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Information Management: Automation
Life-Cycle Management of Automation Equipment

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Summary. This pamphlet prescribes procedures for the life-cycle management of automation equipment in USAREUR and provides information about the roles, responsibilities, and procedures related to that process.

Summary of Change. This revision—

- Updates organizational names, office symbols, telephone numbers, and other administrative information throughout.
- Identifies the overarching responsibilities for life-cycle management of commercial off-the-shelf (COTS) information-technology (IT) equipment in USAREUR ([para 4](#)).
- Clarifies that the COTS-IT life-cycle replacement (LCR) management process is not applicable to tactical systems, logistics systems, and certain mission-command systems ([para 6a\(2\)](#)).
- Clarifies hybrid-computer authorization requirements ([para 6c](#)).
- Updates the process for documenting and modifying COTS-IT automation-equipment authorizations ([paras 7 and 8](#)) for USAREUR and provides revised formats for requesting increases or decreases ([figs 2 and 3](#)) to those authorization documents (that is, automation tables of equipment).

- Updates the COTS-IT LCR management process ([paras 9 thru 12](#)).
- Adds procedures for turn-in processing of COTS-IT equipment that was or is used for processing classified information ([para 13b](#)).
- Adds excess automation-equipment reporting, redistribution, and turn-in procedures ([paras 13 and 14](#)).

Applicability. This pamphlet applies to HQ USAREUR staff offices and units and USAREUR major subordinate commands ([glossary](#)).

Records Management. Records created as a result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available in the Army Records Information Management System at <https://www.arims.army.mil>.

Forms. AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <http://www.aepubs.eur.army.mil/>.

Suggested Improvements. The proponent of this pamphlet is the Policy and Programs Branch; Programs, Policy, and Projects Division; Office of the Deputy Chief of Staff, G6, HQ USAREUR (mil 537-6262). Users may suggest improvements to this pamphlet by sending an e-mail to the USAREUR G6 (AEIM-A) at usarmy.wiesbaden.usareur.mbx.usareur-g6-policy@mail.mil.

Distribution. This pamphlet is available only electronically and is posted in AEPUBS at <http://www.aepubs.eur.army.mil/>.

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SECTION I GENERAL

1. PURPOSE

This pamphlet provides USAREUR guidance to HQ USAREUR staff principals, unit commanders, and unit staff officers (that is, deputy chiefs of staff, G6 (G6s), S6s, information management officers (IMOs), and other information-technology (IT) managers) on—

- a. Establishing, updating, and using unit automation tables of equipment (ATOEs) (that is, authorization documents).
- b. Managing the commercial off-the-shelf (COTS)-IT life-cycle replacement (LCR) process.
- c. Procuring new COTS-IT equipment.
- d. Conducting the redistribution process (report, turn-in, redistribute, and disposal) for excess COTS-IT automation equipment.

2. REFERENCES

[Appendix A](#) lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

4. RESPONSIBILITIES

a. HQ USAREUR Staff Offices and USAREUR Major Subordinate Commands (MSCs) ([glossary](#)). HQ USAREUR staff offices and USAREUR MSCs will do the following:

(1) Send annual requests to modify the unit ATOE to the USAREUR G6 by 1 March each year and out-of-cycle requests within 30 days after identifying a requirement. Requesters must provide a valid justification to the USAAREUR LCR Program Manager (PM) for all ATOE authorization decreases and increases ([paras 7 and 8](#)).

(2) Provide a list of warranty-expired equipment pending turn in to the USAREUR G6 COTS-IT PM and the USAREUR G6 Excess and Redistribution PM using the USAREUR template for the Asset for LCR worksheet ([para 11b\(3\)\(a\)](#)) by 30 days after expiration or identification as excess ([para 11b](#)).

(3) Initiate other out-of-cycle excess reporting, turn-ins, and warranty-issue actions within 30 days after identifying the issue ([paras 11 thru 13](#)).

(4) Draw USAREUR Consolidated Buy (CB) equipment from the USAREUR G4 Staging Facility within 30 days after notification of availability and issue that equipment to the appropriate using unit or staff office ([para 11](#)).

b. USAREUR G3/5/7. In accordance with [AE Supplement 1 to AR 25-1](#), the USAREUR G3/5/7 must review and approve or disapprove unit ATOE submissions and changes before the changes may take effect.

c. USAREUR G4. The USAREUR G4 will operate the USAREUR G4 Staging Facility to receive, issue, redistribute, and dispose of IT equipment according to procedures in [paragraphs 10 through 12](#).

d. USAREUR G6. The USAREUR G6 will—

(1) Send ATOE-review notifications or Task Management Tool (TMT) taskings to HQ USAREUR staff offices and units and USAREUR MSCs by 30 October each year.

(2) Review unit ATOE-modification requests and send consolidated recommendations to the USAREUR G3/5/7 by 30 April each year for G3/5/7 review and approval or disapproval.

(3) Prepare and send the USAREUR CB package to the USAREUR G8 according to the funding guidance for the particular fiscal year (FY). The package must be sent in time for the G8 to approve funding and for the G6 to make the purchase before 1 October (that is, before the start of the next FY).

e. USAREUR G8. The USAREUR G8 will review and approve or disapprove funding for the USAREUR CB and document that review on the staff action summary (SAS) (AE Form 1-10A) that the USAREUR G6 sends with the package.

SECTION II INFORMATION TECHNOLOGY LIFE-CYCLE MANAGEMENT OVERVIEW

5. COMMERCIAL OFF-THE-SHELF INFORMATION TECHNOLOGY LIFE-CYCLE MANAGEMENT PROCESS

Figure 1 shows a timeline for the usual cyclical events (that is, the annual ATOE adjustment phase; the USAREUR CB for COTS-IT LCR procurement and delivery phase, and the excess IT equipment redistribution and disposition phase) that constitute the COTS-IT life-cycle management process.

a. In the current FY—

(1) HQ USAREUR staff offices and USAREUR MSC G6s and S6s will update their ATOEs (para 8).

(2) The USAREUR G6 will prepare and process a COTS-IT LCR procurement action to be purchased by 30 September (para 9).

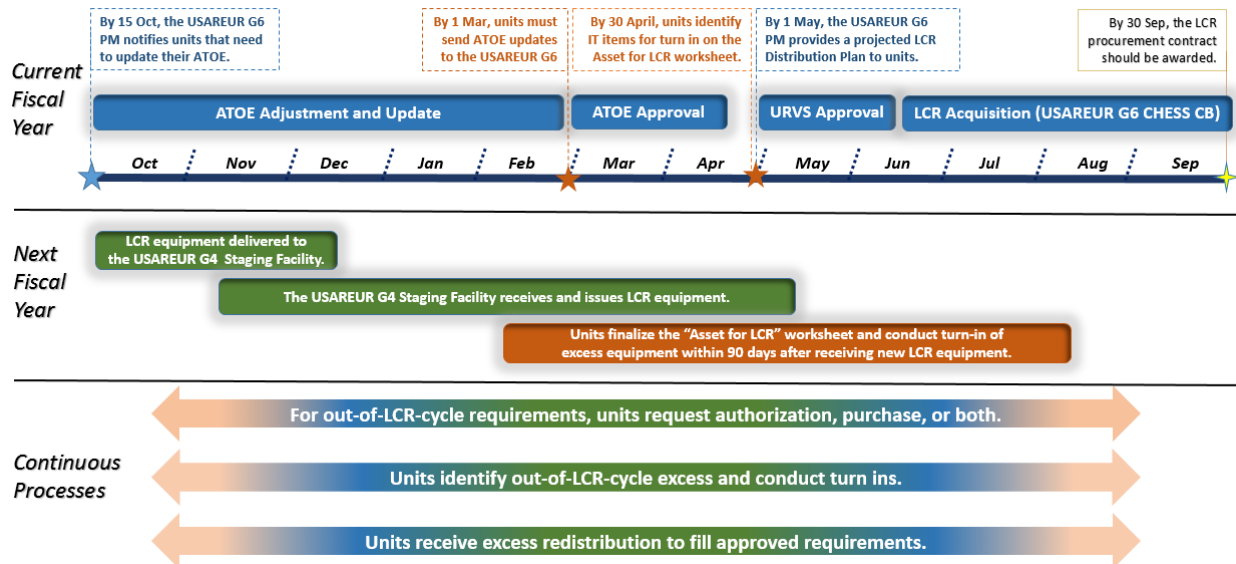


Figure 1. Commercial Off-the-Shelf Information Technology Life-Cycle Management Timeline

b. In the following FY—

(1) The USAREUR G4 Staging Facility will receive the LCR equipment requisitioned in the previous FY and coordinate with organizational property book offices (PBOs) to issue the equipment (para 10).

