

**ARMY**  
**CHESS**   
**COMPUTER HARDWARE,  
ENTERPRISE SOFTWARE AND SOLUTIONS**

**Commercial Cloud Services  
(Microsoft) Ordering Tool  
Tutorial**



**July 2014**

# Introduction

- This briefing will introduce the Commercial Cloud Services Ordering Tool.
- You must utilize the CHES IT e-mart <https://ches.army.mil> to access the Commercial Cloud Services Ordering Tool.
- You will learn:
  - How to Access the Commercial Cloud Services Ordering Tool
  - How to Request a Commercial Cloud Service
  - How to Order a Commercial Cloud Service
  - How to View a Completed Order

# Table of Contents

- Access to the Commercial Cloud Services Ordering Tool
- Requesting Commercial Cloud Services
- Ordering Commercial Cloud Services
- View Completed Orders

# **How to Access the Commercial Cloud Services Ordering Tool**



# Step 1 – Log into the CHESS IT e-mart



**You will need to log in to access the Commercial Cloud Services Tool**

## Login

Please enter your user name and password. [Register](#) if you don't have an account.

Account Information

Ignore certificate

Email

Password ([recover password](#))

Login

**Username and Password Log in Screen**



## Login

Please enter your user name and password. [Register](#) if you don't have an account.

Account Information

Account E-mail: joanna.m.rogers.ctr@us.army.mil

Ignore certificate

Login

**CAC Log in Screen**

<https://chess.army.mil>

# Step 2 – Click All Software Agreements

**ARMY CHESS IT E-MART**  
Army's designated Primary Source for commercial IT

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Welcome: Joanna Corcoran  
Last Login: Wed, 02 Jul 2014 10:41:55 GMT

Search

Create Web Request

Ensure you are logged in by looking for your name in the upper right hand corner of the screen

From the Main Menu Click "Software Agreements" to proceed

## CHESS Mission Statement

Be the Primary Source to support the Warfighter's information dominance objectives by developing commercial Information Technology contracts that provide enterprise-wide net-centric hardware and software solutions to the Army.

1 2 3 4 5 6 7 Play

**Hardware**

- ADMC-2 Contracts
- ITES-2H Contracts
- MFD Contracts
- Request for Quote: RFQ
- Statement of Non-Availability: SoNA
- Unified Capabilities Product List
- Hardware Ordering Guides
- Request for Information: RFI

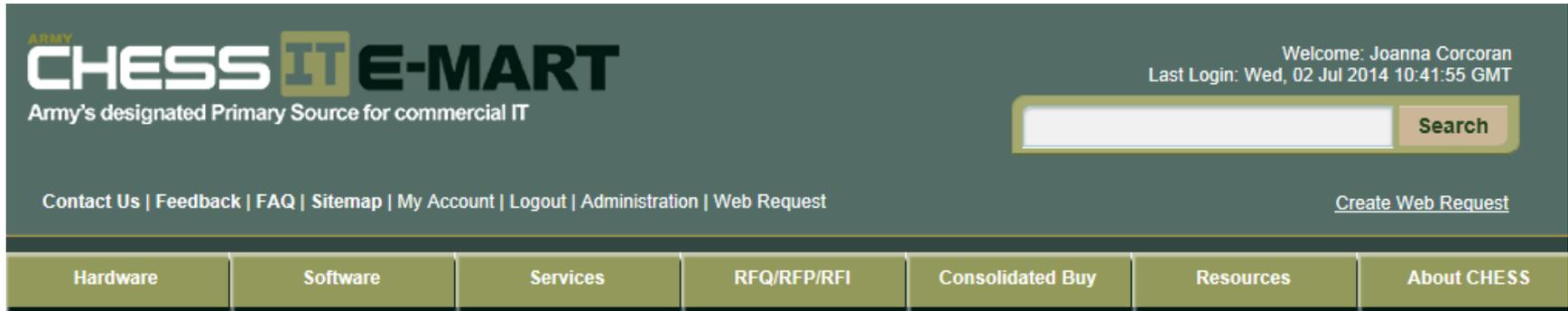
**Software**

- Software Agreements
- Microsoft Licenses
- Army Software Downloads
- Software Inventory
- DOD ESI
- AGM Software Licensing

