

# Information Technology Requirement (ITR)

(For use of this form, see TRADOC Reg 25-73; proponent is DCSIM)

(C) = Client/User Responsibility (D) = DOIM Responsibility (Instructions for completing this form on page 2)

1. (D) ITR Number:	2. (C) Date of Request (DD/MM/YYYY): <b>28/01/2004</b>	3. (C) Service Requirement Date:
4. (C) Title:		
5. (C) Functional POC: Name:	Location:	Office Symbol: Phone Number:
6. (C) Security Requirement:	Organizational Security Officer Name:	Phone Number:
7. (C) Mission Need/Justification:		
8. (C) Shortcomings of Existing System(s):		
9. (C) Capabilities Required:		
10.(C) Requesting Organization ISO/ISM: Printed Name: Signature: _____	Address:	Office Symbol: Phone Number:
11. (C) Program Support:		
12. (C) Item Listing (or attach DA Form 3953):		
13. (C) Using Activity or MACOM:	14. (D) Architectural Compliance Indicator: <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. (D) Authentication/Certification: DOIM Signature: _____ <input type="checkbox"/> The acquisition complies with the standards prescribed by the JTA-A; or <input type="checkbox"/> The acquisition is from a DA/DOD standard requirements contract that has been certified as compliant with the JTA-A; or <input type="checkbox"/> The acquisition is exempt from JTA-A compliance because it is a totally stand-alone asset DOIM Name: Address: Phone Number:		
16. (C) Local IMSC Approval (as required): Name:	Date (DD/MM/YYYY): <b>28/01/2004</b>	Phone:

## Instructions for Completing the ITR

This form, Information Technology Requirement (ITR), or electronically produced equivalent, can be used in TRADOC for documenting an IT requirement and serve as DOIM certification/authentication of acquisitions not exceeding \$200K. The user is responsible for preparation of the ITR. The first step in developing an ITR is to identify what item or service is needed to meet your mission needs. The next step is to forward an ITR request to the supporting DOIM for authentication of the requirement. This ITR defines a deficiency or information need to be satisfied based on shortfalls within an organization and is developed by the functional user in coordination with the local DOIM/IMO. When the functional proponent signs the ITR the requirement is validated as mission essential. Disapproved ITRs are returned to the user with written justification for disapproval.

*(C) = Client/User Responsibility*

*(D) = DOIM Responsibility*

1. ITR Number: ITR Number assigned by the local DOIM. (D)

2. Date of Request: DD/MM/YYYY. (C)

3. Service Requirement Date: Enter date service/requirement needs to be completed or delivered by date. (C)

4. Title: Enter title of project or acquisition requirement (i.e., PCs for [organization name]). (C)

5. Functional POC: Name, office symbol, location, and phone number of functional POC to contact. (C)

6. Security Requirement: Identify level of security to be processed. (C)

7. Mission Need/Justification. List functional need, mission requirement to be met with this acquisition, and how it will fulfill identified need. (C)

8. Shortcomings of Existing Systems(s): Describe why existing systems cannot meet current or projected requirements. (C)

9. Capabilities Required. List capabilities and characteristics required to meet the mission including any existing performance parameter in terms of a minimum acceptable level. Identify operational constraints, unique user interfaces, and system compatibility requirements. (C)

10. Requesting Organization ISO/ISM: Name, office symbol, location, and phone number of ISO/ISM. (C)

11. Program Support: Describe how the system will be integrated into the installation architecture and support services that are forecast to exist at the time the system will be fielded. (C)

12. Item Listing: Attach copy of DA Form 3953 or list CLINs, descriptions, individual cost, requisition number, fund cite, who provided funding, and what is OMA and/or OPA. Insert total cost of acquisition at end of listing. (C)

13. Using Activity or MACOM: List installation/activity receiving equipment/services and, if other than TRADOC, identify MACOM. (C)

14. Architectural Compliance Indicator: Items you are requesting meet the architectural requirements of TPRISM (see TRADOC Pam 25-73). If they do not, explain why no other items will meet this mission need and what makes them unique in fulfilling this requirement. (D)

15. Authentication/Certification Signature (DOIM): DOIM will sign for official authentication of the requirement. (D)

16. Local IMSC Approval: The chairman of the installation IMSC or his designated action officer will sign verifying the requirement was reviewed and approved (as required). (C)