(2) HQ USAREUR staff offices and units and USAREUR units will identify and then turn in the excess equipment (that is, equipment displaced by the LCR-purchased equipment) to the USAREUR G4 Staging Facility (para 11).

(3) The USAREUR G6 will initiate coordination with HQ USAREUR staff offices and USAREUR units to begin the next LCR procurement for the new FY by repeating the steps in [subparagraph a](#) above.

c. During the ATOE-adjustment process and COTS-IT LCR procurement process, the most critical step is for HQ USAREUR staff offices and USAREUR MSCs (units, G6s, and S6s) to complete the ATOE review and adjustment process by the suspense date identified for that FY. Timely submission gives the USAREUR G6 enough time to prepare an acquisition package, obtain authorization and funding approvals for the COTS-IT LCR purchases, and contract a purchase before the Army-wide Computer Hardware, Enterprise Software, and Solutions (CHESS) CB period ends in September, which is also the last month of each FY.

d. During the COTS-IT LCR equipment delivery and excess reporting and turn-in process, the most critical step is for units to provide accurate information to the USAREUR G6 IT PMs to screen serviceable equipment for reutilization ([para 12](#)).

e. USAREUR organizations (that is, unit hand-receipt holders (HRHs), PBOs, IMOs, MSC G6s or S6s, the USAREUR G4, and the USAREUR G6 PMs) must closely coordinate among one another throughout the entire LCR management process to ensure effective COTS-IT equipment support.

6. EQUIPMENT APPLICABILITY AND LIFE-CYCLE-REPLACEMENT DURATIONS

This pamphlet is intended to govern the live-cycle management of only select COTS-IT equipment ([a below](#)) and defines the anticipated life-cycle durations for broad categories of that equipment. Select equipment (that is, hybrid computers ([c below](#))) have special applicability and authorization procedures.

a. Applicability. For the purpose of this pamphlet, COTS-IT automation equipment managed in the USAREUR LCR process includes desktop and notebook computers, printers ([glossary](#)), multifunctional printing devices (MPDs), and digital senders.

(1) Leased copiers ([glossary](#)) are not managed by the USAREUR COTS-IT LCR program. Units will comply with USAREUR Leased-Copier Program policy and tactics, techniques, and procedures ([AE Supplement 1 to AR 25-1](#)) to request adding or deleting leased-copier authorizations or conducting LCR of a leased copier.

(2) Tactical systems, logistics systems, and certain mission-command systems are not managed by the USAREUR COTS-IT LCR program. Procurement and LCR of IT equipment for those systems must be coordinated through the office of the program of record (that is, the Army-level PM at the applicable program executive office for that Army- or DOD-enterprise system) and comply with the approval processes of AR 25-1 and [AE Supplement 1 to AR 25-1](#).

b. Life-Cycle Durations and LCR Ratios. For USAREUR, and unless otherwise specified in AR 25-1, COTS-IT LCR equipment will be refreshed as follows:

(1) USAREUR will replace notebooks and desktop computers every 5 years. Therefore, units should receive and replace approximately 20 percent of their total ATOE computer requirements each year through the USAREUR CB.

(2) USAREUR will replace printers, MPDs, and digital senders every 5 years. Therefore, units should receive and replace approximately 20 percent of their total ATOE organizational-printer requirements (that is, not including leased-copier requirements) each year through the USAREUR CB.

c. Special Rules for Hybrid Computers in USAREUR. A hybrid laptop is still considered a notebook computer, but is subject to the special authorization conditions identified in (1) through (3) below. Once authorized, USAREUR organizations and units will request, requisition, and conduct LCR of hybrid computers according to the usual ATOE-based procedures (paras 9 thru 12).

(1) Authorizations for hybrid laptops require approval of the USAREUR COTS-IT PM, and the ATOE authorization entry must clearly identify the notebook as a hybrid.

(2) In addition to the COTS-IT program (laptop) authorization, hybrid laptops (that is, those with a subscriber identity module (SIM) card) require a tablet authorization according to Commercial Mobile Device (CMD) Program policy and procedures. Therefore, a complete ATOE authorization for a hybrid laptop requires approval by both the USAREUR COTS-IT PM and the USAREUR CMD PM and the authorizations must be clearly listed and cross-referenced in both ATOE sections.

(3) When authorized, a hybrid notebook will replace the applicable existing authorized and on-hand notebook or desktop computer and the displaced equipment may not be retained in addition to the hybrid laptop for that same mission requirement.

SECTION III

AUTOMATION TABLES OF EQUIPMENT IN USAREUR

7. THE AUTOMATION TABLE OF EQUIPMENT

An approved ATOE shows the total automation-equipment authorization for a unit or staff office and is used for COTS-IT LCR planning.

a. The ATOE will include the total number of nontactical desktop and notebook computers, MPDs, digital senders, and leased copiers (for tracking and visibility only) that a HQ USAREUR staff office or USAREUR MSC is authorized.

b. The ATOE does not include requirement data for tactical systems, logistics systems, and certain mission-command systems (para 6a(2)), and does not provide authorizations for leased copiers. Units should, however, update the ATOE each year to ensure it always shows any existing leased-copier authorizations.

c. To comply with AR 25-1, paragraph 3-2b, all HQ USAREUR offices and units and USAREUR MSCs must have an ATOE approved by the USAREUR G3/5/7. The USAREUR G3/5/7 approval will use a baseline (that is, the starting amounts before any G3/5/7-approved justifications for exceptional or external mission requirements (d below)) of the modification tables of organization and equipment (MTOEs) and tables of distribution and allowances (TDAs) recorded in the Army Force Management System for that unit.

d. The final USAREUR G3/5/7-approved ATOE may be adjusted from above MTOE and TDA totals according to the Common Table of Allowances 50-909 (CTA 50-909) (app A) authorizations (listed in table number 75), unit personnel strength, and external mission requirements.

e. Each USAREUR unit must establish a unit ATOE and then modify and update the ATOE (with decreases, increases, or both) annually based on MTOE and TDA changes and any exception requests.

8. MODIFYING USAREUR AUTOMATION TABLES OF EQUIPMENT

a. Current ATOEs. Current approved unit ATOEs are available on the USAREUR G6 SharePoint library at <https://intranet.eur.army.mil/hq/g6/ppp/p2/p2lcrprogram/sitepages/home.aspx>.

b. Mandatory Annual ATOE Adjustment. Unit ATOEs must be adjusted and updated if the unit's MTOE or TDA authorizations increase or decrease by more than 10 percent in that FY or if units are being deactivated.

c. ATOE Adjustment Process. USAREUR MSCs and HQ USAREUR staff offices and units must send all requests to modify the ATOE to the USAREUR G6 (AEIM-A) by 1 March each year for the G6 to obtain approval from the USAREUR G3/5/7 to change the ATOE and for the change to take effect in that year's LCR process.

(1) In October of each year, the USAREUR G6 COTS-IT PM will notify (by e-mail or through a TMT tasker) USAREUR MSC G6s and S6s and HQ USAREUR staff offices of the required ATOE updates for the new FY.

(2) Based on the USAREUR G6 notification, units and organizations must send a complete update of the ATOE and any requests to modify the ATOE by 1 March.

(3) In May of each year, the USAREUR G6 will use the USAREUR G3/5/7-approved ATOE to prepare a COTS-IT LCR acquisition package for recommended approval.

d. Requesting an Increase to ATOE Requirements and Authorizations. Valid justifications for requesting an increase in ATOE requirements and authorizations include a change to a unit's MTOE, TDA, mission requirements, or any combination. To request an increase, units must—

(1) Prepare a memorandum using the format in [Figure 2](#).

(2) Send the signed request memorandum using the United States Army Europe (USAREUR) Requirements Validation System (URVS) for USAREUR G3/5/7 review and approval. To meet contractual guidelines and suspense dates, all COTS-IT ATOE change requests must be approved by 1 April of the current FY for those requirements to be included in the annual COTS-IT LCR procurement in that FY with delivery in the next FY.

e. Requesting a Decrease to ATOE Requirements and Authorizations. Valid justifications for requesting a decrease in ATOE requirements and authorizations include a change to the unit MTOE, the unit TDA, or both, or a unit deactivation. To request a decrease, units must—

(1) Prepare a memorandum using the format in [figure 3](#).

