



**Indian Affairs  
Office of Information Management Technology  
Investments Approval Request Documentation Cover Sheet (IT Cover Sheet)**

The Program Office will complete sections below

<b>Type of investment:</b>	<b>Date:</b>	<b>Estimated cost:</b>
<b>Description of proposed investment:</b>		
<b>Attached documentation:</b>		
Specifications/component listing IGCE	Alternatives analysis with cost-benefit analysis	SOW
Requirements analysis	Comments from other programs/agencies affected by the investment	

<b>Do the components comply with Indian Affairs and DOI standards?</b>	Yes	No	<b>Is the investment EPEAT* compliant?</b>	Yes	No
<b>If no, is the Technical Reference Model (TRM) Waiver attached?</b>	Yes	No		N/A	

<b>Contact information:</b>	
<b>Contact name:</b>	<b>Title:</b>
<b>Address/site name:</b>	<b>Phone number/fax number:</b>
<b>Digital signature:</b>	<b>Email:</b>

Office of Information Management Technology (OIMT) will complete the sections below

<b>Unique item identifier codes:</b>	<b>DOI IT spend plan numbers:</b>	<b>DOI IT spend plan approval date:</b>
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<b>Select all IT Transformation Service Towers that apply:</b>			
A-130 Consolidation Support Functions	End User Support	Hosting Services	Telecommunications
Enterprise Service Desk (Help Desk)	Geospatial Information	Information Assurance	

<b>If the request is for user workstations or laptops, has the request been reviewed to ensure that it meets the DOI OCIO directive mandating one workstation per employee?</b>	Yes	No	N/A
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<b>Regional log number:</b>	<b>Comments:</b>
<b>Certify investments under \$3,000.00</b>	
<b>Review for certification of investments equal to or above \$3,000.00</b>	
_____ <b>Certifying OIMT Approving Official</b> _____ <b>Date</b>	
_____ <b>Division Chief, Division of Information Operations</b> _____ <b>Date</b>	
_____ <b>Senior Advisor for Information Resources (SAIR)</b> _____ <b>Date</b>	

\*Electronic Product Environmental Assessment Tool (registered product)

Contracting staff: Actual acquisition cost may exceed estimate by 15% without resubmitting the requirement for further OIMT review and approval as long as actual costs do not exceed the original threshold (09/29/2015)