



US ARMY CADET COMMAND JROTC IT EQUIPMENT, PRODUCTS AND SERVICES PROCESS

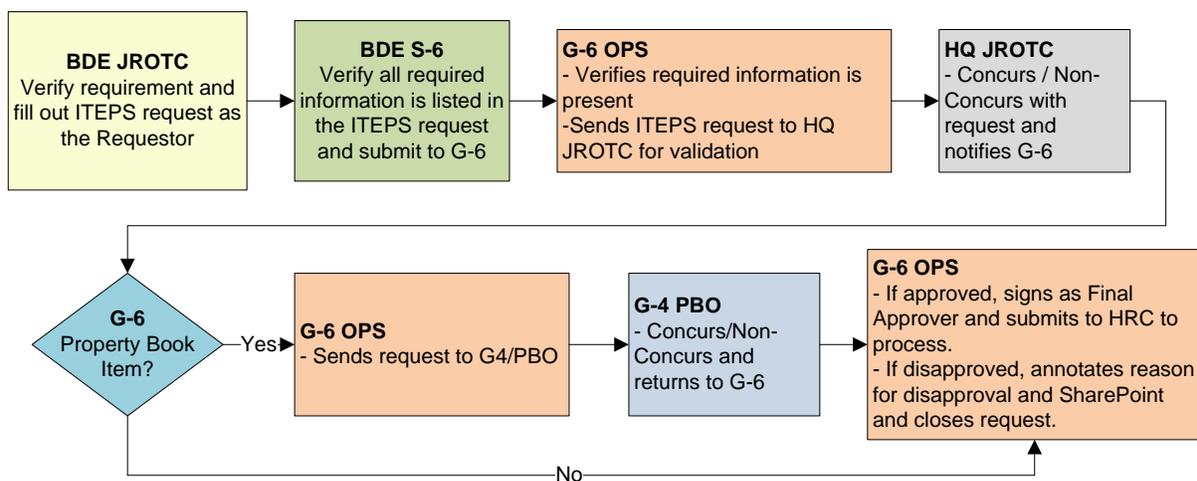


Purpose: To provide guidance on the process to request replacement information technology equipment for items that are no longer functioning or are broken.

Prerequisites:

- Item(s) requested must be authorized and not have been previously replaced.
- If item(s) where replacements are requested are property book items, the item being replaced must be on the property book.

JROTC ITEPS Request Process



1. Brigade JROTC staff will verify requirement is valid, prepare an ITEPS request as the Requestor, and then sent to their Brigade S-6.
2. Brigade S-6 will verify required information is listed in the ITEPS request and then submit to G-6 on SharePoint.
3. G-6 OPS will review the ITEPS request to ensure the requirement is clearly understand and then send the ITEPS request to HQ JROTC for further validation of the requirement. If the requirement is unclear, the request will be returned to the Brigade S-6 for further action.
4. HQ JROTC will concur/non-concur with the request and provide notice to G-6 OPS.
5. If the item(s) being requested are expected to be property book items, the ITEPS request is routed to the property book officer (PBO) to review and sign off on the request.
6. If the request has been approved by HQ JROTC, if necessary the PBO, and the requirement is clear and valid, G-6 will sign off on the ITEPS request as the final approver and then submit to Human Resources Command (HRC) for processing.

Note: G-6 will provide the ticket number associated with the request sent to HRC on SharePoint. The S-6 staff will have access to this information and may look up the current status of the request as needed.