



## Information Technology Acquisition Paper

*Use this form to request the purchase of Information Technology related equipment or software.*

**IMPORTANT: All fields MUST be answered; ITAP will not be processed with blanks. If a field is not applicable, insert N/A with the understanding that applicable information must be provided in detail in order for the request to be approved. See ITAP Help at the end of this document for assistance.**

### ORIGINATOR INFORMATION

Wing/Command Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Building No./Department: \_\_\_\_\_ Room/Floor: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_ Title/Rank: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

New Requirement       Break Fix       Other (provide comments)

COMMENTS: \_\_\_\_\_

ISPM certifies that the following have been verified:

TAA Compliant  
 NMCI Certified List

### HARDWARE OR SOFTWARE DESCRIPTION

Is this a time sensitive requirement?  YES  NO

Requested Due Date:

#### Description of Requested Hardware or Software:

1. Description of item:

2. Description of items purpose:

3. Workstation Name:

4. Building/Floor/Room #:
5. Quantity Needed:
6. Model and Part #:
7. URL or link for product information:

**Current Support:**

1. Provide detailed information of current support:

2. Specify reasons why current support is not sufficient:

**Justification for Procurement:** (Approval of request and procurement depends on the strength of this information; make provided information strong and detailed.)

1. Is this mission critical?  YES  NO

2. Explain mission impacts if not approved:

3. How is work currently being conducted without this request:

**Comments:**

- 1. Shipping Information:
  
  
  
  
  
  
  
  
  
  
- 2. Any other pertinent information:

**The following personnel will sign in the Approving Officer signature block:**

CNATRA HQ - ACOS of the Department  
Wings and Squadrons - Wing CSO or Commodore  
Blue Angels - CO/XO

SUBMITTING UNIT SIGNATURES			
End User/Requestor:		Date:	
Approving Officer:		Date:	
CNATRA N6 ISPM		Date:	

**CNATRA N6 ISPM USE ONLY**

**IT Costs (USER WILL LEAVE SECTION BLANK) – CNATRA - ISPM Action**

INFORMATION TECHNOLOGY	TYPE	QTY	ESTIMATED COST
<b>EQUIPMENT:</b>			
<b>SOFTWARE:</b>			
<b>SERVICES:</b>			
<b>SUPPORT SERVICES:</b>			
<b>TOTAL IT COSTS:</b>			
<b>TOTAL COSTS OTHER THAN IT:</b>			
<b>TOTAL ACQUISITION COSTS:</b>			

**NOTE:** After completing this form, save to your computer, then attach to an email and send to your command ISPM.

## Information Technology Acquisition Paper Help

END USER/REQUESTOR	
<b>Wing/Command Name</b>	Submitting Organization.
<b>Date</b>	Current date, the date ITAP is created and submitted to Approving Officer.
<b>Building No./Department</b>	Unit name, building number and department, of POC and/or where IT will be installed or performed.
<b>Room/Floor</b>	Room/Floor location of POC and/or where IT will be installed or performed.
<b>Point of Contact</b>	Point of contact name, position title, code, telephone number, and email.
<b>Title/Rank</b>	Title or Rank of individual requesting hardware or software.
<b>Phone</b>	Enter the phone number of the individual requesting hardware or software.
<b>Email</b>	Enter the email address of the individual requesting hardware or software.
<b>Description of Hardware or Software</b>	Provide short title, brief description of primary agency programs and information systems that the IT will support. Outline the need for IT concerning specific elements of the component's mission/goals. Briefly, summarize functional requirements and information dependent tasks. Indicate the authority requiring each functional requirement described. Include workstation name, building, floor and room numbers and quantity needed. Include model or part numbers, description of items purpose or use, and include the URL for product information.
<b>Current Support</b>	Provide a brief but specific description of the current IT supporting these programs. Evaluate the impact of maintaining the status quo. Identify IT resources (e.g., hardware, software, communications, services, support services) that will satisfy the information processing needs. Discuss consideration for compliance (IT-21 and NMCI). Provide detailed information of current support, and any reason why current support is not sufficient.
<b>Justification of Procurement</b>	Identify the expected tangible and intangible benefits (e.g., improvement to functional support, cost savings, cost avoidance) and give cost/benefits rationale. Detailed justification of need for the item requested. Explain why the item is Mission Critical. Explain the Mission Impact if not approved.
<b>Comments</b>	Provide any comments or pertinent information not included in the above sections. Report if it is a time sensitive requirement, include the due date or ASAP, and shipping information.
<b>Submitting Unit Signatures</b>	Must be digitally signed by the End User/Requestor, the Approving Officer, and CNATRA N6 ISPM.
CNATRA N6 ISPM ONLY	
<b>IT Costs</b>	Summarize projected costs (including annual maintenance, if applicable) of each element of the proposed solution. Total IT cost for all years (total ownership cost) should correspond to the planned life cycle of the IT acquisition.
<b>CNATRA ISPM Action</b>	ISPM will fill out this complete section. ISPM are actively involved in the solution process.