



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

5230

G-6

07 AUG 2024

COMMANDER'S POLICY LETTER 002-24

From: Commander

To: Distribution List

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 Review and Approval System (ITPRAS) User's  
Guide Version 1.2 of 28 Jan 18  
(c) MARADMIN 453/21 of 27 Aug 21, Information Technology (IT)  
Funding, Approval, and Procurement

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

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

2. Cancellation. CG Policy ltr 012-19.

3. Background. MCIEAST 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 ensures the request will go through the approval process without significant delays.

4. Information. Per references (a) and (c), 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.

5. Action. Effective immediately, all MCIEAST subordinate commands and installation G/S-6s will designate ITPR Coordinators; in writing, for their area of responsibility (AOR) 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), Responsible Officer (RO) and MCIEAST-MCB CAMLEJ coordinator will be notified by the ITPRAS when the request is entered and accepted into the system.
- (7) The MCIEAST-MCB CAMLEJ Coordinator reviews the 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).

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

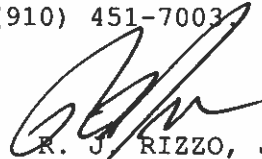
d. Command ITPR Coordinator. The local coordinator receives required ITPRs input from a customer within their AOR and reviews it for accuracy and completeness. The local coordinator will populate

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the required information and associated documents into the ITPRAS located at <https://eris.mceits.usmc.mil/arsys/> 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 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 CAMLEJ ITPR Coordinator will provide view access to G/S-6 nominated local coordinators to view the latest status of the requests submitted for their respective AOR.

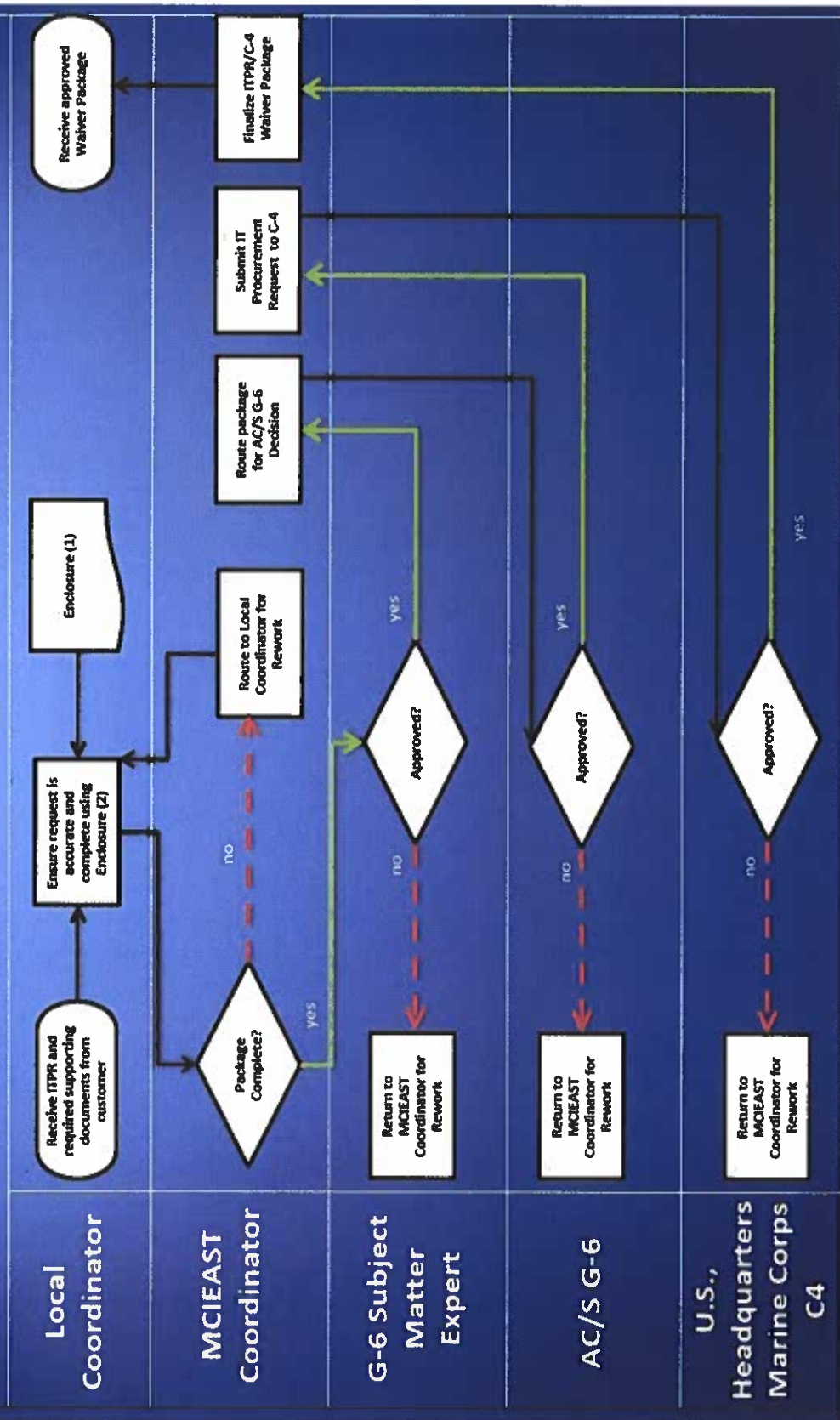
6. Point of Contact. Point of contact is the MCIEAST-MCB CAMLEJ Assistant Chief of Staff, G-6 at (910) 451-7003

  
R. J. RIZZO, JR.  
Acting

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# MCIEAST-MCB CAMLEJ ITPR PROCESS



