



DEPARTMENT OF THE ARMY  
HEADQUARTERS NEW YORK ARMY NATIONAL GUARD  
330 OLD NISKAYUNA ROAD  
LATHAM NY 12110-3514

MNL

26 March 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Automation Requests

1. Reference: DMNA Pam 25-1-4, Information Services, 30 January 2015
2. GOCOMs are required to submit requests to purchase automation equipment to MNAS prior to submitting them to MNL for funding. Requests that are not stamped approved by MNAS prior to submission will be returned.
3. Per DMNA Pam 25-1-4, "All requests for new or replacement equipment must be forwarded to this branch (MNAS) prior to purchase. Requests for printers and copiers may be E-mailed to NG NY NYARNG LIST PRINT- NY. Shredders may be requested from NG NY NYARNG LIST RCDS-NY. Postage Equipment will be requested through NG NY NYARNG LIST POSTAL-NY. Do not procure these items with unit funds."
4. POC's for this memorandum are CPT Sarah Valois at (518) 786-4339 or sarah.e.valois.mil@mail.mil or 1LT Brendan Jones at (518) 786-4840 or brendan.w.jones2.civ@mail.mil.

FOR THE COMMANDER:

  
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