



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

5230  
G-6  
24 JUN 2015

COMMANDING GENERAL'S POLICY LETTER 04-15

From: Commanding General  
To: All Commanders, Marine Corps Installations East-Marine  
Corps Base, Camp Lejeune

Subj: MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE, CAMP  
LEJEUNE (MCIEAST-MCB CAMLEJ) INFORMATION TECHNOLOGY  
PROCUREMENT REQUEST (ITPR)/REVIEW AND APPROVAL POLICY

Ref: (a) Clinger Cohen Act of 1996, Title 40  
(b) IT Procurement Request Review/Approval System  
(ITPRAS) User's Guide Version 2.0 of 19 Mar 07

Encl: (1) MCIEAST-MCB CAMLEJ ITPR Workflow  
(2) IT Waiver Request MCIEAST-MCB CAMLEJ  
(3) IT Procurement Checklist

1. Purpose. To issue guidance and clarifying information regarding the ITPR process for the MCIEAST region.

2. Background. MCIEAST-MCB CAMLEJ subordinate commands must submit ITPRs that are complete with sufficient detail to allow an informed decision to be made at the regional or headquarters level. This insures the request will go through the approval process without with significant delays.

3. Information. Per reference (a), IT is any equipment or interconnected system for manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term IT includes computing devices, peripherals and network infrastructure hardware, software, firmware; similar procedures, services, (including support services) website subscriptions, and related resources; and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information.

4. Action. Effective immediately, all MCIEAST-MCB CAMLEJ commands and installation G/S-6s within MCIEAST-MCB CAMLEJ will designate ITPR Coordinators in writing for their area of responsibility and will ensure widest dissemination of the requirements herein for a properly submitted ITPR.

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a. ITPR Process

- (1) Refer to enclosure (1).
- (2) IT requirement identified by customer.
- (3) The Customer retrieves required supporting documents.
- (4) The Customer populates enclosure (2).
- (5) The Customer provides complete and signed enclosure (2) and supporting documents to the designated local coordinator.
- (6) The local coordinator reviews the request for accuracy and completeness and populates the approved ITPR in the system. The local coordinator, customer(s), RO and MCIEAST-MCB CAMLEJ coordinator will be notified by the ITPRAS system when the request is entered and accepted into the system.
- (7) The MCIEAST-MCB CAMLEJ Coordinator reviews request for accuracy and completeness.
- (8) The MCIEAST-MCB CAMLEJ Coordinator staffs the request to the regional Subject Matter Experts if complete and accurate; if not, the request is returned to the local coordinator for rework.
- (9) Final approval is provided by the ITPRAS system via email to the MCIEAST-MCB CAMLEJ Coordinator, local coordinator, customer(s), and the RO associated with the request.

b. Customer. The customer will identify the requirement for an IT related procurement. The following information will be provided to the local coordinator:

- (1) Completed and signed enclosure (2);
- (2) Valid quote or budgetary estimate;
- (3) Specification Sheet/Configuration Sheet; and
- (4) Other documents as required per enclosure (3).

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c. Subordinate Commands and Installations. Each G/S-6 within MCIEAST-MCB CAMLEJ will appoint a command ITPR coordinator to input and manage ITPR submittals for their area of responsibility. This appointment will be made in writing and will be forwarded to the MCIEAST-MCB CAMLEJ ITPR Coordinator.