(2) Send the signed request memorandum by e-mail to the USAREUR G6 COTS-IT PM.

f. Procedures for Changing COTS-IT Equipment Authorization Documents. [Figure 4](#) shows the process for requesting a change to a COTS-IT authorization document.

Organizational Letterhead

AEXX-XX

DD Mmm YYYY

MEMORANDUM THRU Unit PBO, APO AE 09XXX-XXXX

FOR USAREUR G6 (AEIM-A), Unit 29351, APO AE 09014-9351

SUBJECT: Request to Increase Life-Cycle Replacement Requirements and Authorizations

1. Requesting Organization and Location. The *unit name or staff office, location*, requests the following increase to its current automation table of equipment (ATOE) and therefore life-cycle replacement (LCR) authorizations.

Equipment Type	Current ATOE Authorization	New Requirement (Total)
Hybrid notebook with SIM	#	#
Notebook	#	#
Desktop	#	#
Black-and-white (BW) printer	#	#
Color printer	#	#
Digital sender	#	#
Multifunctional printing device (MPD)	#	#

2. MTOE and TDA Information for New Equipment.

UIC	Para	Line	Position Description	NIPR / SIPR / Other	Laptop / Desktop	BW / Color Printer	MPD	Digital Sender

3. Change in Mission Requirement. Xxxxxx

4. Requirements Summary (include make and model). Xxxxxx

5. Cost of Requirement.

Description	Quantity	Unit Price	Total Price
xxxxx	#	\$ xx	\$ xx
xxxxx	#	\$ xx	\$ xx

6. Justification. Xxxxxx

7. Consequence if Not Funded. Xxxxxx

8. Remarks. Xxxxxx

9. POC. The POC is Rank Lastname at military 314-537-xxxx, civilian 0611-143-537-xxxx, or e-mail: *first.mi.last.mil@mail.mil*.

FIRST MI. LAST (*lieutenant colonel, GS-14, or above*)
 Rank, BR (*if civilian, line not used*)
 Commander (*or Director*)

Figure 2. Request for an Increase to the Automation Table of Equipment

Organizational Letterhead

AEXX-XX (Office Symbol)

DD Mmm 20YY

MEMORANDUM THRU Unit PBO, APO AE 09XXX-XXXX

FOR USAREUR G6 (AEIM-A), Unit 29351, APO AE 09014-9351

SUBJECT: Request to Decrease Life-Cycle Replacement Requirements and Authorizations

1. Requesting Organization and Location. The *unit name or staff office, location*, requests the following decrease to its current automation table of equipment (ATOE) and therefore life-cycle replacement (LCR) authorizations.

Equipment Type	Current ATOE Authorization	New Requirement (Total)
Hybrid notebook with SIM	#	#
Notebook	#	#
Desktop	#	#
Black-and-white (BW) printer	#	#
Color printer	#	#
Digital sender	#	#
Multifunctional printing device (MPD)	#	#

2. MTOE and TDA Information for Equipment to be Eliminated.

UIC	Para	Line	Position Description	NIPR / SIPR / Other	Laptop / Desktop	BW / Color Printer	MPD	Digital Sender

3. Change in Mission Requirement. Xxxxxx

4. Requirements Summary (include make and model). Xxxxxx

5. Cost Reduction (if reduced requirement is approved).

Description	Quantity	Unit Price	Total Price
xxxxx	#	\$ xx	\$ xx
xxxxx	#	\$ xx	\$ xx

6. Justification. Xxxxxx

7. Consequence if Not Approved. Xxxxxx

8. Remarks. Xxxxxx

9. POC. The POC is Rank Lastname at military 314-537-xxxx, civilian 0611-143-537-xxxx, or e-mail: *first.mi.last.mil@mail.mil*.

FIRST MI. LAST (*lieutenant colonel, GS-14, or above*)
 Rank, BR (*if civilian, line not used*)
 Commander (*or Director*)

Figure 3. Request for a Decrease to the Automation Table of Equipment

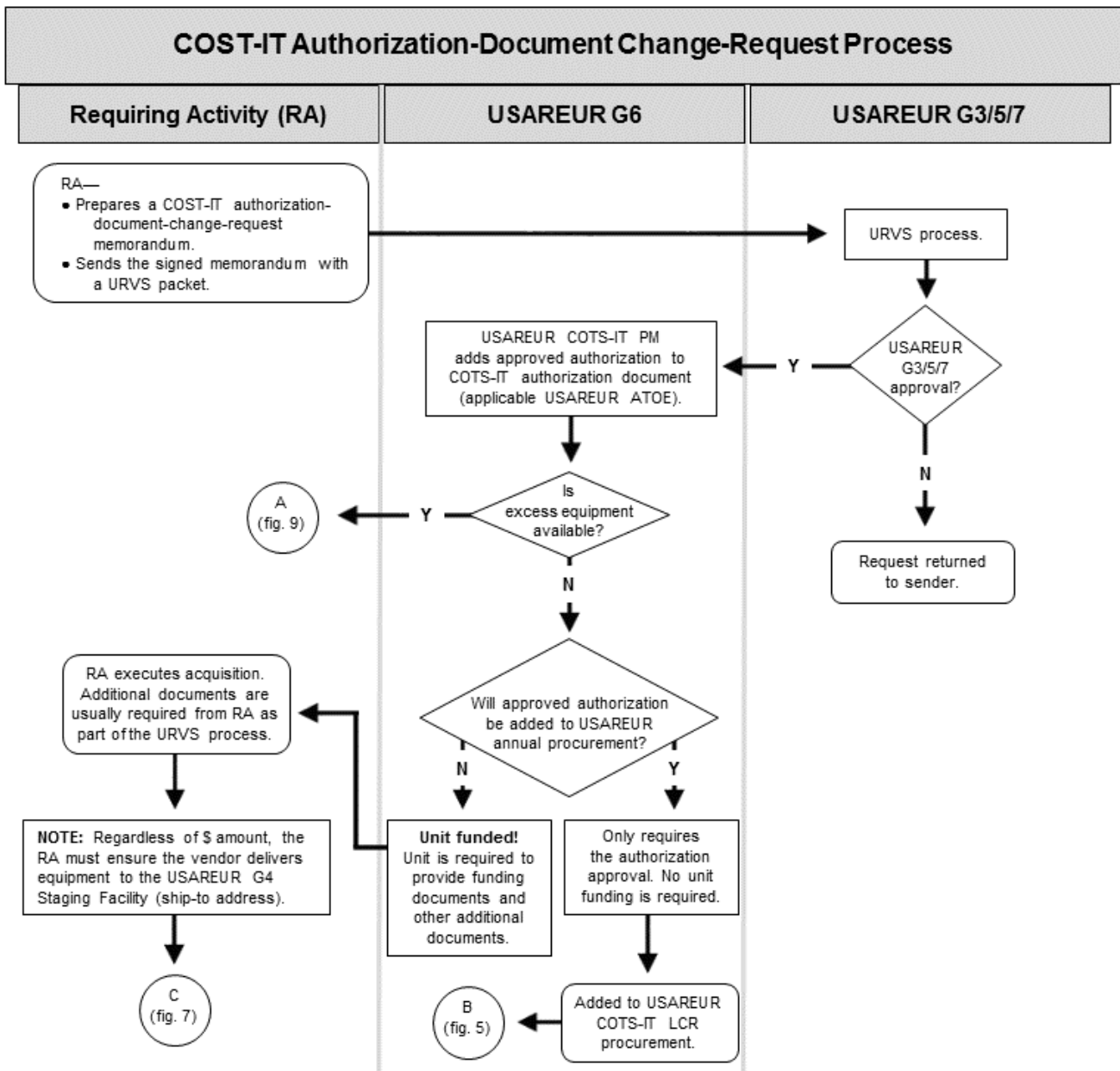


Figure 4. Requesting Changes to Authorization Documents

SECTION IV COMMERCIAL OFF-THE-SHELF INFORMATION TECHNOLOGY PROCUREMENT

9. OVERVIEW OF COMMERCIAL OFF-THE-SHELF INFORMATION TECHNOLOGY PROCUREMENT

a. Based on the approved ATOE authorizations, the USAREUR G6 will usually conduct all COTS-IT LCR purchases during the Army CHES CB period that occurs from June to September each year (that is, the annual USAREUR CB) ([para 11](#)).

b. The USAREUR G6 may conduct individual out-of-cycle COTS-IT purchases at other times, but only by exception ([para 10](#)).

c. AR 25-1 specifies that Army organizations will use CHES as the primary source for establishing commercial IT procurement contracts for COTS hardware, COTS software, and services.

