

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Pre-approval of Automated Data processing (ADP) Federal Supply Classifications (FSCs) and Credit Card Purchase Procedures

1. This memorandum supersedes memorandum, NETC-SFG-DT, dated 28 Mar 2001.
2. IAW AR 25-1, para 6-2n, "All computing software, equipment, and devices connected to the network must achieve networthiness certification." Certificate of Noteworthiness (CON) is a requirement for all enterprise software products in the Army Enterprise Infrastructure Network. The CON certification signifies full compliance with the Army Enterprise Infrastructure's strict standards for security, supportability, sustainability, and compatibility. Instructions for getting a CON are at <https://www.us.army.mil/suite/page/137030>.
3. The US Army Signal Network Enterprise Center (NEC) is required to review and approve all IT hardware and software purchases on the installation. Requests that exceed the \$3K threshold must be submitted as a Purchase Request (PR) in the PR Web system supported by the Directorate of Contracting, and must be routed through the "NEC IT" group for approval.
4. Requests under the \$3K threshold require the NEC's review/approval and will be purchase with the IMPAC credit card. Follow the web link at <http://www.gordon.army.mil/NEC/IT>. Click on Acquisitions and complete the information required. Notify the NEC at [credcard@conus.army.mil](mailto:credcard@conus.army.mil) that you have submitted a request. The NEC will issue an approval memorandum for your purchase and file.
5. The approval process ensures that the requested items fit the installation architecture, that there is a valid justification, and the equipment will be used for authorized government functions.
6. POC for this action is Ms. Brenda L. Rowell, 791-5493.



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