

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

1. TYPE OF ACTION	2. DATE ORIGINATED	3. EDATE	4. Permanent Order Number (Inactivation only)	5. PO EDATE
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1. UIC/DUIC/NOTIONAL UIC	2. UNIT DESIGNATION	3. Major Subordinate Command
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8. CURRENT LOCATION: FACILITY NAME, STREET ADDRESS, CITY, STATE, ZIP CODE	9. FACID/STACO	10. RD
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11. PROPOSED LOCATION: FACILITY NAME, STREET ADDRESS, CITY, STATE, ZIP CODE	12. FACID/STACO	13. RD
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a. Rank	b. Last Name	c. First Name	d. Middle Initial	(e) Phone Number	f. Email Address

1. 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 Major Subordinate Command. Mission IT equipment is! funded by the Major Subordinate Command. On a separate sheet provide a detailed description of required IT equipment, cost, quantity, total, network! requirements, funding source, and justification. This list is not all inclusive. Address other IT requirements (e.g., SIPRNET).

TYPE OF AUTOMATION EQUIPMENT	USARC CIO/G-6 PROVIDED BASOP AUTOMATION			READINESS DIVISION PROVIDED BASOP AUTOMATION		
	Y/N	QUANTITY	COST ESTIMATE (\$)	Y/N	QUANTITY	COST ESTIMATE (\$)
(1) Large Screen Display Monitor with Controller *	N			Y		
(2) Camera for interconnection with large screen *	N			Y		
(3) Small and Medium Display Monitor with Controller **	N			Y		
(4) Computer, desktop (NIPR)	Y			N		
(5) Computer, portable Laptop (NIPR)	Y			N		
(6) Computer, portable Laptop (SIPR)	Y			N		
(7) Computer, Thin Client (NIPR)	Y			N		
(8) Computer, Thin Client (SIPR)	Y			N		
(9) Multi-function Printer (MFP)	N			Y		
(10) Facsimile machine	N			Y		
(11) Printer, stand-alone (NIPR) ***	N			N		
(12) Printer, stand-alone (SIPR) ***	N			N		
(13) STU/STE equipment	N			N		
(14) Voice over Internet Protocol Phone (VoIP)	Y			N		
(15) Smart Cellphone (Data and Voice)	Y			N		
(16) Cell Phone (Voice only)	Y			N		
(17) Tablet	Y			N		
(18) Mifi	Y			N		
(19) Wired Local Area Network Drops to support unit personnel ****	Y			N		
(20) WiFi Access Point, ARNet Wireless Capability	Y			N		

Notes: Unit relocated to a new location must take all current automation equipment to new location. USARC CIO/G-6 requires funding to procure automation equipment for new activated unit.

(Subject to Availability of Funds)

SECTION III - Information Assurance Checklist

1. Information Assurance Security Officer (IASO) is appointed in writing and the position designated IT I, II or III.
2. Ensure users have appropriate personnel security background checks or clearances for access to Information System (IS).
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 process.
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.
5. Ensure all users have received an information systems security briefing.
6. Ensure DA-approved sanitizing/clearing tools are available (e.g., degausser clearing/purging software).
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.
8. Coordinate procedures with IASO prior to connecting or reconnecting any equipment to the network.

SECTION IV - Additional Unit Requirements Checklist

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

1. AUTOMATION SUPPORT

- a. LAN/WAN connectivity established.
- b. Individual network access accounts established.
- c. Unit systems/network administrator(s) appointed.
- d. System/network administrator access established.
- e. Unit Information Assurance Officer appointed.
- f. USAR specific hosted applications accounts established.
- g. New facility infrastructure requirements identified, and work orders/contracts submitted.
- h. Other requirements (list on separate sheet).

2. ADMINISTRATIVE COPIER SUPPORT (Use to determine equipment needs.)

- a. Estimated copy volumes:
- b. Estimated recurring costs:
- c. Number of copiers currently in facility:
- d. Additional copiers required:

3. TELECOMMUNICATIONS SUPPORT REQUIREMENTS

- a. Identified the total number of telephone instruments that are required.
- b. Collected all government-owned equipment at losing facility, as required.
- c. Plan in place for the installation/transfers of telephone & network connections, and other communications considerations.
- d. COMSEC accounts established.
- e. Other requirements (list on separate sheet).

SECTION V - Funding, Coordination, and Comments

(To be completed by Unit Commander in coordination with the Major Subordinate Command G-6/IMO.)

1. FUNDING IMPACT

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

(1) USARC CIO/G-6 PROVIDED BASOP AUTOMATION

Funding Source:

POC Name/Office/Phone Number:

(2) READINESS DIVISION PROVIDED BASOP AUTOMATION

Funding Source:

POC Name/Office/Phone Number:

FUNDING IMPACT (Continued)

- b. If funding is not available, has Unfunded Requirement (UFR) documentation been prepared and submitted?
- c. If "YES," state date UFR submitted and to whom. Provide copy to the USARC CIO/G-6 Resource and Acquisition Management Branch.

Note: The USARC G-3/5/7 Force Management and Manpower Stationing MOI timeline supports the routine budgetary processes for stationing actions.

