



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
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From: Commandant of the Marine Corps
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Subj: INFORMATION TECHNOLOGY PROCUREMENT REVIEW AND APPROVAL SYSTEM
(ITPRAS) \leq \$50,000 APPROVAL THRESHOLD

Ref: (a) MSG R 221508Z FEB 2017, Transition of Information
Technology Procurement Review and Approval System
(ITPRAS) to Remedy
(b) MARADMIN 523/15

Encl: (1) Information Resource Management (IRM)-5236-06A Information
Technology Procurement Review and Approval System (ITPRAS)
 \leq \$50,000 Approval Threshold Execution Guidelines

1. PURPOSE. This directive provides execution instructions for the
ITPRAS \leq \$50,000 approval threshold. The mechanics for how this
approval is executed are not yet built into the Information
Technology Procurement Review and Approval System (ITPRAS) and will
require a manual workaround until the approval can be automated.

2. CANCELLATION. N/A.

3. AUTHORITY. The information promulgated in this publication is
under the authority of the Director, Command, Control,
Communications, and Computers (C4).

4. APPLICABILITY. This publication is applicable to the Marine
Corps Total Force.

5. SCOPE

a. Compliance. Compliance with the provisions of this
publication is required.

b. Waivers. Not applicable to this publication.

6. SPONSOR. The sponsor of this technical publication is HQMC C4.

D. A. CRALL
Director Command, Control,
Communications, and Computers



*Information Technology Procurement Review
and Approval System (ITPRAS) ≤\$50,000
Approval Threshold Execution Guidelines*

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This table is used for initial release and subsequent revisions. Major revisions are indicated by the number to the left of the decimal point while minor revisions are indicated by the number to the right. Major revisions are required when the intent or process is changed rendering the prior version obsolete or when the number of minor releases total 20. Changes to this document shall be recorded, described and approved using the table below:

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1.0 INTRODUCTION

1.1 Background

Previous policy allowed for Unit Command Coordinators (UCCs) to approve ITPRs for certain items and services up to \$150,000. However, in FY16, 75 percent of ITPRs received by Headquarters Marine Corps Command, Control, Communications, and Computers (HQMC C4) were for \$50,000 or less. C4 has determined that efficiencies can be gained, with minimal added risk, by reducing the threshold amount but empowering UCCs to make final approval decisions.

1.2 Purpose

The purpose of this Information Resource Management (IRM) document is to provide execution instructions for the ≤\$50,000 approval threshold. The mechanics for how this approval is executed are not yet built into ITPRAS and will require a manual workaround until the approval process can be automated. Additional detail on the automation of this approval threshold is TBD and will be published via separate correspondence (SEPCOR).

1.3 Scope

The ≤\$50,000 approval threshold applies to both the legacy ITPRAS website and the new ITPRAS module developed in Remedy. The legacy ITPRAS website is being phased out and transitioned to Remedy. Reference (a) provides timelines for that transition. Official sunset of legacy ITPRAS is TBD, and additional detail on the sunset will be published via SEPCOR. The approval process described in Chapter 2 will continue until the ITPRAS module in Remedy can be reprogrammed to automate the approval notification. Legacy ITPRAS will not be reprogrammed.