**Services**

- ITES-2S Contracts
- ITS-SB Contracts
- Request for Proposal: RFP
- Request for Information: RFI

# Step 3 – Select Commercial Cloud Services (Microsoft) (BPA)



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## Software Agreements

Select “Commercial Cloud Services (Microsoft)(BPA)” from the list below

Technology buying volumes of the Army and DoD have spurred efforts among the Services Steering Groups and Agencies Headquarters to leverage that buying power to provide lowest available pricing with value-added benefits. Here is a current list of DoD

### Enterprise License Agreements (ELAs)

Program Name	Resellers	Agreement Type	Ordering Open To	Managed By
<a href="#">Adobe JELA</a>	CDW-G	ELA	Air Force, Army, DISA	Army
<a href="#">BMC ELA</a>	Four Points Technology	ELA	Army	Army
<a href="#">CA ELA</a>	CA Technologies	ELA	Army	Army
<a href="#">Cisco ELA</a>	Red River Computer Company	ELA	Army	Army
<a href="#">Commercial Cloud Services (Google) (BPA)</a>	DLT Solutions	BPA	All DoD	Army
<a href="#">Commercial Cloud Services (Microsoft) (BPA)</a>	Dell	BPA	All DoD	Army
<a href="#">Creo ELA</a>	Immix Technology, Inc.	ELA	Army	Army
<a href="#">Microsoft JELA</a>	Insight Public Sector	ELA	Air Force, Army, DISA	Army

# Step 4 – Click Cloud Services Ordering Link

**IMPORTANT NOTE:** Attention Army Customers: ALL Army must go through the CIO/G6 approval process prior to procurement via CHES. The CIO/G-6 process is required for all Army for use of either the Google apps for Government or Microsoft 365 BPAs. The approval process consists of submission, documentation of your Command's specific Use Case, approval of the Army Enterprise Network Council (AENC), and, as applicable, approval of the DOD Cloud Broker Board and applying for a Goal 1 Waiver (G1W). Neither of the BPA products have an Authority to Operate (ATO), therefore, utilization will be limited non-NIPR usage, unless addressed within the use case and approved.

For CIO/G6 approval process please visit: [https://west.esps.disa.mil/army/cmds/hqda\\_cioq6\\_Project/csba/SitePages/Information.aspx](https://west.esps.disa.mil/army/cmds/hqda_cioq6_Project/csba/SitePages/Information.aspx)

\*\*When selecting the link, Always choose your Email certificate. If you select old certification beside your email certificate you will get an error page. Please close all internet windows and revisit site choosing your Email certificate. \*\*

Program Name: Army Commercial Cloud Services BPA (Microsoft Office 365)

Contract Number: W52P1J-13-A-0014

Vendor: Dell Federal Systems  
ONE DELL WAY  
ROUND ROCK, TX 78682-0001

Business Type: Large Business Dell

**Contract Summary:**

On 25 September 2013, the Computer Hardware, Enterprise Software and Solutions (CHES) program office with the Program Executive Office Enterprise Information Systems (PEO EIS) in coordination with the Army Chief Information Officer (CIO/G-6) and Department of Defense Enterprise software Initiative (DoD ESI) established an Enterprise License Agreement (ELA) to provide cloud services. The newly established Blanket Purchase Agreement was competed against the previously established General Services Administration (GSA) Email as a Service (EaaS) agreements. By competing the requirement against the GSA vehicle the DoD was able to leverage the past efforts of GSA, while adding enhance terms and conditions and unique DoD security requirements, in a manner that fully leveraged the buying power of the DoD for current and future requirements. The agreement consists of a One (1) Year Base Period with Four (4), One (1) Year Options.

