



REFERENCE: [AFARS Appendix EE, Department Of The Army, Government Purchase Card Operating Procedures](#)

- In accordance with AFARS 5139.101-90(a), Computer Hardware, Enterprise Software and Solution (CHES) is the Army's mandatory source for commercial Information Technology (IT) hardware and software purchases. CHES, accessible at <https://chess.army.mil>, is a set of multiple award Indefinite Delivery Indefinite Quantity (IDIQ) contracts that offer IT products and services that comply with NETCOM, Army and DoD policy and standards. **Cardholders must utilize CHES contracts and DoD enterprise software agreements first regardless of dollar value. Any purchase made outside of the CHES contracts requires a waiver.** The waiver process is located at <https://chess.army.mil>. Waivers are granted when products are unavailable on CHES contracts or when hardware and software is available at a lower price from an alternate source. A CHES waiver does not constitute approval to purchase any product or deviate from any other Army regulation or policy. Individual waivers are approved by CHES and Army organization/activity blanket waivers are approved by the Army Chief Information Officer (CIO)/G-6. There is no fee associated with using CHES and cardholders should maximize the use of discounts when ordering off CHES contracts.

US Army CHES Training

- The CHES IT e-mart Tutorial will walk you through most of the basic capabilities, functions and features of the CHES IT e-mart for better user experience and efficiency.

The RF Process & Reverse Auction Tutorial will walk you through how to submit Request for Quotes (RFQs) – Hardware/Software, Request for Proposals (RFPs) – Services, Request for Information (RFI) – when one is conducting initial data gathering, and how to develop a Reverse Auction (RA) efficiently and effectively by utilizing the CHES RFx Tool.

The CHES 101 Briefing is a program overview including detailed information about our Hardware, Software, and Services Contracts. Get additional information about our License Tracker for Software (LTS) Tool, RFx Process Tool, and how to submit Statements of Non-Availability!

Contact Tricia Shelley at tricia.a.shelley.ctr@mail.mil to request a specialized Briefing/Training for your command!

US Army CHES Tutorial Guides

- [CHES 101 Briefing](#)
- [Request For Quote \(RFQ\) Tutorial](#)
- [Request For Proposal \(RFP\) Tutorial](#)
- [Request For Information \(RFI\) Tutorial](#)
- [Reverse Auction \(RA\) Tutorial](#)
- [License Tracker For Software \(LTS\) Tutorial](#)
- [Statement of Non-Availability \(SoNA\) Tutorial](#)



ITAS WAIVER

- ITAS was created to re-engineer the process for obtaining an IT Waiver into a more transparent, efficient, and effective process that enables improved management of IT inventory to better inform users involved in the budget process. It will provide a more efficient and effective workflow to resolve stakeholder and CIO/G6 process owner challenges and provide IT Inventory Analysis Reporting.
- 1) Prior to being able to submit a waiver users will be required to attend ITAS training and be provisioned in ITAS. ITAS has set up a training page (<https://www.eprobe-training.army.mil/enterprise-portal/web/itas/home>) where information can be obtained on training dates, training manuals, Administration, Analyst and System Owner Reports, Policy and Guidance Documentation, system outage messages and links to the various modules.
- 2) Effective 20 November 2015, waivers will be requested through the ITAS tool (<https://www.eprobe.army.mil/enterprise-portal/web/itas/home>).
- For more information and to schedule training, contact the following POCs:
 - * Mr. Jim Mark, 703-692-4519 or james.n.mark.civ@mail.mil
 - * Mr. Orlando Dixon, 571-256-8938 or orlando.dixon.civ@mail.mil

CHESS Customer Support
Telephone: 1-888-232-4405
Hours: Monday-Friday 8am-5pm EST
Email: armychess@mail.mil