(1) To ensure COTS-IT equipment meets security, configuration, and warranty requirements, USAREUR units may not purchase desktop computers, notebook computers, or printers for Government use from the Army and Air Force Exchange Service or other local vendors.

(2) The USAREUR G6 and USAREUR units will use CHES to conduct all LCR and other COTS-IT purchases unless the USAREUR G6 approves (in writing) a one-time exception to policy.

10. OUT-OF-CYCLE PROCUREMENT PROCESS

a. If a unit requires COTS-IT equipment before or after the annual USAREUR CB, units will follow the procedures in the USAREUR G6 Resource Guidance (available at: <https://intranet.eur.army.mil/hq/portfoliomgmt/sitepages/home.aspx>) to develop the necessary acquisition documents for approval in the process as shown in [figure 3](#).

b. In an out-of-cycle procurement situation, USAREUR organizations and units—

(1) Are usually responsible for providing funding for the relevant COTS-IT purchases.

(2) Will not use a Government purchase card (GPC) to buy any COTS-IT equipment unless the USAREUR G6 has first approved use of the GPC method.

11. USAREUR LIFE-CYCLE REPLACEMENT PROCUREMENT PROCESS

a. LCR Procurement Overview. For desktop and laptop computers, printers, and digital senders, the USAREUR G6 will determine annual LCR allocations and make distribution plans according to the latest USAREUR G3/5/7-approved ATOE.

(1) The USAREUR G6 COTS-IT PM will notify units and organizations with their projected LCR distribution plan by e-mail or through a TMT-system tasking by no later than 1 May each year. This gives units time to review and, if required, comment before the USAREUR G6 submits the URVS request for LCR procurement, which should usually be processed and awarded by 30 September.

(2) [Figure 5](#) illustrates the steps of the USAREUR LCR procurement process. [Subparagraphs b through d](#) below describe the steps in detail by the responsible organization.

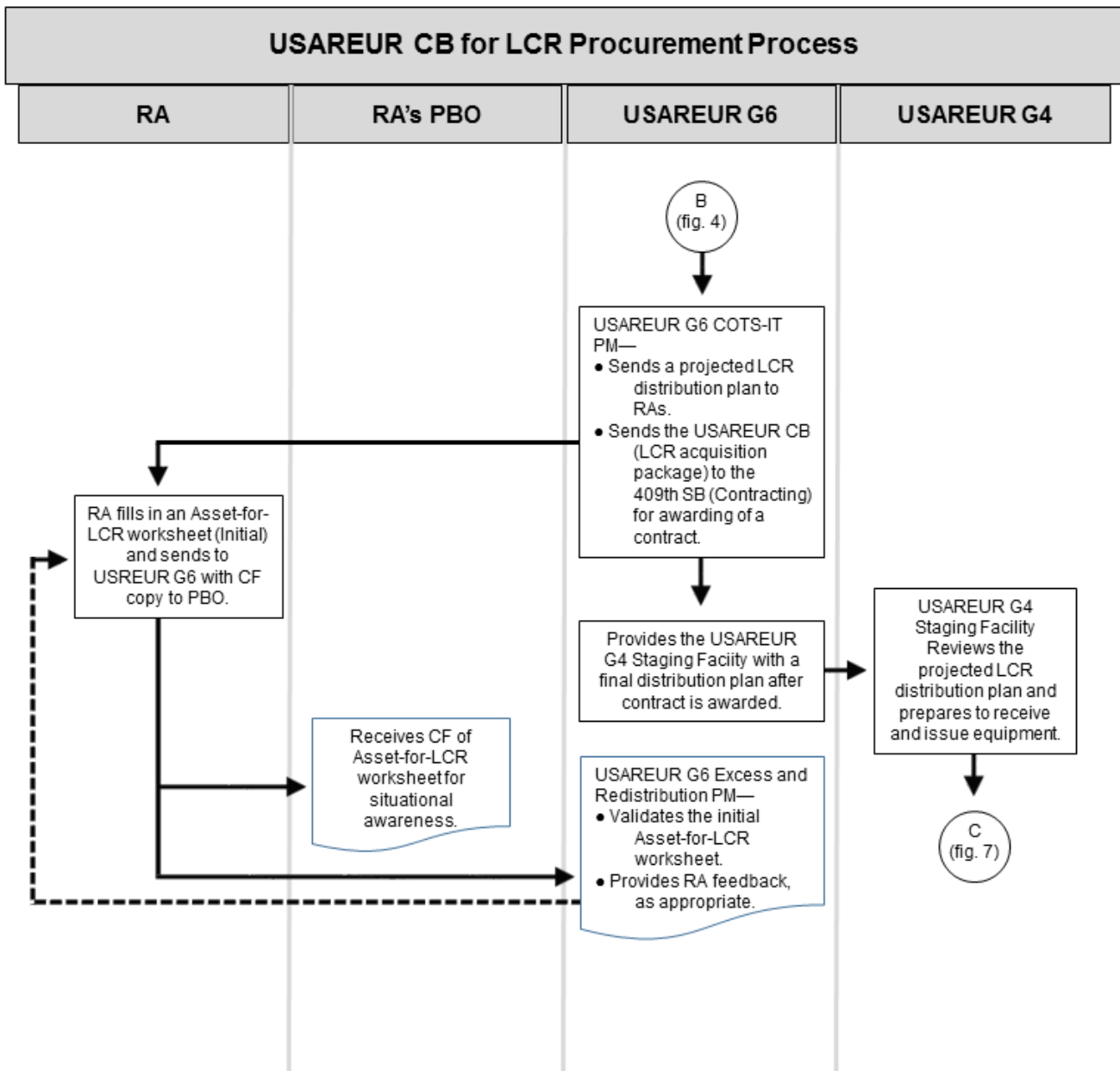


Figure 5. LCR Procurement Process

b. Unit Responsibilities.

(1) Units must complete ATOE-adjustment procedures (paras 7 and 8) by 1 March to take part in the annual USAREUR CB (COTS-IT LCR procurement) using the CHES.

(2) If a unit requires additional COTS-IT equipment before or after the USAREUR LCR procurement process window, the unit must use the process in [figure 5](#) to obtain approval for an out-of-cycle procurement and will usually be responsible for providing IT equipment funding. Unit-funded LCR equipment must still be shipped to the USAREUR G4 Staging Facility for proper cataloging and posting of the equipment into Global Combat Support System – Army (GCSS-A) property-book records before the equipment may be issued to the authorized HQ USAREUR staff office or USAREUR MSC.

(3) Units must coordinate with their PBOs to review property-book records (indicating the total on-hand equipment and unit authorizations, which should match to the ATOE) to identify the desktop computers, laptop computers, and printers that will be replaced by the projected LCR equipment.

(a) Units must post this projection of displaced equipment in an Asset-for-PCR worksheet (available on the USAREUR SharePoint library at: <https://intranet.eur.army.mil/hq/g6/ppp/p2/p2lcrprogram/sitepages/home.aspx>) and coordinate through their G6 or S6 to send the information to the USAREUR G6 by the end of April each year. USAREUR MSC G6s or S6s will send the worksheet by e-mail to both the USAREUR G6 COTS-IT PM and the USAREUR G6 Excess and Redistribution PM.

(b) [Figure 6](#) shows a sample format of the USAREUR G6 Asset-for-PCR worksheet. By filling in and sending the worksheet to the USAREUR G6, units give the G6 visibility over their excess equipment, which enables the applicable USAREUR G6 PM to identify items that can be used to fill another unit’s PCR shortfall and issue redistribution instructions. Units should always use the most current format of this worksheet from the SharePoint library identified in (a) above.