# IT PROCUREMENT REQUEST MCIEAST-MCB CAMLEJ

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

Part A - Requesting Unit Information			
Point of Contact: _____		E-Mail: _____	Phone: _____
Department: _____		Division: _____	
FY: _____	FUNDING: <input type="checkbox"/> FUNDED <input type="checkbox"/> DEFICIENCY	NETWORK: <input type="checkbox"/> MCEN <input type="checkbox"/> C-ISP <input type="checkbox"/> CATV <input type="checkbox"/> STANDALONE	
Data Center? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PMC	Data Center Location: Bldg: _____	Floor: _____	Room: _____
CMR RO: _____	CMR Account #: _____	DODAAC: _____	MCPD: _____
Part B - Requested Items or Services with DADMS ID# and ATD Expiration (As Applicable)			
Item Description	Quantity	Unit Price	Total
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			
<b>Total Cost:</b>			
Part C - Scope of the Requirement			
Request Type: <input type="checkbox"/> New <input type="checkbox"/> Upgrade/Repair <input type="checkbox"/> Replace      Original Implementation Date: _____			
State the purpose of this request, item or service. What capability will this procurement provide your organization? _____			
List associated waiver request(s) or planned request(s) (ITPRAS#, Items/Services, Dollar Amount): _____			
Provide a description of the entire requirement. What other ITPRs in this year or previous years are related to this requirement? _____			
Part D - Business Case Analysis			
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: _____			
In the event this request is disapproved provide a detailed contingency plan and document the impact this will have on operations: _____			
Document what the impact would be if request is disapproved _____			
Part E - Signatures			
_____ Base/Post/Station Department Head/Deputy		_____ Funding Authority	
_____ Installation G/S-6/By Direction		_____ Date	

To submit a customer comment card, please visit our ICE web link at: <https://ice.dsa.mil/index/cfm?fa=card&sp=11060&s=1138&dep=DoD&sc=2>

MCIEAST-MCB CAMLEJ/G-6/HQ/6 (6/24) PREVIOUS EDITIONS ARE OBSOLETE

AEM DESIGNER

Enclosure (2)

IT PROCUREMENT REQUEST INSTRUCTIONS			
Part A - Requesting Unit Information		Part C - Scope of the Requirement	
Date	Enter year, month and day, i.e., 20100611.	Request Type State the purpose of the request item or service. What capability will this procurement provide your organization?	Check one of the boxes Is this request associated with any previous submitted IT Procurement Requests?
Point of Contact E-mail	Enter first name, last name Enter the requestor's work e-mail address	List associated waiver request(s) or planned requests (TPPA-08 Issues/Services Dollar Amount) Provide a description of the entire requirement. What other ITPKs in this year or previous years are related to this requirement?	Is this request associated with any previous submitted IT Procurement Request? All contained the request will create a modern and fast engineering production too.
Phone	Enter the requestor's local work number		
Department	Enter the department name		<b>Part D - Business Case Analysis</b>
Division	Enter the Division name	List any alternatives and resources within your Command that may have been considered and provide your analysis on the best alternative	Utilizing existing NMCI desktops, these were determined to have insufficient capacity. Utilizing Base or MEP systems that have the same capability.
FY	Enter a two digit fiscal year	Justify why this IT item or service expenditure is required	Explain why your unit needs the requested items.
Funding	Select the type of funding status	Describe how this request will increase efficiency or attempt to reduce cost	Example: 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		
Data Center Location	Select if item or items belong to a data center and PMC		
Data Center	Enter the building, floor and room number		
CMR RO	Enter the Responsible Officer (RO) name	In the event this request is disapproved provide a detailed contingency plan and document the impact this will have on operations	Describe how your unit will be impacted if the request is disapproved.
CMR Account #	Enter the Responsible Officer account number		
DODAAC	Units Defense Activity Address Code	Document what the impact would be if request is disapproved	Example: 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.
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> Describe the item to include make and model		<b>Part E - Signatures</b>
Item Description		Base/Post/Station Department Head/Deputy	Use CAC to electronically sign document
Quantity	Enter the quantity	Funding Authority	Use CAC to electronically sign document
Unit Price	Enter the unit price	Installation G/G-S/By Direction	Use CAC to electronically sign document
Total	Enter Total	Date	
Total Cost	Enter Total Cost		

Reset Form

To submit a customer comment card, please visit our ICE web link at: <https://ice.disa.mil/index/cfm?fa=card&sp=11009&s=1138&dep=DoD&sc=2>

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## IT Procurement Checklist

### **A. IT Procurement 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 (DoN) Application and Database Management System (DADMS)?
- Vendor Precedence: Marine Corps Software Enterprise License Management System (MCSELMS), Enterprise Software Initiative (ESI), Government Service Administration (GSA), Open Market.
- Check the version of software in the software maintenance service contract.

### **E. Peripheral?**

- On the DISA Approved Products List (APL)?
- Vendor Precedence: Serve Mart, Department of Defense (DoD) FedMall, GSA, GSA Advantage, Open Market.
- IPv6?

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

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

### **G. Hardware?**

- Computers, laptops, Servers, and Storage Area Network (SAN)?
- Vendor Precedence: Marine Common Hardware Suite (MCHS), DoD Enterprise License Agreement (ELA), MCIEAST Procurement Contracts, Open Market.
- Information Technology Strategic Sourcing (ITSS) 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 (VPN))**

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

**I. Support Services?**

- Commercial Internet Service Provider Service requires Defense Information Systems Agency Global Information Grid (GIG) 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 (CSD).

**J. Data Center Form?**

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