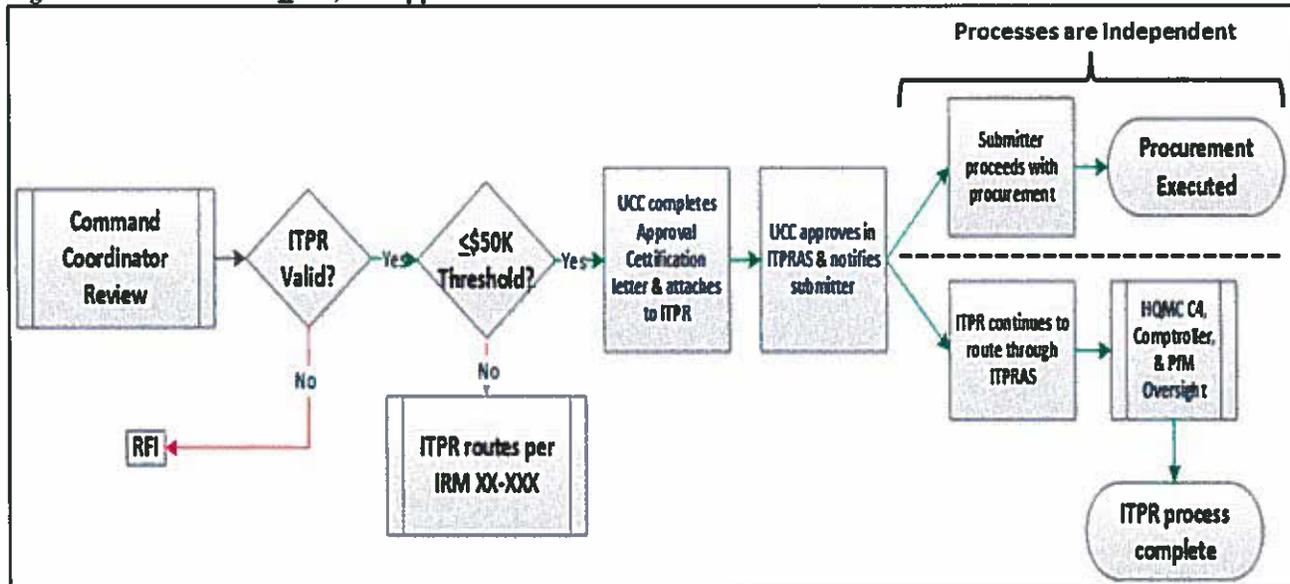
This IRM applies to the Marine Corps Total Force.



2.0 Execution

Designated HQMC, Marine Forces (MARFOR), and Marine Expeditionary Force (MEF) Unit Command Coordinators (UCCs), are authorized to approve ITPRs for specified items and services up to \$50,000. Appendix A details items and services included under the threshold and sets specific criteria for eligibility. Figure 2.0 shows the full workflow process; beginning at the point the UCC receives the ITPR.

Figure 2-0 Execution of ≤\$50,000 Approval Threshold



2.1 ITPR Origination

There is no change to how ITPRs are generated and submitted.

Commands may have internal processes to review ITPRs before they reach the UCC level. This IRM does not prohibit or restrict internal command review policies in any way.

2.2 Unit Command Coordinator Review

UCCs will review each ITPR, determine if the IT requirement is valid, and then determine subsequent routing. The ITPR will qualify for immediate approval if the following conditions are met:

- (1) **≤\$50,000:** Total cost of ITPR must be \$50,000 or less. Requirements cannot be segmented to keep the total cost of an ITPR under \$50,000.
- (2) **Appropriation:** Appropriation must be Operations and Maintenance, Marine Corps (O&MMC) or Operations and Maintenance, Marine Corps Reserve (O&MMCR).



(3) Item or service: ITPR must be for items or services listed in Appendix A

ITPRs that do not meet the conditions above or are for items and services specified in Appendix B are not eligible for immediate approval and will be routed for additional reviews.

2.3 Command Coordinator Approval Actions

If the ITPR meets the criteria for approval at the ≤\$50,000 threshold, the UCC will complete a Command Coordinator Approval letter. This letter certifies the ITPR meets criteria established in this directive for the ≤\$50,000 threshold approval. Templates for the approval letter are located in both ITPRAS Remedy and the legacy ITPRAS website. In Remedy, the template is located in the Reference Library of the ITPRAS Console, <https://eris.mceits.usmc.mil>. In legacy ITPRAS, the template is posted on the Information Board at <https://itprocurement.hqi.usmc.mil/login.asp>. The approval letter must be digitally or manually signed by the UCC. Letters not signed by the UCC are not considered valid approval letters.

The UCC will attach a copy of the approval letter to the ITPR and ensure the ITPR submitter receives a copy. The UCC may either email a copy of the letter to the submitter or notify the submitter that the letter has been attached to the ITPR. Commands should establish their own standard operating procedures (SOP) for how the submitter receives the approval letter.

At this point, the ITPR is considered “approved” and procurement of requested items and/or services is authorized.

2.4 ITPR Submitter Post-Approval Actions

The ITPR submitter will use the approval letter as proof of ITPR approval. The letter may be attached to necessary purchasing documentation in accordance with each command’s SOP for procurements. Purchase request or contract numbers must be added to the ITPR after the purchase is executed.

