other agencies residing on Fort Campbell will submit to the Garrison S6 office, then to the NEC (Fort Campbell) for compliance review prior to purchase.

(4) The CAPR process is shown in diagram 1.

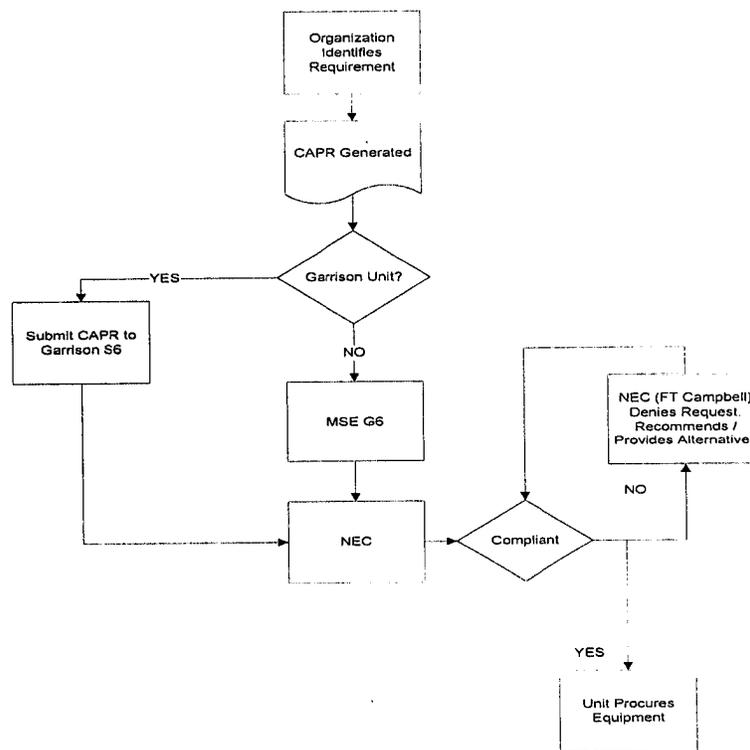


Diagram 1, CAPR Process

(5) The following items **do not** require the submission of a CAPR: keyboards, mouse devices, diskettes, CD's, batteries, surge protectors, power cords, cabling, ink/toner cartridges, ribbons, fax paper, glare screens, connectors and uninterruptible power supplies (UPS).

(6) The following items **do** require the submission of a CAPR:

- (a) Any equipment that emits radio waves
- (b) All software products
- (c) Computers
- (d) Printers
- (e) External Hard Drives
- (f) Facsimile Machines
- (g) Scanners
- (h) Digital Cameras
- (i) Monitors
- (j) Projectors
- (k) Digital Senders
- (l) Televisions
- (m) KVM Switches
- (n) Thumb Drives/Pin Drives/Portable Data Storage Devices
- (o) Copiers
- (p) Video Teleconference Equipment
- (q) Special Purpose Telephone Equipment

(7) The following items are classified as "networking" or "infrastructure" type items and will not be placed on the Fort Campbell and/or 101st Airborne Division (Air Assault) networks by any person, unit, business center, tenant, or Division subordinate without written authority of either the Director, Network Enterprise Center (Fort Campbell), or the ACoS, G-6 (on 101st Airborne Division (Air Assault) managed networks):

- (a) Hubs
- (b) Switches
- (c) Routers
- (d) Servers
- (e) Single or Multiple Line Telephones or Telephone Equipment
- (f) Multiplexers or Inverse Multiplexers
- (g) Line Conditioning Equipment
- (h) Line Monitoring Equipment
- (i) Multiple Conference Units (MCU)
- (j) Media Converters
- (k) Fiber or Copper cable to be used for connecting equipment via premise wire, inter-building wiring, or

intra-building wiring.

b. Prior to submitting a CAPR, ensure that the items being purchased conform to the minimum established baseline standards for the current FY.

c. The current FY baseline standards for automation equipment will be posted on the Fort Campbell Intranet Website.

8. Automation Equipment Accountability

a. Commanders/managers will ensure that proper procedures of property accountability are adhered to.

b. Each item should be marked with classification of use and organization ID markings. These markings will be made to each piece of IT equipment listed under Para 7.a.(4). Paint markers will be used to add the following:

Ex: US Army
NEC
HR # 4WE
Serial # HJ15991

c. The ACoS, G6, US Army Garrison S6 and NEC (Fort Campbell) will establish formal training programs as needed for new equipment and software issued/released on the installation.

d. New equipment fielding and purchases will be delivered to and issued from the corresponding unit Supply Support Activity (SSA) when possible.

