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Information Management: Automation
Life-Cycle Management of Automation Equipment

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Document Management

Summary. This pamphlet provides information about the procedures related to the life-cycle management of automation equipment in USAREUR.

Summary of Change. This revision updates life-cycle replacement cycles and ratios (para 5c).

Applicability. This pamphlet applies to HQ USAREUR staff offices and USAREUR major subordinate commands.

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 on the Army Records Information Management System website at <https://www.arims.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 send suggested improvements to this pamphlet by e-mail to the USAREUR G6 (AEIM-A) at usarmy.wiesbaden.usareur.mbx.usareur-g6-policy@mail.mil.

CONTENTS

SECTION I GENERAL

1. Purpose
2. References
3. Explanation of Abbreviations

SECTION II AUTOMATION TABLE OF EQUIPMENT

4. Modification of the ATOE

SECTION III LIFE-CYCLE REPLACEMENT

5. Replacement Cycles and Ratios
6. Consolidated Buy Periods
7. Procurement Process

SECTION IV TURN-IN PROCEDURES

8. Turning in Replaced Equipment
9. Turning in Automation Equipment under Warranty

Table

1. Condition Codes

Figures

1. Request to Increase Life-Cycle Replacement Requirements and Authorizations
2. Request to Decrease Life-Cycle Replacement Requirements and Authorizations
3. Submitting Life-Cycle Replacement Requirements

Glossary

SECTION I GENERAL

1. PURPOSE

This pamphlet provides guidance to unit commanders; deputy chiefs of staff, G6 (G6s); information management officers (IMOs); and other information technology (IT) managers on using the Automation Table of Equipment (ATOE) and on the life-cycle replacement (LCR), procurement, and turn-in of automation equipment.

2. REFERENCES

a. Publications.

- (1) AR 25-1, Army Knowledge Management and Information Technology.
- (2) AR 25-2, Information Assurance.
- (3) DA Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures).
- (4) AE Pamphlet 25-1, Information Technology Support and Services.
- (5) HQDA CIO/G-6 Best Business Practice (BBP) 03-PE-O-0002, Reuse of Army Computer Hard Drives.

b. Forms.

- (1) DD Form 1348-1A, Issue Release/Receipt Document.
- (2) DA Form 2404, Equipment Inspection and Maintenance Worksheet.
- (3) DLIS Form 1867, Certification of Hard Drive Disposition.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

SECTION II

AUTOMATION TABLE OF EQUIPMENT

All HQ USAREUR staff offices and major subordinate commands (MSCs) have an ATOE approved by the USAREUR G3/5/7. The ATOE lists the number of nontactical notebook and desktop computers, printers, and digital senders that a staff office or MSC is authorized based on its personnel strength and external mission requirements. The ATOE does not capture data on equipment that supports tactical systems (for example, the Advanced Field Artillery Tactical Data System, the Distributed Common Ground System-Army) or Standard Army Management Information System requirements (for example, the Unit-Level Logistics System-Aviation, the Standard Army Maintenance System-Enhanced). The ATOE depicts a unit's or directorate's total automation authorization and is used for LCR planning. Individual unit ATOEs are available on the Army Knowledge Online (AKO) ATOE worksite at <https://www.us.army.mil/suite/page/635829>. For access to the worksite, unit commanders, G6s, IMOs, and other IT managers must contact the USAREUR G6 Excess and Redistribution Program Manager at usarmy.badenwur.usareur.mbx.excess-and-redistribution@mail.mil.

4. MODIFICATION OF THE ATOE

a. The USAREUR G6 (AEIM-A) must receive requests for modifications to the ATOE no later than 1 April and 1 October each year to obtain approval from the USAREUR G3/5/7 and submit the acquisition package for approval and procurement during the consolidated buy (CB) periods discussed in paragraph 6. Sample requests can be found on the AKO ATOE worksite.

(1) Increasing ATOE Requirements and Authorizations. Valid justifications for requesting an increase in ATOE requirements and authorizations include a change to a unit's modification table of organization and equipment (MTOE) or table of distribution and allowances (TDA) and a change to a unit's mission requirements. To request an increase, units must prepare a memorandum following the format in figure 1 and send it by e-mail to usarmy.badenwur.usareur.mbx.excess-and-redistribution@mail.mil.

