DEPARTMENT OF THE ARMY
WASHINGTON, D.C 20310

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Policy for use of the Army's Microsoft (MS) Enterprise License Agreement (ELA)

The purpose of this memorandum is to establish the Army MS ELA software inventory as the single source for Army organizations to purchase or obtain MS products. This ensures the Army will not pay twice for MS software.

This memorandum establishes Army policy and procedures for using the MS ELA to acquire MS software for new desktops, laptops, and servers. For previously fielded hardware systems see the Army Business Initiative Council Initiative #IT-A-03-21, dated March 2003, subject: Primary Source for Commercial Information Technology (IT) Procurement within the Army for procedures regarding maintenance updates.

This policy is effective immediately and applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

The Army purchased an enterprise license for MS operating systems, applications, and server software. This initiative has allowed the Army to take advantage of economies of scale in the acquisition of a principle component of its infrastructure. The Army Small Computer Program (ASCP) is the Army's exclusive source for all MS software through the ELA. The enclosure describes how ASCP will distribute this software.

It is Army policy that all Army organizations and designated Information Technology industry procurement sources use the established Army ELA as the source for MS software.

Effective immediately all new desktops, laptops, and servers requiring MS software will be installed and delivered from the hardware vendors using the Army inventory of MS ELA products. The hardware vendor may only sell a laptop or desktop with a minimal level operating system (see the ASCP website: https://ascp.monmouth.army.mil for a list of authorized Operating Systems (OS) versions). Operating systems for servers, upgrade of OS for desktop and laptops, and MS software applications will be provided to the hardware vendor by

Softmart, the Army MS contract holder, or the organization ordering the IT systems.

The Army organizations are prohibited from procuring MS software products from hardware vendors. The Army organizations must ensure hardware vendors install the MS ELA software provided by the Army. The ASCP's current hardware vendors are aware of this process. Any Army organization using non-ASCP hardware vendors who may be unfamiliar with this process should contact ASCP for vendor information.

Unless superseded, policies contained in this memorandum will expire two years from the date of this memorandum or upon their incorporation in the next version of Army Regulation 25-1 (Army Information Management). The ASCP point of contact for this action is Ms. Olga Lawrence at commercial (732) 427-6791, DSN, or e-mail: Olga.Lawrence@mail1.monmouth.army.mil. For questions referencing this memorandum, contact Ms. Amy Harding at commercial (703) 602-3286, DSN 332-3286 or e-mail: Amy.Harding@hqda.army.mil.

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Enclosure

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