**Primary goods and services:**

This BPA standardizes and establishes prices for subscription based licenses providing email, document storage, identity management and unified capabilities as well as records management and digitally signed and encrypted email. The pricing for this agreement is \$29.04 per user per year throughout the life of the contract.

Ordering Instructions: [Microsoft Commercial Cloud Services](#)

Cloud Services License Request Tool: [Cloud Services License Request Tool](#)

Click the “Cloud Services License Request” link to continue

# Step 5 – Commercial Cloud Offerings

## Commercial Cloud Services

	Microsoft 365	Google Apps
<b>Office Automation</b> documents, spreadsheets, and presentations	✓	✓
<b>Unified Capabilities</b> voice, presence, chat, Instant Messaging, video calls, collaboration	✓	✓
<b>Storage</b>	50 Gig	50 Gig
<b>Email</b>	✓	✓
<b>Records Management</b> DoD Directive 5015.2	✓	
<b>Digital Signing and Encrypting</b> Ability to digitally sign and encrypt email and documents	✓	✓
	\$29.04 per year per user	\$16.80 per user for first year. Digitally signing and encrypting email will be an additional \$5.78 per year (Reference DLT PART NO 9723-0003 for BPA discount)

Click the “Order Commercial Cloud Services” button to start the Request Process

[Order Commercial Cloud Services](#)

# Requesting Commercial Cloud Services



# Step 1 – Create a Request

- Once you have logged into the CHES IT e-mart and have accessed the Commercial Cloud Services Tool you are ready to submit a Request



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 Last Login: Wed, 02 Jul 2014 11:10:01 GMT

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**Commercial Cloud Services - Active**

[Create a request](#) | [Show Completed Requests](#)

Showing Items 1 - 0 of 0 |

Id	Service/Agency	Major Command	Status	Updated

CHES Customer Support  
 Telephone: 1-888-232-4405  
 Hours: Monday-Friday 8am-5pm EST  
 Email: [armychess@mail.mil](mailto:armychess@mail.mil)





[Webmaster](#)

Build: 8 Revision: 2

# Step 2 – Fill Out Request Form

## Commercial Cloud Services - Request Form

### ORGANIZATIONAL INFORMATION

Service or Agency

Major Command

Major Sub Command

Installation

### COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

Solution	CLIN	Vendor	Price	Quantity
Google	0001	DLT Solutions	16.80	<input type="text" value="0"/>
Microsoft	0002	Dell Federal Systems	29.04	<input type="text" value="0"/>

### COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name:

Email:

Phone:

Contact Type:

**This is what a Blank Request Form will look like**

Add

### JUSTIFICATION

Characters left: 4000

Approved license requests do not constitute approval to deviate from any DOD regulation or policy.

Submit Cancel

# Step 2.1 – Organizational Information

**Commercial Cloud Services - Request Form**

**ORGANIZATIONAL INFORMATION**

Service or Agency: AIR FORCE (dropdown) ← **Choose a Service or Agency from the Drop Down Menu**

Major Command: (dropdown) ← **NOTE: Army Customers are required to fill in Major Command, Major Sub Command & Installation Fields**

Major Sub Command: (text field) ←

Installation: (dropdown) ←

**ITEMS AND QUANTITIES**

Item	CLIN	Vendor	Price	Quantity
Google	0001	DLT Solutions	16.80	0
Microsoft	0002	Dell Federal Systems	29.04	0

**COMMAND CIO INFORMATION**

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: (text field)

Email: (text field)

Phone: (text field)

Contact Type: (dropdown) **Add**

**JUSTIFICATION**

(Large text area)

Characters left: 4000

Approved license requests do not constitute approval to deviate from any DOD regulation or policy.