(2) Decreasing ATOE Requirements and Authorizations. Valid justifications for requesting a decrease in ATOE requirements and authorizations include a decrease in a unit's MTOE or TDA authorizations and a unit's deactivation. To request a decrease, units must prepare a memorandum following the format in figure 2 and send it by e-mail to usarmy.badenwur.usareur.mbx.excess-and-redistribution@mail.mil.

b. Figure 3 outlines the steps involved in processing modifications to the ATOE.

SECTION III LIFE-CYCLE REPLACEMENT

5. REPLACEMENT CYCLES AND RATIOS

Unless otherwise specified in AR 25-1, automation equipment will be replaced as follows:

a. Notebook and desktop computers will be replaced on a 4-year cycle. Units will receive approximately 25 percent of their total computer requirement each year.

b. Printers, multifunction printing devices, and digital senders will be replaced on a 5-year cycle. Units will receive approximately 20 percent of their total printer requirement each year. The recommended minimum distribution for printers and digital senders is as follows:

Printer Type	Printer-Workstation Ratio
Black and White	1:15
Color	1:25
Digital Sender	1:40

c. Multifunction printing devices (that is, self-service copiers or printers that can also be used to scan documents) will be authorized only if they will meet two of the following criteria:

- (1) The printer-to-workstation ratio will be no less than 1:50.
- (2) Only one device will be installed on one floor of the building.
- (3) The device will be used for more than 1,000 scans or copies.

6. CONSOLIDATED BUY PERIODS

a. AR 25-1 specifies Computer Hardware, Enterprise Software, and Solutions (CHES) as the primary source for establishing commercial IT procurement contracts for hardware, software, and services. Using CHES makes the purchasing process more efficient and reduces costs through consolidated buying. In addition, CHES simplifies and centralizes IT life-cycle management. CHES is available at <https://chess.army.mil>.

b. CHESSE conducts semiannual CBs for desktop and notebook computers. The two CB periods during which all LCR purchases must be made are from January to March and June to September. The United States Army Expeditionary Contracting Command - Europe (ECC-E) executes the purchases through CHESSE on behalf of USAREUR.

c. To ensure security, configuration, and warranty requirements are met, desktop and notebook computers for Government use will not be purchased from the Army and Air Force Exchange Service or local vendors.

d. Units will not use their Government purchase cards (GPCs) to buy automation equipment unless the use of the GPC has been approved by the USAREUR G6. For the purpose of this pamphlet, automation equipment includes desktop and notebook computers, printers, multifunction printing devices, and digital senders.

7. PROCUREMENT PROCESS

The USAREUR G6 determines annual LCR allocations based on units' ATOEs (sec II) and notifies the units of their allocations either telephonically, by e-mail, or through the Task Management Tool no later than 1 November each year. LCR purchases cover only a percentage of the total requirement (para 5).

a. Unit Responsibilities.

(1) Units must complete an Assets Identified for LCR worksheet and submit it to the AKO ATOE worksite no later than 1 December to participate in the LCR procurement process and take advantage of the CB. A worksheet template is available on the AKO ATOE worksite.

(2) Worksheets will provide the following data:

- (a) Unit identification code (UIC).
- (b) Equipment type.
- (c) Manufacturer.
- (d) Model.
- (e) Warranty end date.
- (f) Serial number.
- (g) Network connection (NIPRNET, SIPRNET, CENTRIX, or other network).
- (h) MTOE/TDA paragraph number.
- (i) MTOE/TDA line number.
- (j) User's rank.
- (k) User's position.

(3) On request, the USAREUR G6 may authorize the reutilization of equipment. Reutilization may result in units exceeding ATOE authorizations. Additional Microsoft desktop licenses must be purchased for any reutilized workstations in excess of the ATOE. The licenses should be requested through the Microsoft Enterprise License Agreement. Ordering procedures for Microsoft licenses can be found at <https://chess.army.mil>.

Organizational Letterhead

OFFICE SYMBOL

Date

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 predetermined life-cycle replacement (LCR) authorizations.

Equipment Type	ATOE Authorization	New Requirement
Notebook		
Desktop		
Black & White Printer		
Color Printer		
Digital Sender		
Multifunction Printing Device		

2. MTOE/TDA Positions for new Equipment.

UIC	Paragraph	Line No.	Position Description	NIPR or SIPR or Other	Laptop or Desktop	BW or Color Printer	Multifunction Printing Device	Digital Sender

3. Change in Mission Requirement.

4. Requirements Summary (Include Make and Model).

5. Cost of Requirement.

Description	Qty	Unit Price	Total Price
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6. Justification.