Asset for Life-Cycle Replacement (PCR)												
Item #	Unit Identification Code (UIC)	Unit Name	Subunit	Equipment Type	Equipment LIN	Manufacture	Model	Serial #	Network Connection (NIPR, SIPR, BICES, CENTRIX, or other network)	Warranty End	Releasing date	Condition
example1	WATL99	USAREUR HQ	G6	Notebook	70210N	Dell	E6540	123ABC4	NIPR	Sep-2020	5/30/2017	A4
example2	WATL99	USAREUR HQ	G4	Desktop	70209N	HP	Compaq 6005 Pro	891DEF2	SIPR	Jun-2015	5/30/2017	F7
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												

Figure 6. Format of the Asset-for-PCR Worksheet

(c) Units must include the data in subparagraphs [1 through 11](#) on the Asset-for-PCR worksheet. The instructions worksheet (sheet1 of the Excel workbook, which is not pictured) provides more details about proper formats and limitations for each data item.

1. Unit identification code (UIC).

2. Unit name. A subordinate unit name (for example, a specific division of a HQ USAREUR staff office or a subordinate unit of an MSC) is not required, but recommended.

3. Equipment type.

4. Equipment line-item number.

5. Make or manufacturer name.

6. Model name or number.

7. Serial number.

8. Warranty expiration date

9. Network to which the IT equipment was connected (that is, BICES, CENTRIX, JWICS, NIPRNET, SIPRNET, or other network).

10. Releasing date. Units should identify the earliest date the equipment will be available for lateral transfer to another using organization.

11. Condition. Users should use one of the following condition codes to identify the status of the equipment that is available for disposal or redistribution:

- A1 – New and in excellent condition.
- A4 – Used and in good working condition.
- B1 – New item that is serviceable and issuable for its intended purpose, but is restricted because of limited usefulness or a short life expectancy (items with a remaining warranty period of only 3 to 6 months).
- B4 – New, used, repaired, or reconditioned item that is serviceable and issuable for its intended purpose, but restricted because of its limited usefulness or short life expectancy (items with a remaining warranty period of only 3 to 6 months).
- F7 – Unserviceable but reparable and is otherwise in good condition.
- G7 – Item requires additional parts or components that are not immediately available.

(4) To request additional IT equipment using the USAREUR G6 Excess and Redistribution Program, USAREUR units will use the process described in [paragraph 9](#) and shown in [figure 7](#). Reutilization may result in units exceeding ATOE authorizations. Requesting units—

(a) Should request additional licenses under the Microsoft Enterprise License Agreement using the Army CHES.

(b) Are responsible for purchasing any additional Microsoft desktop licenses required to support any reutilized workstations that are in excess of the ATOE.

(c) Can find the specific procedures for ordering Microsoft licenses in the USAREUR G6 Resource Guidance (<https://intranet.eur.army.mil/hq/portfoliomgmt/sitepages/software.aspx>).

c. PBO Responsibilities. In coordination with the requiring activity or unit and the USAREUR G4 Staging Facility, the responsible PBOs will prepare appropriate lateral-transfer documents and assign document numbers to those transactions to post the equipment to the appropriate property book.

d. USAREUR G6 Responsibilities.

(1) The USAREUR G6 COTS-IT PM will—

(2) By 3 months before the USAREUR CB period starts, the USAREUR G6 will generate required documents and an acquisition packet for submission using the URVS to obtain approval of the USAREUR COTS-IT LCR procurement. The required documents and acquisition packet include but are not limited to all of the following:

(a) A complete explanation of the requirements (that is, answer the 5Ws: who, what, when, where, and why).

(b) A performance work statement.

(c) An IT technical validation.

(d) An independent Government cost estimate.

(e) An SAS (AE Form 1-10A) for documenting USAREUR G8 funding approval.

(3) USAREUR G6 will also enter COTS-IT LCR purchase-request data into the Purchase Request Web (PR-Web) system or the General Fund Enterprise Business System (GFEBS) to send to the 409th Support Brigade (Contracting) (409th SB (Contracting)), United States Army Contracting Command, for executing the purchase.

(4) After the 409th SB (Contracting) makes the purchases, USAREUR G6 will coordinate with—

(a) The vendor to receive projected schedules for delivery of the equipment to the USAREUR G4 Staging Facility, which is the centralized asset-control point for receiving USAREUR COTS-IT equipment.

(b) The USAREUR G4 to develop COTS-IT LCR distribution plans for issuing the equipment to units from the USAREUR G4 Staging Facility.

(5) The Information Technology Theater Business Office, Office of the Deputy Chief of Staff, G6, HQ USAREUR, will ensure vendors provide the required item-unique identification (IUID) information and ensure all shipment transportation control and movement documents (TCMDs) or bills of lading have those IUIDs or serial numbers for all COTS- IT equipment being delivered to the USAREUR G4 Staging Facility. Accessories (for example, docking stations, keyboards, power cables, printer feeder trays) do not require IUID information (to be listed by serial number), but should be identified as configured and issued with the major end item on the shipping and issue documents.

e. USAREUR G4 Responsibilities. The Office of the Deputy Chief of Staff, G4, HQ USAREUR, operates the USAREUR G4 Staging Facility that receives, stores, issues, and disposes of COTS-IT equipment being processed into or out of USAREUR.

12. USAREUR LIFE-CYCLE REPLACEMENT DELIVERY-AND-ISSUE PROCESS

a. LCR Delivery and Issue Overview. After the procuring agency has executed the purchase and the USAREUR G6 has provided a distribution plan, the USAREUR G4 Staging Facility will receive vendor shipments and coordinate property-book posting and lateral transfer of equipment to the appropriate organization or unit. [Figure 7](#) shows the USAREUR LCR delivery-and-issue process, subparagraph b below provides the ship-to information that is required for all USAREUR COTS-IT procurements, and subparagraphs c through e below describe the process in detail.

b. Ship-to Address for All COTS-IT Procurements. All equipment resulting from COTS-IT procurements (whether from the USAREUR G6 centrally funded LCR purchase or any additional USAREUR-approved unit-funded COTS-IT purchases) will be shipped to the “USAREUR G4 Staging Facility (UIC: W6J623)” (using the following address: Miesau Army Depot, Bldg 1426, Bahnhof Strasse 78, 66892 Bruchmühlbach – Miesau, Germany).

(1) The USAREUR G4 Staging Facility is the single European central point for fielding all USAREUR COTS-IT LCR equipment to HQ USAREUR and USAREUR MSC organizations and units. The USAREUR G4 Staging Facility will issue LCR equipment only according to LCR distribution plans, which the USAREUR G6 issues based on approved USAREUR ATOEs.

(2) Additional or out-of-cycle COTS-IT purchases (whether USAREUR- or unit-funded) will also be shipped to the USAREUR G4 Staging Facility unless an exception was pre-coordinated and approved by the USAREUR G4 and USAREUR G6.

c. USAREUR G4 Staging Facility Responsibilities. The USAREUR G4 Staging Facility will—

(1) Receive equipment from the vendor, conduct 100-percent inventories, place equipment in storage, catalog it, and upload the COTS-IT LCR data in GCSS-A.

(a) COTS-IT LCR equipment will be entered into GCSS-A using property book identification code (PBIC) 9 (nondeployable) and table authorization code (TAC) 3 (authorized by CTA 50-909) and issued accordingly to units or organizational PBOs according to the USAREUR G6 COTS-IT LCR distribution plan.

(b) The staging facility will immediately report vendor discrepancies to the USAREUR G6.

(2) Coordinate with unit and organizational PBOs to issue COTS-IT LCR equipment to the units as a lateral transfer through GCSS-A. The COTS-IT LCR equipment will be issued using PBIC 9 (nondeployable) and TAC 3 (authorized by CTA 50-909) to the unit organizational property book for audibility of COTS-IT LCR equipment.

(3) Use the USAREUR G4 SharePoint portal to post status changes as they occur in the processing, staging, and issuing of COTS-IT LCR equipment to USAREUR organizations.

(4) Redistribute serviceable excess equipment to USAREUR units according to USAREUR G6 excess redistribution instructions. Excess equipment may be redistributed between USAREUR units based on mission requirements and USAREUR G6 approval.

d. USAREUR G6 Responsibilities. The USAREUR G6 will—

(1) Coordinate with vendors to provide COTS-IT LCR delivery schedules and distribution plans to the USAREUR G4 Staging Facility before COTS-IT LCR shipments arrive at the facility.

(2) Provide instructions to release COTS-IT equipment from the G4 Staging Facility to the applicable USAREUR units after receiving the required equipment data from the units on Asset-for- LCR worksheets.