**Submit** **Cancel**

# Step 2.2 – Solutions & Quantities

## Commercial Cloud Services - Request Form

### ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE  
Major Command:   
Major Sub Command:   
Installation:

### COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

Solution	CLIN	Vendor	Price	Quantity
Google	0001	DLT Solutions	16.80	0
Microsoft	0002	Dell Federal Systems	29.04	100

Enter the Quantity of Licenses Required

### COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name:   
Email:   
Phone:   
Contact Type:   
Add

# Step 2.3 – Command CIO Information

- Please add contact information for your CIO and a Backup POC, in case you are unavailable

## Commercial Cloud Services - Request Form

### ORGANIZATIONAL INFORMATION

Service or Agency

Major Command

Major Sub Command

Installation

### COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

Solution	CLIN	Vendor	Price	Quantity
			16.80	<input type="text" value="0"/>
		Systems	29.04	<input type="text" value="100"/>

**Complete the following fields:  
Name, Email, Phone and Contact Type  
(Choose CIO or Backup POC from  
drop down menu)**

**Once completed click  
the "Add" button to  
ensure your POC  
information is saved**

### COMMAN

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name:

Email:

Phone:

Contact Type:

**Add**

# Step 2.3 cont'd – Command CIO Information

- Complete the POC process again for your Backup POC information

**Commercial Cloud Services - Request Form**

**ORGANIZATIONAL INFORMATION**

Service or Agency: AIR FORCE  
 Major Command:   
 Major Sub Command:   
 Installation:

**COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES**

Solution	CLIN	Vendor	Price	Quantity
Google	0001	DLT Solutions	16.80	0
Microsoft	0002	Dell Federal Systems	29.04	100

**CONTACT INFORMATION**

Name: CIOemail@mail.mil  
 Email: CIOemail@mail.mil  
 Phone: 703-806-0000  
 Contact Type: CIO

**Backup POC Information**

Name: Backup Name  
 Email: Backupemail@mail.mil  
 Phone: 703-806-0001  
 Contact Type: Backup POC

**Add**

**Complete the following fields:  
 Name, Email, Phone and Contact Type  
 (Choose CIO or Backup POC from  
 drop down menu)**

**Once completed click  
 the "Add" button to  
 ensure your POC  
 information is saved**

# Step 2.4 – Justification

### Commercial Cloud Services - Request Form

**ORGANIZATIONAL INFORMATION**

Service or Agency: AIR FORCE  
Major Command:   
Major Sub Command:   
Installation:

**COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES**

Solution	CLIN	Vendor	Price	Quantity
Google	0001	DLT Solutions	16.80	0
Microsoft	0002	Dell Federal Systems	29.04	100

**COMMAND CIO INFORMATION**

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: CIO Name      Email:       Remove  
CIOemail@gmail.mil      Phone Number: 703-806-0000  
Contact Type: CIO

Name: Backup Name      Email:       Remove  
Backupemail@gmail.mil      Phone Number: 703-806-0001  
Contact Type: Backup POC

Name:   
Email:   
Phone:   
Contact Type:

**JUSTIFICATION**

Needed for School Houses

Characters left: 2076

**It is required that you provide a Justification for your Request. You will not be able to submit your Request without doing so.**

# Step 3 – Submit Request

- Once your form is complete you can Submit your Request

Commercial Cloud Services - Request Form

**ORGANIZATIONAL INFORMATION**

Service or Agency: AIR FORCE  
 Major Command:   
 Major Sub Command:   
 Installation:

**COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES**

Solution	CLIN	Vendor	Price	Quantity
Google	0001	DLT Solutions	16.80	<input type="text"/>
Microsoft	0002	Dell Federal Systems	29.04	<input type="text"/>

**COMMAND CIO INFORMATION**

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: CIO Name      Email:       Remove  
 CIOemail@mail.mil      Phone Number:   
 703-806-0000      Contact Type: CIO

Name: Backup Name      Email:       Remove  
 Backupemail@mail.mil      Phone Number:   
 703-806-0001      Contact Type: Backup POC

