

Information Technology Unit Action Support Form

RCS exempt AR 335-15, para 5-2g

[For use of this form see USARC Reg 25-2; the proponent agency is G-2/6.]

INSTRUCTIONS: The responsible MSC/O&F Command G-6/IMO supporting the unit action shall coordinate the completion of this form with the respective unit, O&F Command, Force Manager, and other staff elements as appropriate. The MSC/O&F Command G-6/IMO shall validate requirement(s) and ensure this form is delivered to the Force Manager for inclusion in the stationing packet. Upon receipt of stationing packet the USARC G-2/6 EOD reviews and validates IT requirements. Funding source for IT equipment depends on which category it falls under: Mission IT or BASOPS.

ACTIVATION
 INACTIVATION
 REORGANIZATION
 RELOCATION
 CONVERSION

SECTION I - Unit Information

1. DESIRED DATE OF IMPLEMENTATION (EDATE): _____

2. UIC

3. UNIT DESIGNATION

4. MSC

5. PRESENT LOCATION: a. Street Address, City, State, ZIP code

b. Facility ID

6. PROPOSED LOCATION: a. Street Address, City, State, ZIP code

b. Facility ID

SECTION II - Information Technology Equipment and Information Assurance Requirements (DO NOT list equipment currently on hand.)

7. Prior to a specified unit action (e.g., activation/relocation), IT equipment requirements should have been identified and procurement action taken. Equipment shortfalls should be identified in this section and brought to the attention of the supporting MSC. Mission IT equipment is funded by the MSC. On a separate sheet provide a detailed description of required IT equipment, cost, qty, total, Network requirements, funding source, and justification. This list is not all inclusive. Address other IT requirements (e.g., SIPRNET).

	<u>MISSION</u>		<u>BASOPS</u>	
	<u>QUANTITY</u>	<u>COST ESTIMATE(S)</u>	<u>QUANTITY</u>	<u>COST ESTIMATE(S)</u>
a. IT REQUIREMENTS				
(1) AV support equipment *	_____	_____	_____	_____
(2) Computer, desktop	_____	_____	_____	_____
(3) Computer, portable (laptop)	_____	_____	_____	_____
(4) Copier	_____	_____	_____	_____
(5) Docking station	_____	_____	_____	_____
(6) Facsimile machine	_____	_____	_____	_____
(7) Printer, stand-alone	_____	_____	_____	_____
(8) Printer, network	_____	_____	_____	_____
(9) Scanner	_____	_____	_____	_____
(10) STU/STE equipment	_____	_____	_____	_____
(11) Telephone instrument	_____	_____	_____	_____
(12) Cellphone/Blackberry	_____	_____	_____	_____
(13) Other IT equipment not listed	_____	_____	_____	_____
(14) Network upgrades (list equipment on separate sheet)	_____	_____	_____	_____
(15) ID special software required (list on separate sheet)	_____	_____	_____	_____
(16) Infrastructure expenses (list on separate sheet)	_____	_____	_____	_____

** Identify required Audio Visual (AV) equipment on separate sheet, include QUANTITY and COST ESTIMATE.*

Total Additional IT Cost to Support Unit Action: _____

Additional IT Requirements Validated By: _____
(Subject to Availability of Funds)

USARC G-2/6 Enterprise Operations Division

SECTION II (Continued) - Information Technology Equipment and Information Assurance Requirements

b. INFORMATION ASSURANCE CHECKLIST

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| (1) Information Assurance Security Officer (IASO) is appointed in writing and the position designated IT I, II or III. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (2) Ensure users have appropriate personnel security background checks or clearances for access to Information System (IS). | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (3) Verify availability of labels and GSA-approved storage containers. Ensure media used to process classified information is labeled and stored According to the highest classification of data processed. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (4) Verify adequate space and physical security measures are available for server rooms (if applicable). Additionally, ensure physical security measure as available to secure all equipment. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (5) Ensure all users have received an information systems security briefing. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (6) Ensure DA-approved sanitizing/clearing tools are available (e.g., degausser clearing/purging software) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (7) Prior to turn in of equipment, ensure all hard drives are degaussed or erased, or that hard drives are removed and properly destroyed or protected commensurate with the level of information processed. Erasing is the minimum standard for turn in of SBU hard drives. Classified hard drives must be degaussed, properly destroyed, or protected commensurate with the level of information processed. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (8) Coordinate procedures with IASO prior to connecting or reconnecting any equipment to the network. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