2. COORDINATION (Complete as applicable):

Position	Date	Concurrence	Name/Rank/Title/Phone	Signature
a. Unit Commander				
b. Losing Command G-6/S-6/IMO				
c. Gaining Command G-6/S-/IMO				
d. Losing Installation NEC				
e. Gaining Installation NEC				
f. Losing RD				
g. Gaining RD				

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

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SECTION VI - Unit Inactivation Checklist

1. Use Section VI 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., smart phones, secured phones, cell phones, Mifi, and submit inventory to higher headquarters G-6/IMO to determine disposition.

2. INACTIVATION COORDINATION (Complete as applicable):

Position	Date	Concurrence	Name/Rank/Title/Phone	Signature
a. Unit Commander				
b. Losing Command G-6/S-6/IMO				
c. Losing Installation NEC				
d. Losing RD				

INSTRUCTIONS FOR COMPLETING USAR Form 126

Notes:

* Readiness Division will determine the required number of Large Screen Display Monitor and Camera with Controller to support headquarters of one-star and/or two-star command.

** Readiness Division will determine the required number of Small and Medium Display Monitor with Controller to support units below one-star and/or two-star command.

*** Desktop printer use is only authorized as an exception to this policy. USARC CIO/G-6 will grant a desktop printer exception to policy (ETP) for General Officers (GO) and Senior Executive Service (SES) members upon request. Desktop printer ETPs will also be granted under compelling circumstances (i.e., units in TDY locations where network printers are not readily accessible or units that are required to print card stock certificates for promotions and awards). Convenience is not a valid reason for issuing a desktop printer ETP.

**** USARC CIO/G-6 will validate and determine the required number of wired local Area Network (LAN) based on number of information systems (end-user laptops, MFDs)

Block 1. Type of action being requested.

Block 2. Date MSC submits 126 to RD and USARC CIO/G-6.

Block 3. Effective date only for Activations, Temporary and Emergency Relocations. Effective date set by USARC for Split Station, Conversions/Reorganizations, and Permanent Relocations.

Block 4. Permanent Order Number (Inactivation only). For unit inactivations only complete SECTION I and VI, SECTION II-V do not apply.

Block 5. Permanent Order Effective date for inactivation. Self-explanatory.

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

Block 1. Unit Identification Code (UIC)/Derivative UIC(s)/Notional UIC for unit. Self-explanatory.

Block 2. Official Unit Designation found on the MTOE, TDA or permanent order.

Block 3. Major Subordinate Command. Unit's higher headquarters.

Block 4. Total Active Guard Reserve (AGR) Soldiers: Enter the number of authorized and assigned Active Guard Reserve (AGR) Soldiers based on the TDA/MTOE.

Block 5. Total Troop Program Unit (TPU) Soldiers. Enter the number of authorized and assigned Troop Program Unit (TPU) Soldiers based on the TDA/MTOE.

Block 6. Total Department of Army Civilians. Enter the number of authorized and assigned Department of Army Civilians based on the TDA/MTOE.

Block 7. Total Military Technicians. Enter the number of authorized and assigned Military Technicians based on the TDA/MTOE. Block

8. Unit's current location on Permanent Order (facility name and full address).

Block 9. Current FACID and STACO.

Block 10. Current Readiness Division AOR.

Block 11. Unit's proposed location (facility name and full address).

Block 12. Proposed FACID and STACO.

Block 13. Proposed location Readiness Division AOR.

Block 14. Unit G-6, S-6, or IMO Contact Information. Self-explanatory.

SECTION II - Information Technology Equipment and Information Assurance Requirements

Block 1.a. IT REQUIREMENTS. (Filled out by Major Subordinate Command G-6 & RD G-6 cooperatively.) Identify the quantity and estimated total cost of required IT equipment necessary to support unit action. USARC CIO/G-6 provided BASOP automation and Readiness Division provided BASOP automation 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 CIO/

G-6, Strategy and Governance Branch, prior to submission to USARC G-3/5/7, Force Management and Manpower Directorate. Block 1.b. Total Additional IT Cost to Support Unit Action: Enter the overall cost estimate for this unit action.

Block 2. USARC CIO G-6, IT Requirements Validated By: This validation is subject to availability of fund.

Block 3. INFORMATION ASSURANCE CHECKLIST. (To be completed by Major Subordinate Command IASO or designated representative.) Major Subordinate Command G-6 ensures this section is complete to ensure all Information Assurance issues have been reviewed.

SECTION III - Information Assurance Checklist. (To be completed by Major Subordinate Command G-6.) Use this section to identify unit IT requirements.

SECTION IV - Additional Unit Requirements Checklist. 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 V - Funding, Coordination, and Comments. (To be completed by Major Subordinate Command G-6.)

Completion of this section is required for all unit actions.

Block 1. **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 UFR documentation through Resource Management channels. Ensure documentation is submitted as soon as Unfunded requirements are known. Provide a copy to the USARC G-6 Resource Management Branch and ensure a copy is submitted with the applicable stationing action.

Block 2. **COORDINATION.** Complete as appropriate.

Block 3. **COMMENTS.** If this unit action is not supportable, state rationale in this block.

SECTION VI - Unit Inactivation Checklist. (To be completed by Major Subordinate Command G-6.)

Block 1. Use this section to assist you during the unit inactivation process.

Block 2. **INACTIVATION COORDINATION.** Complete as appropriate.