(3) Monitor COTS-IT LCR equipment delivery, staging, and issuing process. The USAREUR G6 will contact the vendor and provide assistance to organizations if any issues arise.

(4) Provide redistribution instructions to the USAREUR G4 Staging Facility.

(5) Create an electronic receiving report and acceptance through the Wide-Area Workflow website (<https://wawf.eb.mil>) based on delivery invoices and receipts provided by the vendor and confirmation from the USAREUR G4. This process must be timely and monitored to prevent the U.S. Government from being charged interest for late payments.

e. Unit Responsibilities. Units will—

(1) Unit and organization PBOs will follow the USAREUR G4 Staging Facility standing operating procedures (SOP) for issuing and receiving COTS-IT LCR equipment and account for 100 percent of IT equipment in the GCSS-A property book system. Unit PBOs will—

(a) Accept the lateral transfer of the COTS-IT LCR equipment from the G4 Staging Facility within 3 workdays (72 hours).

(b) Send a posted copy of the DA Form 3161 or GCSS-A generated form to the USAREUR G4 Staging Facility.

(2) Unit and organizational PBOs will coordinate with the unit S6, IMO, or both to ensure COTS-IT LCR equipment is properly issued to the HRH and sub-hand-receipt holders according to Army regulations.

(3) Receiving organizations will account for all COTS-IT LCR equipment on the unit organizational property book by serial number to ensure proper maintenance and accountability of IT equipment according to DA Pamphlet 710-2-1.

(4) Within 30 days after receiving the equipment, HQ USAREUR staff office IMOs and unit S6 and G6s will provide the USAREUR G6 Excess and Redistribution PM a copy of the organization's property book record of the COTS-IT LCR equipment and the finalized Asset-for-PCR worksheet listing the desktop and notebook computers and printers replaced by new COTS-IT LCR equipment.

(5) Within 60 days after receiving the equipment, HQ USAREUR staff office IMOs and unit S6 and G6s will coordinate with their PBOs to turn the equipment in to the USAREUR G4 Staging Facility.

SECTION V

EXCESS REPORTING, TURN-IN, AND REDISTRIBUTION

13. EXCESS REPORTING AND TURN-IN

a. Process Overview. All excess and replaced COTS-IT LCR equipment will be reported to the USAREUR G6 Excess and Redistribution PM for screening and redistribution within USAREUR before the equipment may be turned in to the USAREUR G4 Staging Facility.

(1) Within 60 days after the unit PBO receives LCR items, HRHs must coordinate with their IMOs and PBOs to turn in the items identified on the previously submitted Asset-for-PCR worksheet.

(2) All unclassified (that is, NIPRNET-connected) notebook and desktop computers and MFPs must be turned in to USAREUR G4 Staging Facility.

(3) After the USAREUR G6 provides excess redistribution instructions, the USAREUR G4 Staging Facility will prepare any remaining (nonredistributed) equipment for disposition through the Defense Reutilization and Marketing Office (DRMO). [Figure 8](#) shows the excess-equipment reporting and turn-in process and [subparagraphs b through g](#) below provide details about the process and list responsibilities.

b. Procedural Differences Between Classified and Unclassified COTS-IT Equipment. In accordance with DOD Directive 8500.1 and AR 25-2, paragraph 4-18, unclassified hard drives must be cleared, purged, and sanitized before the equipment may be turned in or transferred to another DOD entity, whereas classified media, hard drives, CD-ROM and other storage components that contain classified material must be destroyed according to applicable destruction guidelines and processes in Army regulations before turn-in or transfer.

(1) Classified COTS-IT Equipment. The owning unit is responsible for declassifying COTS-IT equipment according to DOD Directive 8500.1 and AR 25.2 policy and procedures (that is, destroying classified storage). After declassification and before turning the equipment in to the USAREUR G4 Staging Facility, the unit must remove the classification labels (for example, SECRET) and affix the appropriate memorandum and certification (Defense Logistics Agency (DLA) Form 2500) paperwork to the equipment.

(2) Unclassified COTS-IT Equipment. Before unclassified equipment is lateral transferred to the USAREUR G4 Staging Facility, owning units will properly clear, purge, and sanitize the storage media, but not remove hard drives from the notebook and desktop computers, servers, and MFPs. If the equipment will be transferred outside of USAREUR or disposed of through DRMO, the USAREUR G4 Staging Facility will be responsible for any further actions to remove hard drives, if required.

c. HRH Responsibilities. HRHs will—

(1) Identify current and potential (pending LCR) excess and replaced equipment that will not be required for any additional external mission. HRHs will further—

(a) Coordinate with IMOs, PBOs or authorized property managers and users, as required, to verify the condition of the equipment and continue property-book visibility of IT equipment assigned to the unit.

(b) List the excess items with condition codes in the unit's consolidated Asset-for-LCR worksheet.

(c) Ensure that cables, documents, and other configuration items (for example, docking stations, mice) are retained for turn-in with the excess and replaced equipment.

(2) Coordinate with unit IMOs and security managers to ensure computer hard drives are cleared, purged, and sanitized with no classified material on the hard drive. Classified hard drives must be declassified and the storage media that contain classified material must be disposed of properly according to applicable DOD policy and procedures before the equipment is turned in.

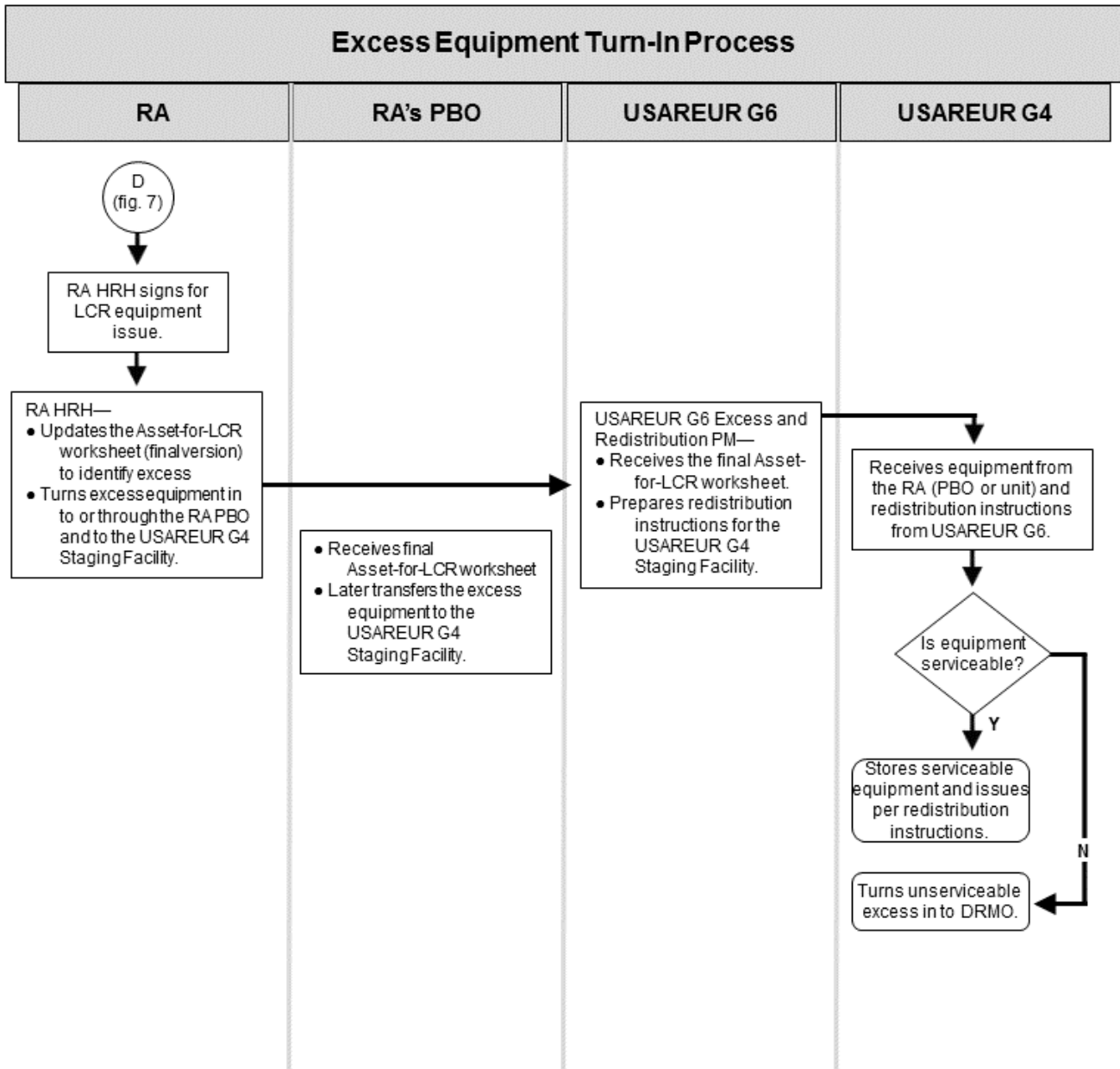


Figure 8. Excess Equipment Turn-In Process

(3) Coordinate with unit IMO, authorized property managers, or both to complete a DA Form 2404 for all excess equipment.