SECTION III - Checklist

8. Use Section III to assist you in further identifying unit requirements. Use is optional.

a. AUTOMATION SUPPORT

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| (1) LAN/WAN connectivity established. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (2) Individual network access accounts established. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (3) Unit systems/network administrator(s) appointed. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (4) System/network administrator access established. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (5) Unit Information Assurance Officer appointed. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (6) RLAS accounts established. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (7) New facility infrastructure requirements identified and work orders/ contracts submitted. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (8) Other requirements (list on separate sheet). | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

b. ADMINISTRATIVE COPIER SUPPORT *(use to determine equipment needs)*

- | | |
|--|-------|
| (1) Estimated copy volumes: | _____ |
| (2) Estimated recurring costs: | _____ |
| (3) Number of copiers currently in facility: | _____ |
| (4) Additional copiers required: | _____ |

c. TELECOMMUNICATIONS SUPPORT REQUIREMENTS

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| (1) Identified the total number of telephone instruments that are required. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (2) Collected all government-owned equipment at losing facility, as required. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (3) Plan in place for the installation/transfers of telephone & network connections, and other communications considerations. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (4) Defense Message System connectivity established. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (5) COMSEC accounts established. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| (6) Other requirements (list on separate sheet). | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

SECTION IV - Unit Inactivation Checklist

9. Use Section IV to assist you during the unit inactivation process. Use is optional.

a. CONTRACTS AND FUNDING

- Coordinate and cancel, if applicable, unfinanced requirements submitted to higher Headquarters.
- Coordinate any necessary IT related contract MODs and contract terminations with respective Contracting Officer Representative (COR).

b. EQUIPMENT TRANSFERS

- Cancel installation of new Army-owned or leased equipment as required.
- Coordinate transfer of Army-owned or leased equipment as required.
- Inventory all IT equipment and software packs.
- Schedule the return of any leased or loaned equipment.

c. TELECOMMUNICATIONS

- Identify all active data and voice transmission lines and coordinate with service provider to terminate service.
- Inventory all telecommunications assets (e.g., phones, secured phones, cell phones, pagers) and submit inventory to higher headquarters G-6/IMO to determine disposition.
- Close out COMSEC account, to include turn-in of materials and equipment.
- Cancel phone service and retrieve government-owned equipment as necessary.

d. AUTOMATION

- Inventory and turn-in automation equipment as directed by higher headquarters.
- Prior to turn-in of equipment, ensure data is erased from all hard drives. Degauss and sanitize as appropriate.
- Turn in all application software licenses (if applicable).
- Package all government-owned software and documentation and turn-in to higher headquarters as instructed.
- Cancel Network Access privileges and retrieve Common Access Cards (CACs), as appropriate.

SECTION V - Funding, Coordination, and Comments

(To be completed by Unit Commander in coordination with the MSC/O&F Command G-6/IMO)

10. FUNDING IMPACT

a. Identify funding source for additional IT equipment requirements (Section II).

(1) Mission

FUNDING SOURCE: _____

POC NAME/OFFICE/PHONE NUMBER: _____

(2) BASOPS

FUNDING SOURCE: _____

POC NAME/OFFICE/PHONE NUMBER: _____

b. If funding is not available, has un-resourced requirement (URR) documentation been prepared and submitted?

- YES NO N/A

If "YES," state date URR submitted and to whom . Provide copy to the USARC G-2/6 Resource Management Branch.

Has un-resourced requirement (URR) been validated? YES NO N/A

If "YES," provide copy to the USARC G-3/5/7, Force Management Division.