Name:   
 Email:   
 Phone:   
 Contact Type:       Add

**JUSTIFICATION**

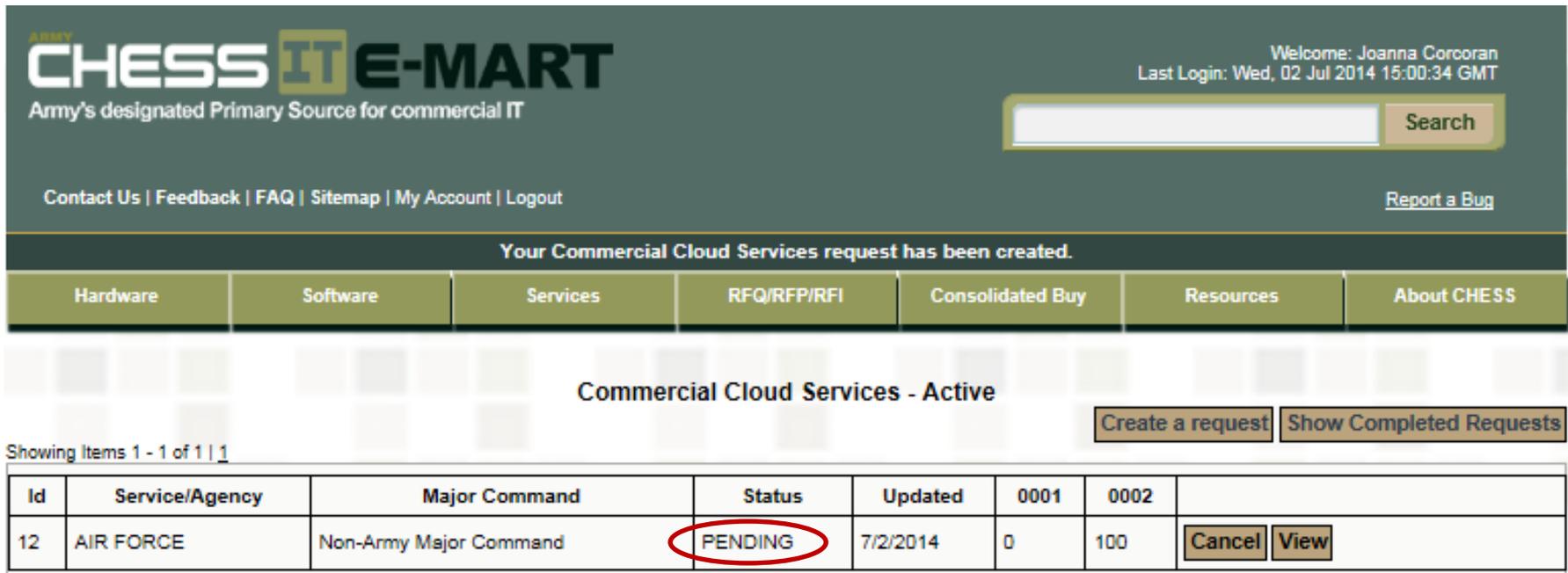
Needed for School Houses  
 Character: 1875

Approved license requests do not constitute approval to deviate from any DOD regulation or policy.

Click the "Submit" button to continue

# Step 4 – Request Complete

- Once your Request has been submitted your screen will display your recent request and your “Status” will show as PENDING until your request is APPROVED



The screenshot shows the Army CHES IT E-MART interface. At the top, it says 'Army's designated Primary Source for commercial IT'. A navigation bar includes links for 'Hardware', 'Software', 'Services', 'RFQ/RFP/RFI', 'Consolidated Buy', 'Resources', and 'About CHES'. A message states 'Your Commercial Cloud Services request has been created.' Below this is a table titled 'Commercial Cloud Services - Active' with one row showing a request with ID 12, from the AIR FORCE, with a status of 'PENDING' (circled in red). The table also shows the request was updated on 7/2/2014 and has a status of 0. Buttons for 'Cancel' and 'View' are visible next to the request.