(4) Notify the PBO or other authorized property manager of the total number of items identified on the Asset-for-PCR worksheet to be turned in and coordinate turn-in of the equipment through or with the PBO to the USAREUR G4 Staging Facility.

d. Unit IMO Responsibilities. Unit IMOs will—

(1) Coordinate with individual HRHs and PBOs to maintain visibility of COTS-IT LCR equipment assigned to the organization and report excess and replaced equipment to the USAREUR MSC G6 or S6 during the USAREUR ATOE-adjustment-process phase.

(2) Ensure hard drives are not removed from unclassified desktop and notebook computers and that hard drives are cleared, purged, and sanitized before any equipment is lateral transferred to the USAREUR G4 Staging Facility.

(3) Ensure classified hard drives, CD-ROMs, and other storage components are properly disposed of according to DOD and AR 25-2 policy and procedures. IMOs will remove or verify removal of all classified labels and complete and affix required memorandums and DLA Form 2500 to the devices before equipment is brought for turn-in.

(4) Ensure that excess equipment is not laterally transferred to another requiring activity without first being approved by the USAREUR G6 Excess and Redistribution PM.

e. PBO Responsibilities. Responsible PBOs will—

(1) Validate the serial numbers of reported excess equipment from HRHs and update the unit's Asset-for-PCR worksheet accordingly.

(2) Provide preparation instructions to the HRH for equipment turn-in and ensure applicable documents (for example, DA 2404, DLA Form 2500 if hard drive was removed) are attached to the excess equipment.

NOTE: Unclassified IT equipment that is turned in to the USAREUR G4 Staging Facility should have hard drives still in the device. If a hard drive or other media is missing or removed from an unclassified device without proper paperwork, the unit must complete a financial liability investigation of property loss (FLIPL) before the unit may turn the equipment in to the USAREUR G4 Staging Facility.

(3) Prepare documents to initiate a GCSS-A lateral transfer of COTS-IT excess equipment to the USAREUR G4 Staging Facility (UIC: W6J623) according to the USAREUR G4 Staging Facility SOP.

(4) Coordinate with the USAREUR G4 Staging Facility to schedule a turn-in appointment within 60 days after receiving COTS-IT LCR equipment.

f. USAREUR G6 Responsibilities. The USAREUR G6 (AEIM-A) will—

(1) Review finalized Asset-for-PCR worksheets for accuracy and completeness and return incorrect reports to units for correction.

(2) Evaluate Asset-for-PCR worksheets to identify serviceable excess equipment for reutilization and provide instructions to the USAREUR G4 Staging Facility accordingly.

(3) Based on validated and approved ATOEs, review excess-equipment requests and screen serviceable IT equipment for redistribution to organizations that need the equipment.

(4) Provide redistribution instructions to the USAREUR G4 Staging Facility, maintain and update the record of available excess equipment, and coordinate with the USAREUR G4 to redistribute excess equipment to organizations that have had their requests approved by the USAREUR G6.

g. USAREUR G4 Responsibilities. The USAREUR G4 (AELG-SD) will—

(1) Receive excess COTS-IT equipment and store serviceable equipment for reutilization after receiving instructions from the USAREUR G6.

(2) Reissue and redistribute equipment identified by the USAREUR G6 to requiring activities after the USAREUR G6 provides excess redistribution instructions. Equipment in serviceable condition may be laterally transferred between units according to mission requirements if the USAREUR G6 approves of the transfer.

(3) Turn in old or obsolete COTS-IT property by giving it to the DRMO using the GCSS-A-generated DA Form 1348-1A. After the DRMO representative dates, signs, and stamps the form, the transaction will be completed in GCSS-A to drop the property from the property book. The document number will then be annotated on the posted DRMO document and filed according to the Army Records Information Management System.

14. EXCESS EQUIPMENT – REQUESTING RETENTION OR REDISTRIBUTION

Excess equipment is mainly used for critical mission requirements, exercise and training events, or other urgent purposes that are often temporary in nature and therefore do not require long-term ATOE authorizations. Ongoing permanent or long-term external requirements, however, should always be documented in the annual LCR review process to identify them in the unit ATOE authorizations.

a. Process Overview. USAREUR G6 PMs will review and screen available excess equipment and provide redistribution instructions after requirements are identified on the ATOE. Unit PBOs need to contact the USAREUR G4 Staging Facility to obtain excess equipment after the USAREUR G6 PMs approve. [Figure 9](#) shows the steps in the excess-equipment-redistribution process.

b. Excess Equipment Request.

(1) Units will follow the procedures in section II to identify requirements in ATOE documents. If not already identified on an approved ATOE, the unit must send a requirement-change-request memorandum through their USAREUR MSC S6 or G6 to obtain USAREUR G6 approval for increasing their ATOE.

(2) The USAREUR G6 Excess and Redistribution PM will review available excess equipment and provide redistribution instructions to the USAREUR G4 Staging Facility, USAREUR MSC S6s or G6s, and the applicable PBO.

c. Excess Redistribution and Disposition.

(1) The USAREUR G4 Staging Facility will laterally transfer excess equipment to applicable units according to redistribution instructions received from the USAREUR G6.

(2) Authorized units may receive excess equipment from the USAREUR G4 Staging Facility if the request is processed according to the Staging Facility SOP.