11. COORDINATION *(Check where applicable):*

- | | | | |
|-----------------------------|----------------------------------|--------------------------------------|------------------------------|
| a. Unit Commander | <input type="checkbox"/> SUPPORT | <input type="checkbox"/> NON-SUPPORT | <input type="checkbox"/> N/A |
| b. Losing MSC G-6/IMO | <input type="checkbox"/> SUPPORT | <input type="checkbox"/> NON-SUPPORT | <input type="checkbox"/> N/A |
| c. Gaining MSC G-6/IMO | <input type="checkbox"/> SUPPORT | <input type="checkbox"/> NON-SUPPORT | <input type="checkbox"/> N/A |
| d. Gaining Installation NEC | <input type="checkbox"/> SUPPORT | <input type="checkbox"/> NON-SUPPORT | <input type="checkbox"/> N/A |
| e. RSC | <input type="checkbox"/> SUPPORT | <input type="checkbox"/> NON-SUPPORT | <input type="checkbox"/> N/A |

12. COMMENTS *(If this unit action is not supportable, state rationale below):*

SECTION V (Continued) - Funding, Coordination, and Comments
(To be completed by Unit Commander in coordination with the MSC/O&F Command G-6/IMO)

13. RSC G-6/IMO REVIEW AND VALIDATION *(Non-support replies require a statement)*

a. This action was reviewed and the RSC G-6/IMO: SUPPORT NON-SUPPORT N/A

b. Gaining RSC G-6/IMO: _____ Office Phone: _____
NAME/RANK/TITLE

c. Signature of reviewer: _____

14. MSC G-6/IMO REVIEW AND VALIDATION *(Non-support replies require a statement)*

a. This action was reviewed and the MSC G-6/IMO: SUPPORT NON-SUPPORT N/A

b. Gaining MSC G-6/IMO: _____ Office Phone: _____
NAME/RANK/TITLE

c. Signature of reviewer: _____

INSTRUCTIONS FOR COMPLETING USAR Form 126-R

SECTION I - Unit Information (Filled out by originating Command)

Block 1. DESIRED DATE OF IMPLEMENTATION (EDATE). Self-explanatory.

Block 2. UIC. Self-explanatory.

Block 3. UNIT DESIGNATION. Self-explanatory.

Block 4. MSC. Unit's higher headquarters.

Block 5. PRESENT LOCATION. Self-explanatory.

Block 6. PROPOSED LOCATION. Self-explanatory.

SECTION II - Information Technology Equipment and Information Assurance Requirements

Block 7a. IT REQUIREMENTS. (Filled out by MSC/O&F Command G-2/6 & RSC G-2/6 cooperatively). Identify the quantity and estimated total cost of required IT equipment necessary to support unit action. Mission and BASOPS requirements should be listed separately and only include equipment shortfall. Do not list equipment currently on hand. Identify additional requirements and cost estimates using a separate sheet (e.g., Excel spreadsheet). Indicate total additional IT cost to support the unit action. Part of this process also includes the identification of funding for IT equipment. Equipment listed in this section that exceeds the baseline requirements will need justification and funding resources will need to be identified. Additional IT requirements need to be validated by the USARC G-2/6, Enterprise Operations Division, prior to submission to USARC G-3/5/7, Force Management Division.

Block 7b. INFORMATION ASSURANCE CHECKLIST. (To be completed by MSC/O&F Command IASO or designated representative.) MSC/O&F Command G-2/6 ensures this section is complete to ensure all Information Assurance issues have been reviewed.

SECTION III - Checklist. (To be completed by MSC/O&F Command G-2/6). Use this section to assist you in further identifying unit requirements. Use of this section is optional and incomplete information will not delay or affect the stationing action.

SECTION IV - Unit Inactivation Checklist. (To be completed by MSC/O&F Command G-2/6). Use this section to assist you during the unit inactivation process. Use of this section is optional and incomplete information will not delay or affect the stationing action.

SECTION V - Funding, Coordination, and Comments. (To be completed by MSC/O&F Command G-2/6). Completion of this section is required for all unit actions.

Block 10. FUNDING IMPACT. Identify funding source for additional IT requirements for Mission and/or BASOPS. Cost of IT requirements and bill payer must be identified early on in the force stationing process to ensure availability of funds. When funding is not available, the responsible G-6/IMO must prepare and submit un-resourced requirement (URR) documentation through Resource Management channels. Ensure documentation is submitted as soon as un-resourced requirements are known. Provide a copy to the USARC G-2/6 Resource Management Branch and ensure a copy is submitted with the applicable stationing action.

Block 11. COORDINATION. Check mark as appropriate.

Block 12. COMMENTS. If this unit action is not supportable, state rationale in this block.

Block 13. RSC G-6/IMO REVIEW AND VALIDATION. Self-explanatory.

Block 14. MSC G-6/IMO REVIEW AND VALIDATION. Self-explanatory.