DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-IM

31 OCT 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #42-01, Information Mission Area (IMA) Acquisitions

1. PURPOSE. To establish policy and procedures for IMA acquisitions.

2. POLICY/PROCEDURES.

a. The Fort Leonard Wood Directorate of Information Management (DOIM) is responsible for Fort Leonard Wood's IMA acquisition of goods and services. IMA includes telephones, communications and automation equipment, copiers, facsimile machines, reader printers, etc.

b. Commanders/directors will not purchase IMA material without the approval of the DOIM. Tenant activities without a support agreement for IMA acquisition services are exempted from this policy.

c. Per TRADOC and FLW guidance, only DOIM and the DOL Installation IMA Property Book Officer (with DOIM approval) are authorized to purchase IMA products with a Government VISA credit card. DOIM and DOL use the Government VISA card to procure IMA resources for one of two reasons: (1) maintenance/repair of existing resources; or (2) new requirements as identified by CAPRs.

d. The Directorate of Contracting (DOC) manages the credit card program and is responsible for monitoring credit card acquisitions. If unauthorized IMA credit card purchases are made, DOC will inform DOIM and make recommendations to the responsible commander for resolution.

4. SUPERSESSION. This command policy supersedes the policy memorandum, subject as above, dated 8 May 1998.

5. PROPONENCY. The proponent for this policy is the Directorate of Information Management, 563-6113.

WILLIAM A. VAN HORN
Colonel, GS
Chief of Staff

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