

# Army Reserve C4 / IT Acquisition Request

*(For use of this form see USAR Reg 25-3; the proponent agency is ESA)*

Date Requested: \_\_\_\_\_  
(YYYYMMDD)

Date Received: \_\_\_\_\_  
(YYYYMMDD)

Tracking Number: \_\_\_\_\_

Originator Name: \_\_\_\_\_  
(Rank, Name, Phone)

Org/Directorate: \_\_\_\_\_

Estimated total acquisition value: \$ \_\_\_\_\_

ESA acquisition

Local acquisition

MDEP: \_\_\_\_\_ APE: \_\_\_\_\_

AKM waiver attached

Description of items or services to be acquired:

Product specifications attached

Statement of work attached

Business justification:

C4/IT investment decision package attached

RSAIN (see USAR Reg 25-3, appendix G): \_\_\_\_\_

Other attachments (see instructions in USAR Reg 25-3, appendix F, for documentation requirements):

Acquisition strategy and plan

Other: \_\_\_\_\_

Signature of requesting authority: \_\_\_\_\_  
(Printed name/title)

(Signature)

## REVIEWS AND APPROVAL/DISAPPROVAL [For ESA use only]

Reviewer (Rank, name, phone) \_\_\_\_\_  Comments attached

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Reviewer (Rank, name, phone) \_\_\_\_\_  Comments attached

Reviewer (Rank, name, phone) \_\_\_\_\_  Comments attached

**NOTE: All disapprovals will be accompanied by a written memorandum through the Director, ESA to the originator.**

Approved, with the following conditions:

Disapproved.

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_  
(YYYYMMDD)