Hardware | Software | Services | RFQ/RFP/RFI | Consolidated Buy | Resources | About CHES

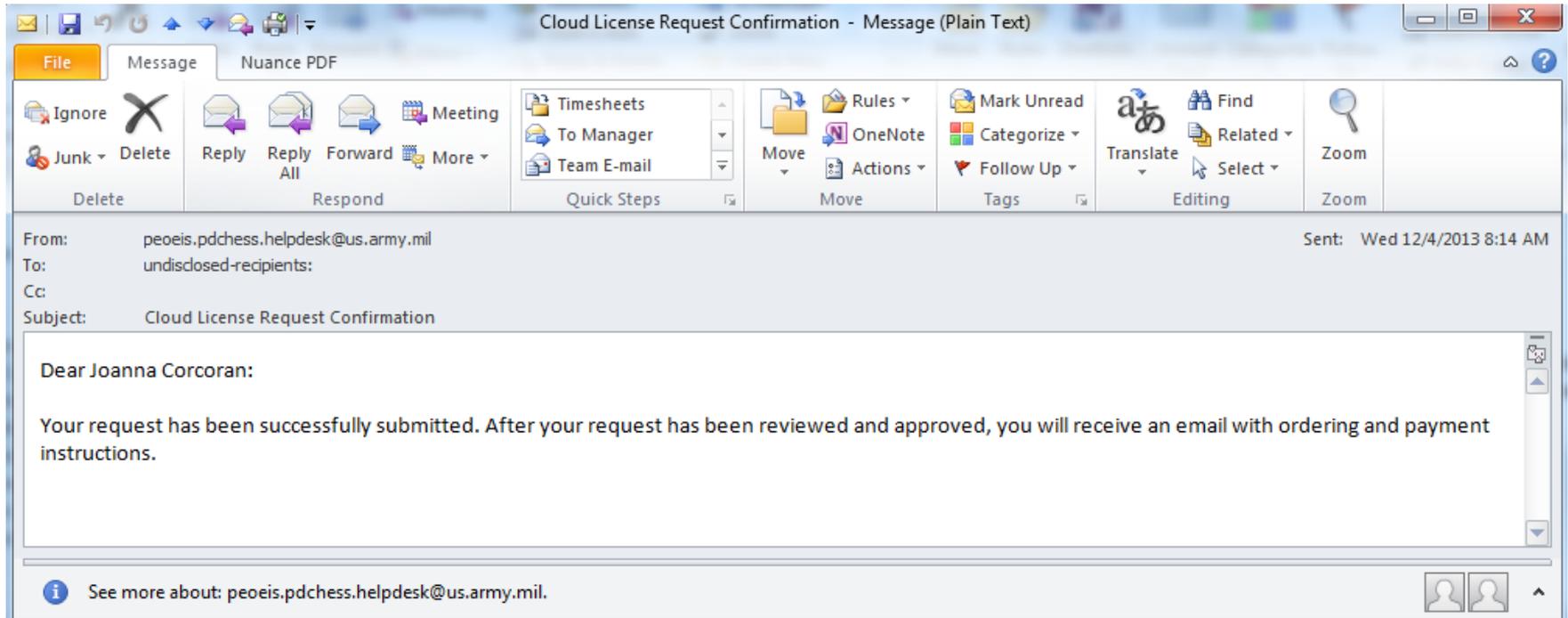
Commercial Cloud Services - Active

Showing Items 1 - 1 of 1 | 1

Id	Service/Agency	Major Command	Status	Updated	0001	0002	
12	AIR FORCE	Non-Army Major Command	PENDING	7/2/2014	0	100	Cancel View

# Step 5 – Request Submitted Email

- You will receive an email informing you that your Request for Commercial Cloud Services has been submitted



**NOTE: In order to move forward with the Commercial Cloud Services Process you will need to wait to receive an email that your request is Approved**

# Ordering Commercial Cloud Services



# Receive Approved Email

- You will receive an email saying your Request is Approved

Dear Joanna Corcoran:

Your request for Commercial Cloud Services Licensing has been "Approved". Please follow the guidance below for ordering and payment guidelines. Google Cloud Services Guidance for De-Centralized Payments:

Please email DLT, [googleappsbpa@dlt.com](mailto:googleappsbpa@dlt.com), the necessary information, below, needed to process orders with Google.

