

# PURCHASING TABLETS FOR RECREATION OPERATIONAL CONDITION ASSESSMENTS (OCAS)

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US Army Corps  
of Engineers®



# PURCHASING TABLETS FOR REC OCAS



1. Get Request for Quote (RFQ) from Chess
  1. After quotes have been received, determine which tablet/accessories you would like to purchase
  2. Cannot use OrderTrak as these tablets are not maintained/refreshed by ACE-It (AMMA software not compatible)
2. Create an IT Acquisition Checklist through the service catalog
  1. <https://itsm.usace.army.mil/ASP/Wizard/Home?servicelid=1420>
    1. Upload quote from Chess and fill out other information
3. CIO Engineering will review the quote, sign it, and ask for an Information Technology Approval System (ITAS) waiver
  1. [https://cprobe.army.mil/login.htm?target=/ACCEPTED\\_DISCLAIMER](https://cprobe.army.mil/login.htm?target=/ACCEPTED_DISCLAIMER)
    1. Upload the signed quote to the ITAS waiver submission
    2. Let them know these tablets will only be used on Wi-Fi and not on Corpsnet
4. Once ITAS waiver is completed you will upload that to the IT Acquisition Checklist
5. CIO will finish their review and when approval is given you are clear to purchase the tablets/accessories
  1. Complete a PR&C request, now that we have approval, we can work with the vendor directly