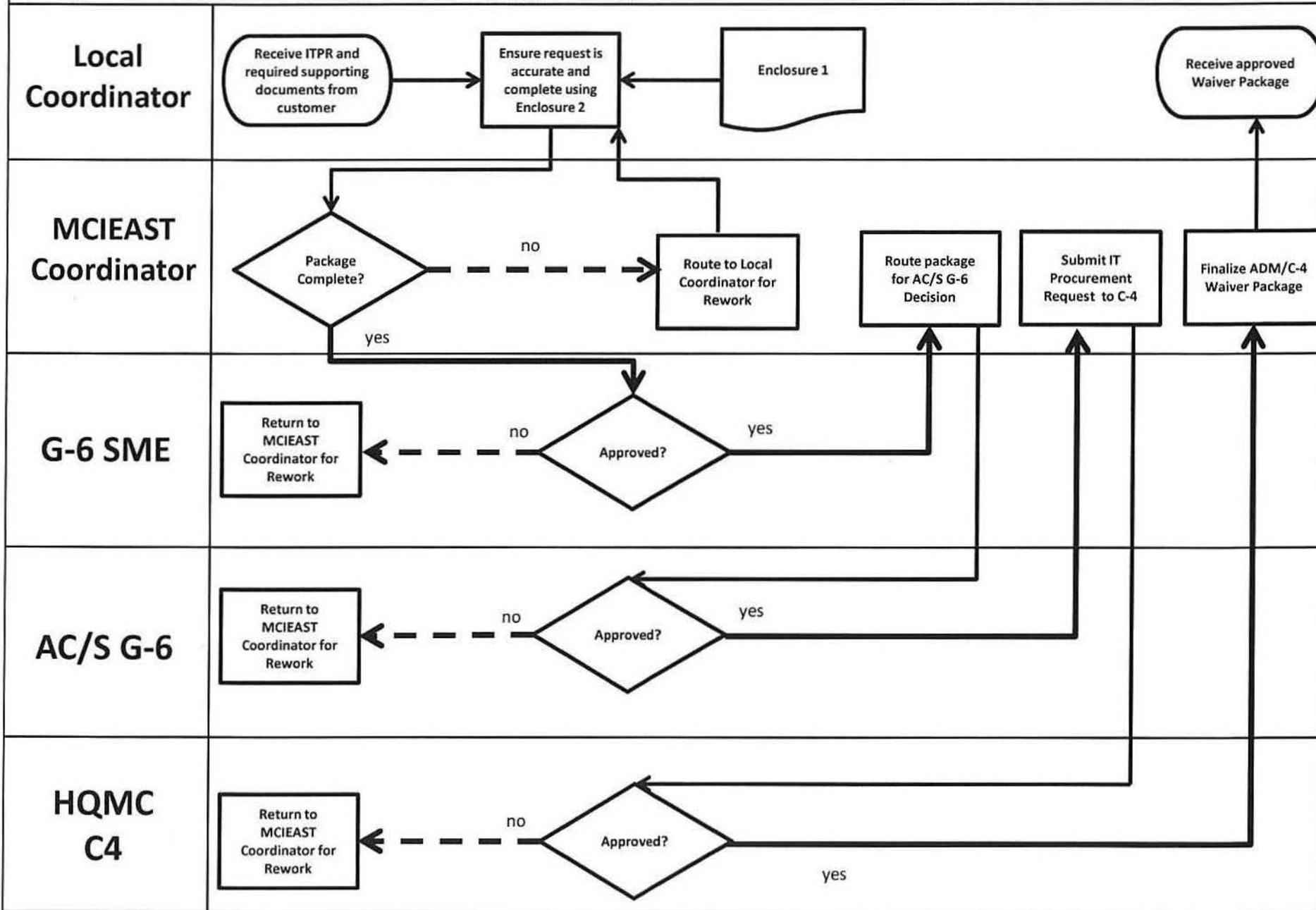
d. Command ITPR Coordinator. The local coordinator receives required ITPRs input from a customer within their area of responsibility and reviews it for accuracy and completeness. The local coordinator will populate the required information and associated documents into the ITPRAS located at <https://itprocurement.hqi.usmc.mil/> per reference (b). It is the local coordinator's responsibility to work with the customer to ensure all requests are complete and include all required documentation. The local coordinator will track the status of submitted ITPRs via the "Pending Requests" link within the ITPRAS website.

e. MCIEAST MCB CAMLEJ ITPR Coordinator. The MCIEAST-MCB CAMLEJ ITPR Coordinator is responsible for reviewing and staffing all ITPRs for the region. Incomplete or denied requests will be returned to the local coordinator for rework. Final approval will be provided via email to the appropriate coordinators, customer(s), and the Responsible Officer (RO) associated with the request. The MCIEAST-MCB CAMLEJ Coordinator will post daily updates regarding the status of each ITPR under "Pending Requests" within the ITPRAS website. The MCIEAST-MCB ITPR Coordinator will provide viewing access to G/S-6 nominated local coordinators to view the latest status of the requests submitted for their respective area of responsibility.