1. End-user agency or group (ex. US Army Recruiting Command or USACE) with address.
2. Registered Domain for the Google Apps seats to be linked to or identified with (ex.Goarmy.com).
3. End-user POC (does not have to be technical)(ex. a Project Manager) with email and telephone #.
4. Technical end-user POC information: name, telephone number, email AND off-domain email address (not a GAfG address on the identified domain) (ex. mail.mil would be acceptable).
5. Total # of users.

# Receive Approved Email cont'd

Microsoft Cloud Services Guidance for De-centralized Payments:

Once an ordering agency has made a determination to move forward with a solution they will either issue a delivery order/use a credit card/or issue a MIPR/PRON to Army to purchase on their behalf. A copy of that purchase order will be issued to Dell. Once the order is issued the customer will need to name an Online Services Administrator that will be in charge of managing the addition/removal of users from the Microsoft Portal. This POC would typically be the administrator of your current email solution and/or the POC that manages your active directory.

POC information for the Online Service Administration along with Proof of MIPR transfer/Government Delivery order/or Credit Card information will then be sent to the Dell Program Manager, Wes Dunn, for activation. Wes Dunn is reachable via phone at 571-209-7380 or via email at [wes\\_dunn@dell.com](mailto:wes_dunn@dell.com). Typical process time for partitioning of your email licenses is 5-7 days. Your online service administrator will receive electronic confirmation of access to the Microsoft Portal upon completion of processing. Education on use of the site will be provided to your Online Services Administrator following confirmation of the POCs to Dell.