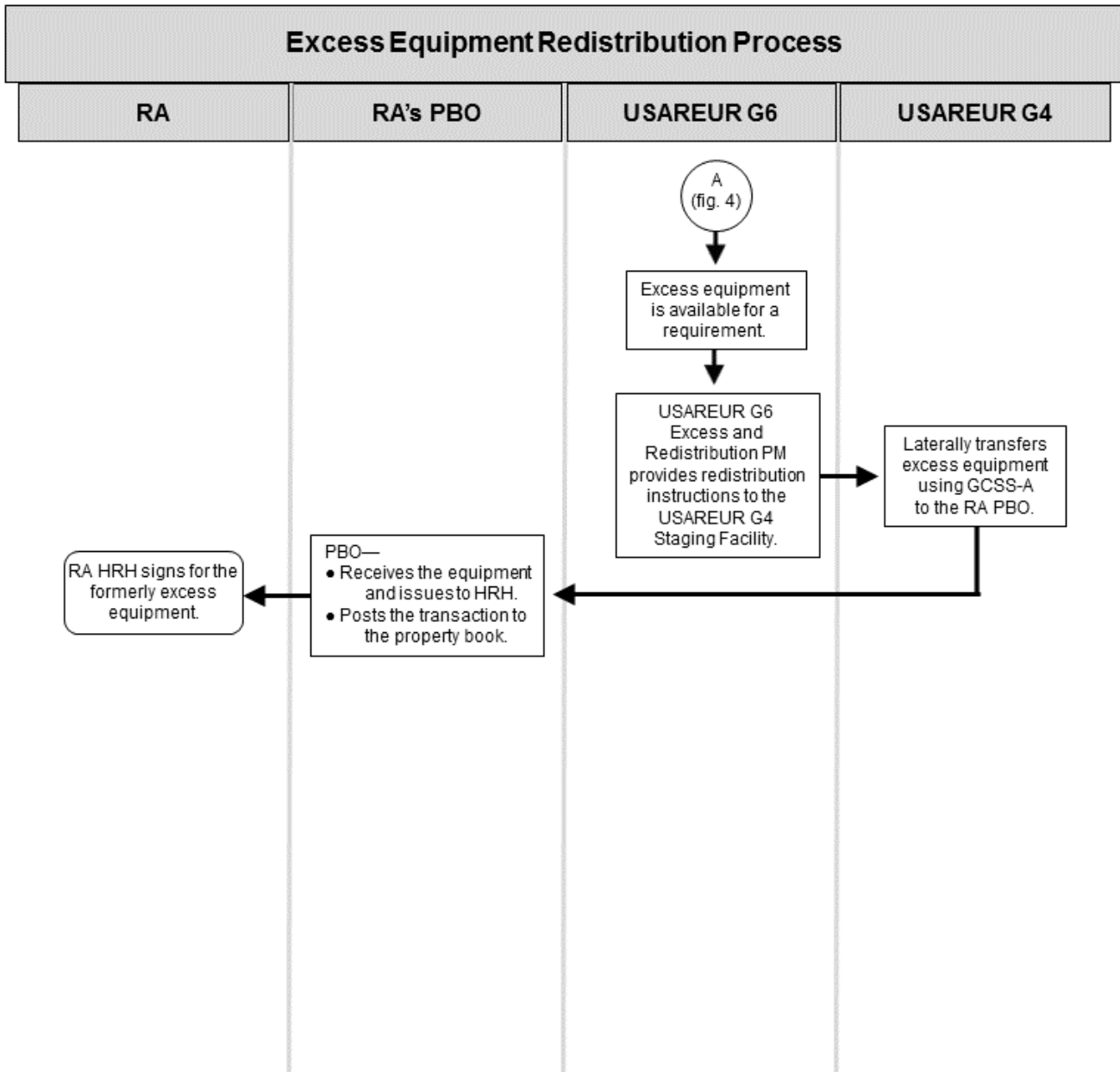


Figure 9. Excess Equipment Redistribution Process

(3) Receiving units are responsible for coordinating with their supporting IMO to obtain proper computer images for mission requirements or purchasing appropriate software licenses ([para 11b\(3\)\(a\)](#)), if required.

(4) Turn-in units will follow the procedures in paragraph 7 and 8 to laterally transfer equipment to the USAREUR G4 Staging Facility using GCSS-A. The USAREUR G4 Staging Facility will then prepare the equipment for turn-in to the DRMO and turn the equipment in to the DRMO for disposal.

15. TURN-IN OF AUTOMATION EQUIPMENT WHILE STILL UNDER WARRANTY

To ensure good stewardship of Government funds, all USAREUR COTS-IT automation equipment under the original manufacturer warranty must be used to the fullest extent possible.

a. For equipment that malfunctions (that is, has a hardware problem) while under warranty, IMOs, unit S6s and G6s, the USAREUR G6 (AEIM-A), or other authorized IT managers will contact the manufacturer for replacement parts, service, or both. Units usually can find the contact information for warranty service on the manufacturer's website.

b. For COTS-IT automation equipment that is in working order and still under manufacturer warranty, units will not turn the equipment in, but first follow the process in [paragraph 8](#) to identify the equipment for reutilization and then laterally transfer the equipment to the USAREUR G4 Staging Facility for temporary storage, reutilization, or both.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

DOD Instruction 5000.64, Accountability and Management of DOD Equipment and Other Accountable Property

Defense Logistics Manual (DLM) 4000.25-2, Defense Logistics Management System (DLMS)

AR 25-1 and [AE Supplement 1](#), Information Technology

AR 25-2, Information Assurance

AR 71-32, Force Development and Documentation

AR 700-127, Integrated Product Support

AR 700-142, Type Classification Materiel Release, Fielding, and Transfer

AR 710-2, Supply Policy below the National Level

DA Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures)

Best Business Practice 03-PE-O-0002, HQDA, CIO/G-6, 2 June 2009, subject: Reuse of Army Computer Hard Drives (available at https://www.milsuite.mil/wiki/portal:army_cybersecurity/best_business_practices)

Common Table of Allowances (CTA) 50-909, Table 75: Information Mission Area Equipment Allowances (available at <https://fmsweb.army.mil/unprotected/splash/>)

SECTION II FORMS

DD Form 1348-1A, Issue Release/Receipt Document

DLA Form 2500, Certification of Hard Drive Disposition

DA Form 2404, Equipment Inspection and Maintenance Worksheet

DA Form 3161, Request for Issue or Turn-In

Global Combat Support System – Army Automated Generated Transaction Form

GLOSSARY

SECTION I ABBREVIATIONS

409th SB (Contracting)	409th Support Brigade (Contracting), United States Army Contracting Command
AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
AR	Army regulation
ATOE	automation table of equipment
BICES	Battlefield Information Collection and Exploitation (network)
BW	black-and-white
CENTRIX	United States Central Command Regional Intelligence Exchange System
CHESS	Computer Hardware, Enterprise Software, and Solutions
CB	consolidated buy
CIO	chief information officer
CMD	commercial mobile device
COTS	commercial off-the-shelf
CTA	common table of allowances
DA	Department of the Army
DLA	Defense Logistics Agency
DOD	Department of Defense
DRMO	Defense Reutilization and Marketing Office
FY	fiscal year
G6	deputy chief of staff, G6
GCSS-A	Global Combat Support System – Army
GFEBs	General Fund Enterprise Business System
GPC	Government purchase card
HQDA	Headquarters, Department of the Army
HQ USAREUR	Headquarters, United States Army Europe
IMCOM-Europe	United States Army Installation Management Command Europe
IT TBO	Information Technology Theater Business Office, Office of the Deputy Chief of Staff, G6, Headquarters, United States Army Europe
HRH	hand-receipt holder
IMO	information management officer
IT	information technology
IUID	item-unique identification
JWICS	Joint Worldwide Intelligence Communications System
LCR	life-cycle replacement
mil	military
MPD	multifunctional printing device
MSC	major subordinate command
MTOE	modification table of organization and equipment
NIPRNET	Unclassified but Sensitive Internet Protocol Router Network
OPCON	operational control
para	paragraph
PBIC	property book identification code
PBO	property book office

PM	program manager
POC	point of contact
PR-Web	Purchase Request Web
RA	requiring activity
SAS	staff action summary (AE Form 1-10A)
SIM	subscriber identity module
SIPRNET	Secret Internet Protocol Router Network
SOP	standing operating procedure
Suppl	supplement
TAC	Table Authorization Code
TCMD	transportation control and movement document
TDA	table of distribution and allowances
TMT	Task Management Tool
UIC	Unit Identification Code
URVS	United States Army Europe Requirements Validation System
U.S.	United States
USAREUR	United States Army Europe
USAREUR G3/5/7	Deputy Chief of Staff, G3/5/7, United States Army Europe
USAREUR G4	Deputy Chief of Staff, G4, United States Army Europe
USAREUR G6	Deputy Chief of Staff, G6, United States Army Europe
USAREUR G8	Deputy Chief of Staff, G8, United States Army Europe

SECTION II TERMS

Army in Europe

An umbrella term for all U.S. Army organizations in Europe. This includes, but is not limited to, the United States Army Europe (USAREUR), which includes HQ USAREUR, USAREUR major subordinate commands (MSCs), and commands under the operational control (OPCON) of USAREUR; the United States Army Installation Management Command Europe (IMCOM-Europe), which includes HQ IMCOM-Europe, United States Army garrisons in Europe, and forward operating sites in Europe managed by IMCOM-Europe; the Civilian Human Resources Agency, Northeast/Europe Region; and other Army units and organizations that are stationed in Europe in support of USAREUR.

copier

A category of duplicating machines that comprises all self-service network-shared multifunctional (copy, fax, scan, print), print-copy only and copy-only duplicating or printing machines leased by the Army through the Equipment Management Solutions Program of the Document Services, Defense Logistics Agency ([AE Suppl 1 to AR 25-1](#))

printer or printing device

A category of printout-producing machines that comprises all Government-owned, network-shared and standalone, black-and-white or color multifunctional (copy, fax, scan, print), print-only, or print-copy devices. These devices usually meet no more than the DOD Volume Band 1 criteria (that is, no more than 5,000 black-and-white and 2,000 color copies per month) ([AE Suppl 1 to AR 25-1](#)).

USAREUR major subordinate command

A unit or organization that is directly subordinate to the USAREUR Command Group, permanently assigned to USAREUR, and is not part of HQ USAREUR (for example, 21st Sustainment Command, 7th Army Training Command, 2d Cavalry Regiment)