9. Proponent and Points of Contact

Offices of Primary Responsibility for this regulation are:

- a. 101st Airborne Division (Air Assault) ACoS, G6, DSN 635-4693, Commercial: 270-798-4693.
- b. US Army Garrison S6, DSN 635-4382, Commercial: 270-798-4382
- c. Network Enterprise Center (Fort Campbell), DSN 635-9650, Commercial: 270-798-9650.

FOR THE COMMANDER:



JOHN P. JOHNSON
Colonel, GS
Chief of Staff

DISTRIBUTION:
Intranet

Appendix A

101st Airborne Division (Air Assault) Lifecycle Program

A-1. Purpose

The Division lifecycle program is designed to provide FORSCOM units as well as subordinate units attached or assigned to the 101st Airborne Division (Air Assault) one third of their computer requirements every year. The intent is to replace systems that have fallen out of warranty and can no longer support the changes in technology while maintaining enterprise licensing agreements on software utilized for daily operations; added to this is the substantial cost savings when taking advantage of bulk buying power during consolidated buys, which makes this program an effective method of procurement.

A-2. Process

a. Units are responsible for collecting their 100 percent requirement and consolidating into an Automation Table of Organization and Equipment (ATOE) report. This report will be based on the Modified Table of Organization and Equipment (MTOE), where each "required" position is reviewed to determine if access to NIPR and SIPR networks is needed. This will generate the total number of systems required for the unit. From this number the lifecycle issue from the previous two years will be subtracted giving the total number of systems a unit will receive for the next lifecycle issue. If a unit is requesting a change to the overall ATOE authorization they must submit this report to the AcofS, G6 NLT 15 April of the current fiscal year. The Division Chief of Staff is the final approval authority for ATOEs.

b. The ACoS, G6 is responsible for consolidating unit requirements and procurement. Funding for lifecycle systems will be subject to the availability of end of year dollars (Unfinanced/Unfunded requests). The G6 will coordinate with the G8 in identifying available funds and submission of funding requests to higher headquarters.

c. The ACoS, G6 will submit and track waiver requirements for purchase of automation equipment; this includes but is not limited to AKM Goal 1 waivers and memorandums requesting the use of home station training (HST)/OPTEMPO dollars for automation purchases if it is the identified source of funding.

d. Procured systems will be shipped directly to the Supply Support Activity (SSA) of the receiving unit. The SSA in coordination with the unit S4/S6 will disburse to subordinate units, maintaining property accountability. The SSA will report to the G6 when they have received all computer systems allocated for their units and generate the receiving report in Wide Area Workflow (WAWF).

A-3. Exceptions

a. Units requiring additional computers systems that cannot wait for the yearly lifecycle will submit a memorandum through the ACoS, G6 to the Chief of Staff 101st Airborne Division (Air Assault). Subject will be: "Purchase of computers outside of Division Lifecycle." This memorandum will contain a justification statement along with supporting documentation attached as enclosures.

b. The AcofS, G6 will review the memorandum and forward to the 101st Airborne Division Chief of Staff with their recommendation for approval/disapproval. Once endorsed it will be returned to the unit for disposition.

c. If units are purchasing computers for use on an operation those machines are not counted as part of the normal lifecycle program and will follow normal CAPR procedures.

**Appendix B
FC Form 3027, Capabilities Request (CAPR)**

CAPABILITIES REQUEST <small>(For use of this form see CAM Regulation 25-5. The proponent of this form is NEC/Garrison S6/ACofS G6)</small>		
TO	FROM <i>(Unit/Activity)</i>	DATE OF REQUEST
1. ORGANIZATION CAPR NO.	2. POC <i>(Name, Office Symbol, Telephone Number, and E-mail address)</i>	
3. USING AGENCY <i>(Division, Branch, Section)</i>		
4. LIST OF REQUESTED ITEMS		
<i>(If additional space is required, type information on plain bond paper and attach)</i>		
5. JUSTIFICATION <input type="checkbox"/> SECURE <input type="checkbox"/> NON-SECURE <input type="checkbox"/> WILL PROCESS CLASSIFIED MATERIAL <input type="checkbox"/> WILL REQUIRE DMS		
<i>(If additional space is required, type information on plain bond paper and attach)</i>		
6. PROPERTY BOOK OFFICE <small>(Furnish paperwork to post equipment to your hand receipt)</small>	7. HAND RECEIPT HOLDER ACCOUNT NUMBER	
8. FUNDING SOURCE		
9. SIGNATURE OF IMO	CLICK TO SIGN	10. SIGNATURE OF COMMANDER
BLOCK 12-15 DIVISION G6 OR NEC USE ONLY		
11. GARRISON 9-6 SIGNATURE	CLICK TO SIGN	12. SIGNATURE OF APPROVER
13. CAPR NUMBER	14. INITIATIVE NUMBER	15. DATE APPROVED