7. Consequences if Not Funded.

8. Remarks.

9. Point of Contact.

Commander or Director
(Lieutenant Colonel or GS-14, or above)

Figure 1. Request to Increase Life-Cycle Replacement Requirements and Authorizations

Organizational Letterhead

OFFICE SYMBOL

Date

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 predetermined life-cycle replacement (LCR) authorizations.

Equipment Type	ATOE Authorization	New Requirement
Notebook		
Desktop		
Black & White Printer		
Color Printer		
Digital Sender		
Multifunction Printing Device		

2. MTOE/TDA Positions and Equipment to be Eliminated.

UIC	Paragraph	Line No.	Position Description	NIPR or SIPR or Other	Laptop or Desktop	BW or Color Printer	Multifunction Printing Device	Digital Sender

3. Change in Mission Requirement.

4. Requirements Summary (Include Make and Model).

5. Reduction in Cost.

Description	Qty	Unit Price	Total Price
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6. Justification.

7. Consequences if Not Funded.

8. Remarks.

9. Point of Contact.

Commander or Director
(Lieutenant Colonel or GS-14, or above)

Figure 2. Request to Decrease Life-Cycle Replacement Requirements and Authorizations

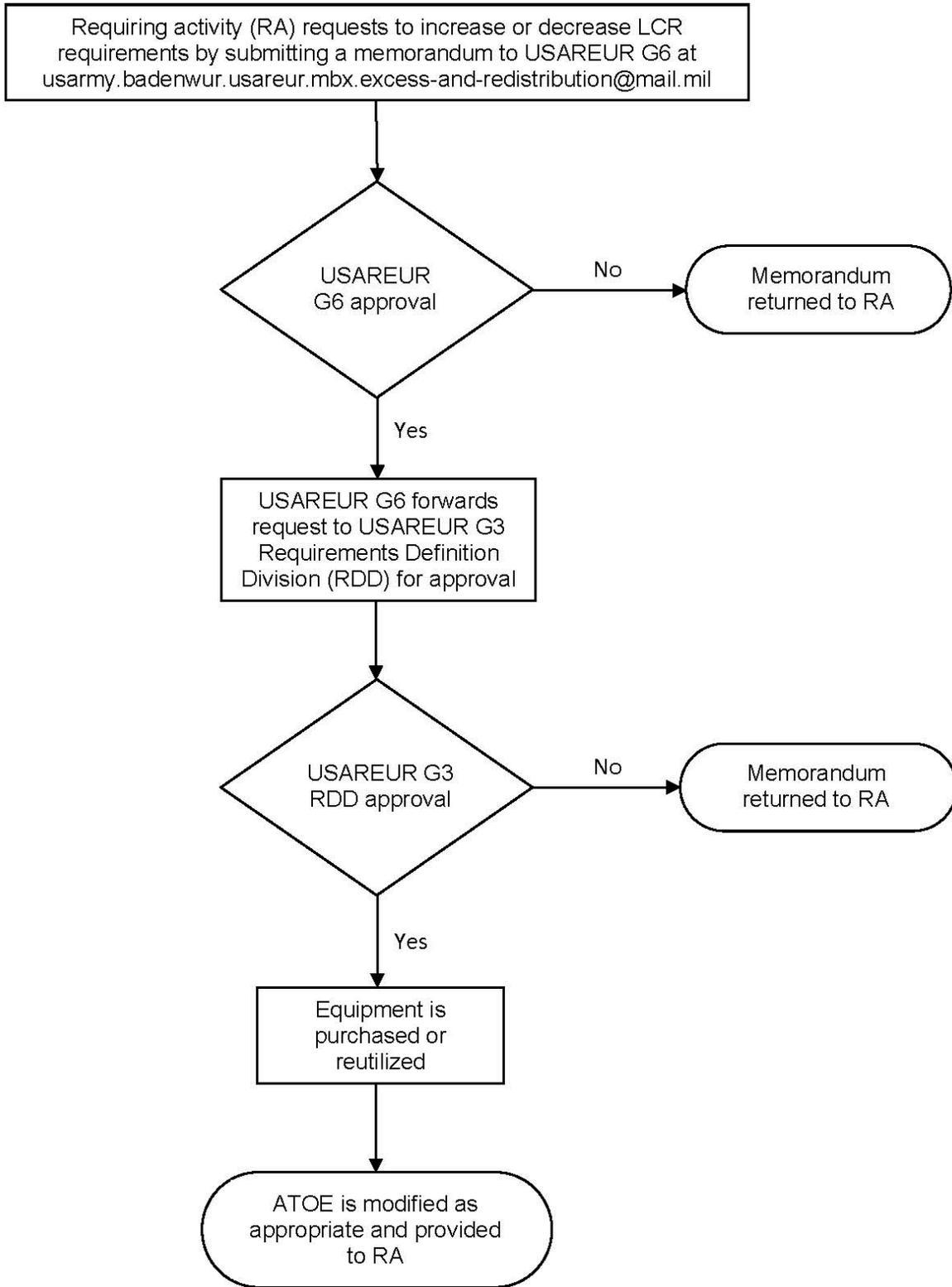


Figure 3. Submitting Life-Cycle Replacement Requirements

b. USAREUR G6 Responsibilities. Based on validated ATOE requirements, the USAREUR G6 will buy LCR equipment for those units that submitted Assets Identified for LCR worksheets. The purchasing process is as follows:

(1) Three months before a CB period starts, the USAREUR G6 will generate and submit acquisition packets to the CoS, HQ USAREUR, for approval. In cases where ECC-E guidance is more stringent than the instructions below, the USAREUR G6 will follow the ECC-E guidance when submitting acquisition packets. In all other cases, acquisition packets will include the following items:

(a) An IT technical validation approved by the network enterprise center.

(b) A USAREUR G8 staff action summary (SAS) and a completed 5W requirements request (available on the USAREUR G8 portal).

(c) An independent Government cost estimate and supporting cost data.

(d) A performance work statement if services are included in a hardware purchase.

(e) A USAREUR SAS (AE Form 1-10A).

(2) The USAREUR G6 will request CoS approval and enter LCR purchase-request data into the Purchase Request Web (PR-Web) or the General Fund Enterprise Business System (GFEBS).