5. Point of Contact. Point of contact is the MCIEAST-MCB CAMLEJ Assistant Chief of Staff, G-6 at (910) 451-7003.

  
R. F. CASTELLVI

# MCIEAST-MCB CAMLEJ ITPR WORKFLOW



ENCLOSURE (1)

# IT WAIVER REQUEST MCIEAST-MCB CAMLEJ

Date: \_\_\_\_\_

|  |  |   |                          |
|--|--|---|--------------------------|
| <b>Part A - Requesting Unit Information</b>  |  |   |                          |
| Point of Contact:  |  | E-Mail:   | Phone:                   |
| Department:  |  | Division:   |                          |
| FY:  | FUNDING: <input type="checkbox"/> FUNDED <input type="checkbox"/> DEFICIENCY | NETWORK: <input type="checkbox"/> MCEN-N <input type="checkbox"/> MCW <input type="checkbox"/> MRAN <input type="checkbox"/> STANDALONE |                          |
| Data Center? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure                                  | Data Center Location:  | Bldg: _____   | Floor: _____ Room: _____ |
| CMR RO:  | CMR Account #:   | DODAAC:   | MCPC:                    |
| <b>Part B - Requested Items or Services with DADMS ID# and ATO Expiration (As Applicable)</b>  |  |   |                          |
| Item Description   | Quantity   | Unit Price  | Total                    |
| 1.   |  |   |                          |
| 2.   |  |   |                          |
| 3.   |  |   |                          |
| 4.   |  |   |                          |
| 5.   |  |   |                          |
| 6.   |  |   |                          |
| 7.   |  |   |                          |
| 8.   |  |   |                          |
| 9.   |  |   |                          |
| 10.  |  |   |                          |
| Total Cost:  |  |   |                          |
| <b>Part C - Scope of the Requirement</b>   |  |   |                          |
| Request Type: <input type="checkbox"/> New <input type="checkbox"/> Upgrade/Repair <input type="checkbox"/> Replace                      |  | Original Implementation Date:   |                          |
| State the purpose of this request:   |  |   |                          |
| List associated waiver request(s) or planned request(s) (ITPRAS#, Items/Services, Dollar Amount):  |  |   |                          |
| Explain the entire requirement/capability:   |  |   |                          |
| <b>Part D - Business Case Analysis</b>   |  |   |                          |
| List any alternatives and resources within your Command that may have been considered and provide your analysis on the best alternative: |  |   |                          |
| Justify why this IT item or service expenditure is required:   |  |   |                          |
| Describe how this request will increase efficiency or attempt to reduce costs:   |  |   |                          |
| How will you meet your requirement if this request is disapproved:   |  |   |                          |
| Mission Impact if not approved:  |  |   |                          |
| <b>Part E - Signatures</b>   |  |   |                          |
| Department Head/Deputy   |  | Funding Authority   |                          |
| Installation G/S-6/By Direction  |  | Date  |                          |