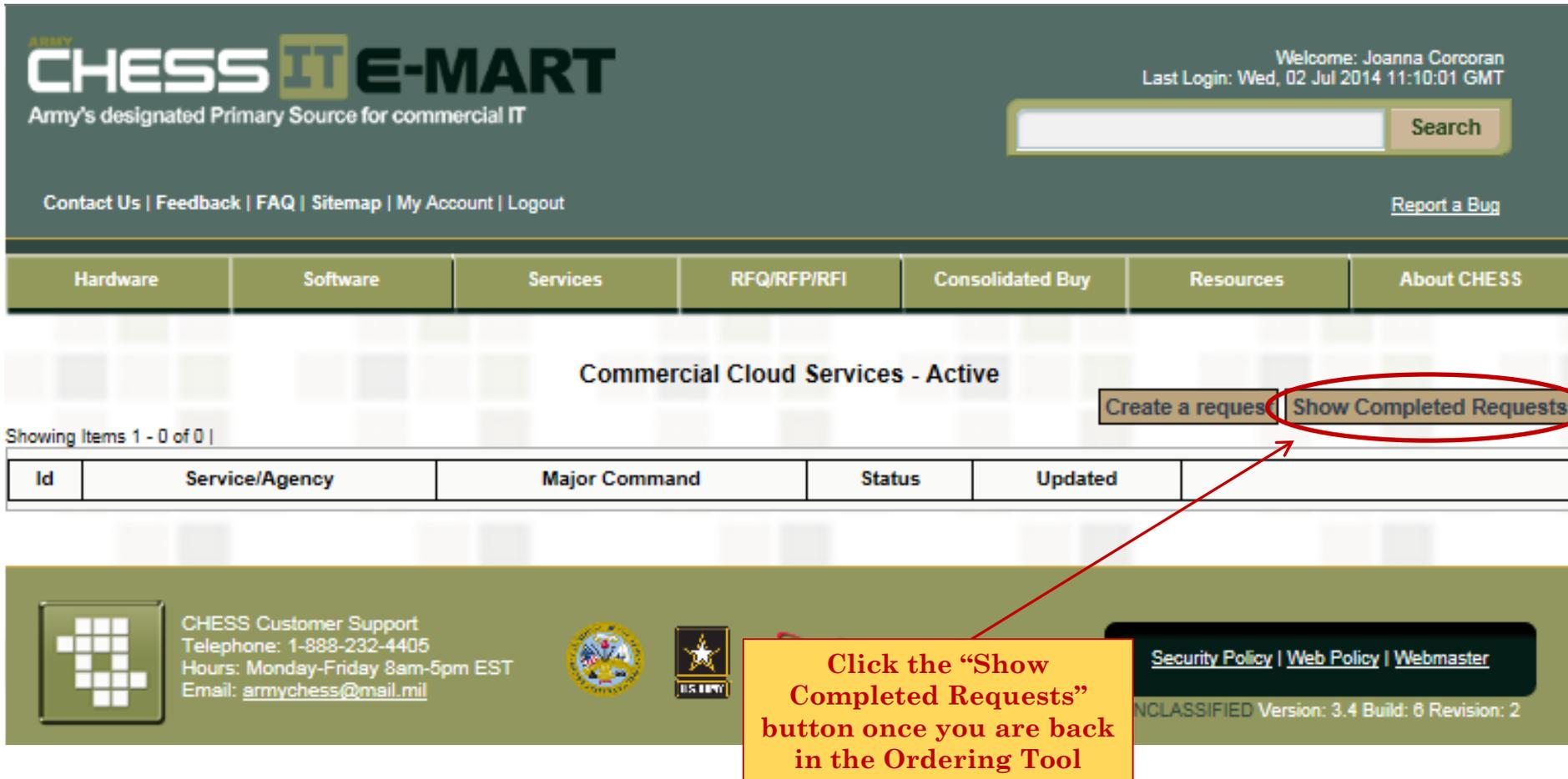
The customer will receive a unique identifying number for your licenses allotment from Microsoft called an Enrollment number. Your enrollment number is how your agreement is recognized with Microsoft. At expiration of the initial term you will be given the option to renew your subscription directly with Dell for a 1 year period at the negotiated BPA price. Options must be exercised prior to expiration of your current agreement to prevent interruption in service.

# View Completed Orders



# View Completed Order

- Ensure you are logged into the CHESSE IT e-mart and follow the previous steps to Access the Commercial Cloud Services Ordering Tool



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Commercial Cloud Services - Active

Showing Items 1 - 0 of 0 | [Create a request](#) | [Show Completed Requests](#)

Id	Service/Agency	Major Command	Status	Updated

CHESSE Customer Support  
 Telephone: 1-888-232-4405  
 Hours: Monday-Friday 8am-5pm EST  
 Email: [armychess@mail.mil](mailto:armychess@mail.mil)

[Security Policy](#) | [Web Policy](#) | [Webmaster](#)  
 UNCLASSIFIED Version: 3.4 Build: 8 Revision: 2

**Click the "Show Completed Requests" button once you are back in the Ordering Tool**

# View Completed Order cont'd

- Below you will see a list of your Completed Orders



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## Commercial Cloud Services - Completed

[Create a request](#) [Show Active Requests](#)

Showing Items 1 - 2 of 2 | 1

Id	Service/Agency	Major Command	Status	Updated	0001	0002	
11	AIR FORCE	Non-Army Major Command	COMPLETE	7/2/2014	500	0	<a href="#">View</a>
12	AIR FORCE	Non-Army Major Command	COMPLETE	7/2/2014	0	100	<a href="#">View</a>

Click the "Show Active Requests" button to go back to the main screen

# Questions



For information about using  
IT e-mart, contact the  
**CHES Help Desk**  
toll free at: (888) 232-4405  
or email at  
[armychess@mail.mil](mailto:armychess@mail.mil)