2.5 Post-Approval Routing

ITPRs approved by the UCC will continue to route through the ITPR process for tracking and oversight purposes. Reviewers that follow the UCC in the review process, such as Marine Corps Systems Command programmatic review, the designated comptroller, and the IT Procurement Branch, will still receive all ITPRs for review/endorsement. ITPRs with an attached Command Coordinator Approval letter may be endorsed without review; however, selective spot checks are encouraged. Any ITPR approvals determined to be inappropriate should be identified to the C4 IT Procurement Branch.



2.6 Revocation of Approval Authority

Abuses of the ≤\$50,000 approval threshold will be grounds for removal of a UCC's approval authority.

2.7 Future Automation

The manual approval process described in this chapter will continue until the ITPRAS module in Remedy can be reprogrammed to automate generation of the approval letter.



Appendix A ≤\$50,000 Approval Threshold Inclusion Criteria

The following criteria apply for items and services to be eligible for the \$50,000 approval threshold:

- Requirements cannot be segmented to get the total cost of an ITPR under \$50,000.
- Appropriation must be Operations and Maintenance, Marine Corps (O&MMC) or Operations and Maintenance, Marine Corps Reserve (O&MMCR).
- IT peripherals.
- Software licenses/renewals or software maintenance with a DoD ESI and DON ESL Enterprise License Agreements (ELA) and the specific version is registered in DADMS.
- Fleet and Industrial Supply Center (FISC) wireless support services.
- Defense Logistics Agency (DLA) printers, copiers, scanners, fax machines, and multi-function devices (MFDs).
- Additive manufacturing devices not connected to the MCEN, i.e., 3D printers
- Option-year contract renewals, if the Performance Work Statement (PWS) or Scope of Work (SOW) have not been modified.
- IT repair parts, as defined in Appendix C.
- Infrastructure not in support of a data center.



Appendix B ≤\$50,000 Approval Threshold Exclusion Criteria

The following procurements are not eligible for the \$50,000 exemption and must go through the full ITPR review process:

- Data Center-related services and equipment
- Communications Security (COMSEC) equipment
- Non-tactical radios and Enhanced Land Mobile Radio (ELMR)
- End user, mobile computing devices such as tablets, and smartphones
- Hardware items such as servers and large area storage devices.
- Software licenses/renewals or software maintenance that do not have a DoD ESI and DON ESL Enterprise License Agreements (ELA) or the specific version is not registered in DADMS.
- Internet Service Provider (ISP) or commercial ISP (C-ISP) requests.
- Non-DLA Multifunction devices (MFD)/plotters/print services.
- SharePoint contracts.
- Gartner Contracts.
- Non-Next Generation (NGEN) IT support.
- Cloud computing/virtualization initiatives.
- All requests for contract support services that will exceed the \$50,000 threshold over the course of the contract (includes option years).



Appendix C Glossary

C-ISP: Commercial Internet Service Provider

COMSEC: Communications Security

DLA: Defense Logistics Agency

DoD: Department of Defense

DON: Department of the Navy

ESI: Enterprise Software Initiative

ESL: Enterprise Software License

FISC: Fleet and Industrial Supply Center

HQMC C4: Headquarters Marine Corps Command, Control, Communications and Computers

IRM: Information Resource Management

ISP: Internet Service Provider

IT: Information Technology

ITPR: Information Technology Procurement Review – refers to both the process for reviewing IT investments and the actual requests that route through the system.

ITPRAS: Information Technology Procurement Review and Approval System – refers to the system or mechanism used for inputting, routing, reviewing, adjudicating and archiving IT investment requests.

IT Repair Parts: IT components required to repair a larger end item (e.g., logic boards, graphics cards).

MCEN: Marine Corps Enterprise Network

MFD: Multi-Function Device – refers to a single device that is capable of printing, copying, scanning, and faxing.

NGEN: Next Generation

O&MMC: Operations and Maintenance Marine Corps

O&MMCR: Operations and Maintenance Marine Corps Reserve

PfM: Portfolio Manager

POR: Program of Record

RFI: Request for Information

SEPCOR: Separate Correspondence

SOP: Standard Operating Procedure

UCC: Unit Command Coordinators – Command Coordinators at the HQMC, MARFOR, and MEF levels.



Appendix D References

1.1 Cited References

- a. MSG R 221508Z FEB 2017 Transition of Information Technology Procurement Review and Approval System (ITPRAS) to Remedy

- b. MARADMIN 523/15 IT Consumables Policy

1.2 Additional Reference

- a. MCO 5271.1B Information Resource Management (IRM) Standards and Guidelines Program

