

Component Letterhead

Date

From: <Name of Component CIO>

To: Assistant Secretary of Defense for Networks & Information Integration  
Department of Defense Chief Information Officer –  
ASD(NII)/DOD CIO

Subject: <COMMANDNAME> REQUEST TO DEPLOY ENTERPRISE  
MISSION ASSURANCE SUPPORT SERVICE (eMASS)

1. This letter acknowledges that my office has received and reviewed <NameOfRequestingOrganization>'s request for deployment of the eMASS information technology. I believe that deployment of this IT product, in the manner described by <NameOfRequestingOrganization>, is consistent with <Component> portfolio IT management and network architecture goals and objectives and I endorse the proposed use of this application.

2. My point of contact for any questions regarding this notification is <POINT OF CONTACT Name>, <TELEPHONE number>, <EMAIL address>.

3. The point of contact for any questions regarding the coordination of the intended eMASS procurement and deployment is <POINT OF CONTACT Name>, <TELEPHONE number>, <EMAIL address>.

<Signature>

Name of Component CIO

cc:  
Requesting Organization