## IT WAIVER INSTRUCTIONS

| <b>Part A - Requesting Unit Information</b> |   | <b>Part C - Scope of the Requirement</b>                          |   |
|---|---|---|---|
| Date  | Enter year, month and day, i.e., 20100611.  | State the purpose of this request                                 | Ensure this cites what is to be acquired and length of service.   |
| Point of Contact                            | Enter first name, last name   | List associated waiver request                                    | Is this request associated with any previous submitted IT Procurement Requests?   |
| Phone Number                                | Enter the requestors local work number  | Explain the entire requirement/capability                         | All combined the request will create a modem and fast engineering production tool   |
| E-mail                                      | Enter the requestors work e-mail address  | <b>Part D - Business Case Analysis</b>                            |   |
| Department Name                             | Enter the department name   | List any alternatives and resources                               | Utilizing existing NMCI desktops, these were determined to have insufficient capacity. Utilizing Base or MEF systems that have the same capability.   |
| Division Name                               | Enter the division name   |   | Justify why this IT item or service   |
| Command                                     | Check one box only for command level  | Describe how this request will increase efficiency                | Example:<br>This request and associated items are required by 1st Combat Engineer Battalion to conduct advanced planning for both tactical and civil engineering projects in support of the entire 1st Marine Division. |
| Network                                     | Select all networks that apply  |   |   |
| FY  | Enter a two digit fiscal year   | How will you meet your requirement if this request is disapproved | Describe how your unit will be impacted if the request is disapproved.  |
| Funding Status                              | Select the type of funding status   |   |   |
| Network                                     | Select all networks that apply  | Mission Impact if not approved                                    | Example:<br>Partial mission failure. Concern is that we will not be able to plan, design, approve, disseminate, and implement advanced engineering designs in accordance with assigned mission essential tasks.         |
| Data Center                                 | Select if item or items belong to a data center   |   |   |
| Data Center Location                        | Enter the building, floor and room number   | <b>Part E - Signatures</b>  |   |
| CMR RO                                      | Enter the Responsible Officer (RO) name   | Base/Post/Station S-6   | Use CAC to electronically sign document   |
| CMR Account #                               | Enter the Responsible Officer account number  | Funding Authority   | Use CAC to electronically sign document   |
| DODAAC                                      | Units Defense Activity Address Code   | Installation G/S-6/By Direction                                   | Use CAC to electronically sign document   |
| MCPC  | Funding Code of the organization that is committing to the obligation. If you do not know your MCPC, consult your fiscal officer. |   |   |
| <b>Part B - Requested Items or Services</b> |   |   |   |
| Item Description                            | Describe the item to include make and model   |   |   |
| Quantity                                    | Enter the quantity  |   |   |
| Unit Price                                  | Enter the unit price  |   |   |

## IT Procurement Checklist

### **A. Waiver Request Form**

- All fields populated with valid information?

### **B. Quote(s)**

- Valid Quote(s) provided?

### **C. Specifications**

- Specifications provided or description of what is being procured?

### **D. Software?**

- Approved in Department of the Navy Application and Database Management System?
- Vendor Precedence: Marine Corps Software Enterprise License Management System (MCSELMS), Enterprise Software Initiative, Government Service Administration (GSA), Open Market.
- Check the version of software in the software maintenance service contract.

### **E. Peripheral?**

- On the Defense Information Systems Agency (DISA) Approved Products List (APL)?
- Vendor Precedence: ServMart, Department of Defense (DoD) eMail, GSA, GSA Advantage, Open Market.
- Internet Protocol Version 6 (IPv6)?

### **F. Radio Transmission? (Spectrum), (Global Positioning System/Laser/Radio-frequency identification (RFID)/Wireless)**

- Wireless?
- Spectrum Supportability and Certification Letter.
- Specify type of wireless: Bluetooth, RF, 802.11, RFID, Infrared.
- Identify data that will traverse the wireless connection.

### **G. Hardware?**

- Computers, laptops, Servers, and Storage Area Network?
- Vendor Precedence: Marine Common Hardware Suite (MCHS), DoD Enterprise License Agreement (ELA), MCIEAST Procurement Contracts, Open Market.
- Information Technology Strategic Sourcing Shopping Cart Configuration Sheet?
- Operating system on MCSELMS Configuration Sheet?

- IPv6 Supported?
- What system or software will run on this equipment (name and version)?

**H. Infrastructure (Routers, Switches, Virtual Private Network)**

- On DISA APL?
- Vendor Precedence: MCHS, DoD ELA, MCIEAST LA, Open Market.

**I. Support Services?**

- Commercial Internet Service Provider Service requires Defense Information Systems Agency Global Information Grid Waiver if appropriated funds and/or DoD info will be stored, processed, or transmitted.
- Justification form or letter from MCIEAST-MCB CAMLEJ Cyber Security Division.

**J. Data Center Form?**

- Review the National Defense Authorization Act (NDAA) form that has being submitted.
- Verify NDAA has Information Technology Procurement Request Tracking Number, Data Center Name, Data Center Unique Identification, Quantity, Unit Cost, Obligation Total and Total Sum of Obligations.