(3) After the approval from the CoS has been received, the USAREUR G6 will post the CB acquisition packet to the USAREUR G8 Requirements Validation Portal for processing, coordination, and signature. On receipt of the approved acquisition packet, the USAREUR G6 will submit a purchase request through PR-Web or GFEBS to the ECC-E to execute the purchase.

NOTE: LCR purchase-request data may be entered into PR-Web or GFEBS before CoS approval has been obtained, but the ECC-E cannot execute the order until CoS approval and accounting information are provided.

(4) Vendors will ship LCR equipment to the units according to the delivery schedules established in the contracts.

c. Receipt of Equipment.

(1) Receiving organizations will account for all automation hardware on the unit property book by serial number to ensure proper maintenance and accountability of automation equipment. DA Pamphlet 710-2-1, chapter 4, provides procedures for the proper accounting for automation equipment. Units will have 45 days after receipt of equipment to provide the USAREUR G6 Excess and Redistribution Program Manager a copy of the unit's property book to ensure proper accountability of equipment is maintained. Units will have 90 days after receipt of equipment to submit the Assets Identified for LCR worksheet and upload DD Form 1348-1A to the AKO ATOE worksite.

(2) Within 5 workdays after equipment has been received, the unit property book officer (PBO) or other authorized personnel must open the Wide Area Workflow website at <https://wawf.eb.mil> to create an electronic receiving report and acceptance. Late acceptance may result in interest charges to the U.S. Government.

SECTION IV TURN-IN PROCEDURES

8. TURNING IN REPLACED EQUIPMENT

Within 90 days after the unit PBO has received LCR items, hand-receipt holders (HRHs) must turn in to the PBO the items identified in the Assets Identified for LCR worksheet. All notebook and desktop computers that are not labeled for reutilization must be turned in to the Defense Reutilization and Marketing Office (DRMO).

a. HRHs will notify the unit PBO of the total number of items to be turned in. The unit PBO will issue document numbers to the HRHs.

b. Unit HRHs will turn items in to the unit IMO or authorized IT manager for completion of DA Form 2404 and DLIS Form 1867.

c. The unit IMO will ensure unclassified hard drives are either destroyed or purged in accordance with AR 25-2, chapter 4, paragraph 4-18, and HQDA CIO/G-6 BBP 03-PE-0-0002. All classified hard drives must be destroyed.

d. Using the codes in table 1, the unit IMO or authorized IT manager will annotate a condition code on DA Form 2404 for every automation item that is turned in.

(1) The unit IMO or other authorized IT manager will contact the USAREUR G6 Excess and Redistribution Program Manager at usarmy.badenwur.usareur.mbx.excess-and-redistribution@mail.mil for disposition instructions for all items with condition code A1, A4, B1, or B4.

(2) The USAREUR G6 Excess and Redistribution Program Manager will determine if automation equipment can be reused in a training environment and will provide disposition instructions as required.

(3) The PBO will turn in directly to DRMO all items with condition codes other than A1, A4, B1, and B4.

e. The unit IMO or authorized IT manager will coordinate with HRHs to ensure all DD Forms 1348-1A are uploaded to the AKO ATOE worksite within 30 calendar days after the transfer or turn-in of equipment.

9. TURNING IN AUTOMATION EQUIPMENT UNDER WARRANTY

a. All automation equipment that is still under the original manufacturer warranty must be used to the fullest extent possible. If a piece of equipment is still under warranty and has a hardware problem, the USAREUR G6, unit IMOs, or other authorized IT managers will contact the manufacturer for replacement parts or service, or both. Contact information for warranty service can be found on the manufacturer's website.

b. Automation equipment that is in working order and still under manufacturer warranty will be turned in as follows:

(1) Unit HRHs will notify the unit PBO of the total number of items to be turned in, and the unit PBO will issue document numbers to the HRHs accordingly.

(2) Unit HRHs will turn items in to the unit IMO or authorized IT manager for completion of DA Form 2404 and DLIS Form 1867.

(3) The unit IMO or authorized IT manager will complete DA Form 2404 and assign condition codes as listed in table 1. The unit IMO will ensure that unclassified hard drives that are still under warranty are not destroyed but purged in accordance with AR 25-2, chapter 4, paragraph 4-18, and HQDA CIO/G-6 BBP 03-PE-0-0002. All classified hard drives must be destroyed. Automation equipment cannot be reused without a new hard drive.

(4) If equipment is serviceable, units will follow the procedures in paragraph 4a(2) to decrease their ATOE authorizations.

Code	Description
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 that is restricted because of its limited usefulness or short life expectancy. Includes items with a remaining life cycle of 3 to 6 months.
B4	New, used, repaired, or reconditioned item that is serviceable and issuable for its intended purpose but that is restricted because of its limited usefulness or short life expectancy. Includes items with a remaining life cycle of 3 to 6 months.
E7	Limited expense and effort to repair, unit in good condition.
F7	Unserviceable but repairable; unit in good condition.
G7	Item requires additional parts or components.
HS	Item has been determined to be unserviceable and has no value except for basic material content.
HX	Unserviceable and economically impractical to repair.

GLOSSARY

AE	Army in Europe
AKO	Army Knowledge Online
AR	Army regulation
ATOE	Automation Table of Equipment
BBP	best business practice
CENTRIX	United States Central Command Regional Intelligence Exchange System
CHESS	Computer Hardware, Enterprise Software, and Solutions
CIO	chief information officer
CoS	Chief of Staff, Headquarters, United States Army Europe
DA	Department of the Army
DLIS	Defense Logistics Information Service
DRMO	Defense Reutilization and Marketing Office
ECC-E	United States Army Expeditionary Contracting Command - Europe
G3/5/7	Deputy Chief of Staff, G3/5/7, United States Army Europe
G6	deputy chief of staff, G6
GFEBs	General Fund Enterprise Business System
GPC	Government purchase card
HQDA	Headquarters, Department of the Army
HQ USAREUR	Headquarters, United States Army Europe
HRH	hand-receipt holder
IT	information technology
IMO	information management officer
LCR	life-cycle replacement
MSC	major subordinate command
MTOE	modification table of organization and equipment
NIPRNET	Unclassified but Sensitive Internet Protocol Router Network
PBO	property book office
PR-Web	Purchase Request Web
RA	requiring activity
RDD	Requirements Definition Division, Office of the Deputy Chief of Staff, G3/5/7, Headquarters, United States Army Europe
SAS	staff action summary
SIPRNET	Secure Internet Protocol Router Network
TDA	table of distribution and allowances
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 G6	Deputy Chief of Staff, G6, United States Army Europe
USAREUR G8	Deputy Chief of Staff, G8, United States Army Europe