



# **Army Portfolio Management Solution (APMS) Training Module**

**External IT Service  
Registration**

March 2021

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# External IT Service Contracts

- The purpose of this guidance is to [provide clarification regarding how to register external IT service contracts in APMS.](#)
- PLEASE NOTE: IT service contracts are captured in two different ways in APMS.
  1. IT service contracts that are in **direct support of a registered IT investment** are recorded in the investment's record (i.e. ERPs, programs of record, network infrastructure, etc.). Examples of investment-related service contracts include application training support, system administrators, etc.
  2. External IT service contracts that **do not directly support** a registered investment are captured in a separate IT service contract record. [These are the focus of this tutorial.](#)



# Memo, Subject: ITIA Requirement – Use of the IT Approval System

- The CIO signed out the Memorandum, Subject: Information Technology Investment Accountability (ITIA) Requirement— Use of the Information Technology Approval System (ITAS) on 26 February 2021 as directed by the SECARMY in the 21 July 2020 memorandum, Subject: Information Technology Investment Accountability.
- **Effective Immediately:**
  - Prior to procurement, Army organizations must, via ITAS, request and receive approval to procure the following IT:
    - (1) Hardware.
    - (2) Software; including but not limited to software licenses, software license renewals, and software subscriptions.
    - (3) External IT services—all contracted labor for IT support. This category of IT includes, but is not limited to, the following Commitment Item (CI) codes in the General Fund Enterprise Business System (GFEBS):
      - (a) 251K: Management and professional support services for IT.
      - (b) 251M: IT studies, analysis, and evaluation.
      - (c) 251N: IT engineering and technical services.
      - (d) 257F: Network management and systems administration support.
    - (4) Cloud environments. Further details on cloud procurement are forthcoming

**This training module focuses on #3,  
External IT services.**

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# External IT Service Contracts Not Associated With an Investment

External IT service contract records may include costs of external personnel required for delivering or supporting IT services, including direct operational activities and support, management and administrative activities. The following are some examples of IT services that may require an IT Service contract record:

- Commercial telecommunication bills where the Army does not own any of the actual telecommunication infrastructure (i.e., base communications)
- IT exercises that are facilitated by external non-Army organizations
- IT consulting services
- General IT management support not associated with a registered system, infrastructure item, etc.



# Creating External IT Service Contract Records in APMS

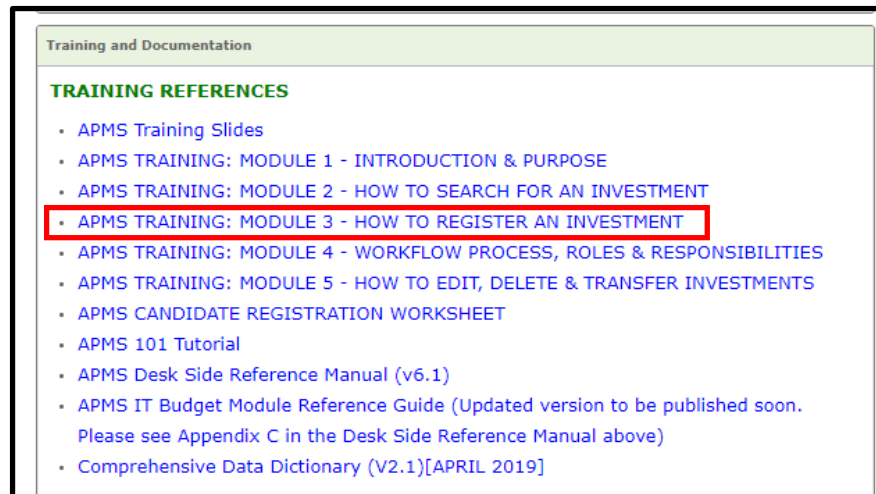
- The APMS command administrators may choose to register external IT service records down to the sub-organization level for better fidelity, but it is recommended for a Command/Organization to have the minimum of one SVC record to consolidate their external IT services. These records should be binned in the appropriate domain in the Enterprise Information Environment Mission Area (EIEMA)(Communications, Computing Infrastructure, Core Enterprise Services or Information Assurance). For example, if the service supports general network maintenance and testing, the record will align with the EIEMA Communications Domain.
- APMS Record Naming Convention
  - When registering an external IT service contract record in APMS, the suggested naming convention is as follows: Start with “SVC” followed by the command name and then add the suborganization name, service type or another appropriate descriptor.
  - *EXAMPLES: SVC– COMMAND–SUBORG; SVC-COMMAND-BASECOM; SVC-COMMAND-EXTSVC*





# How to Register an External IT Service Contract

- There is a tutorial on the APMS homepage in the “Training and Documentation” section that gives directions on how to register an IT investment. The examples on the following slides are not guaranteed to match your particular requirements. Certain fields (not all) are highlighted in the next slides.
- Any questions regarding how to register your particular investment should be directed to your Command or SubOrg Administrator.



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# Filling out the Candidate Registration Form 1/5

APMS: Candidate System Registration

**Candidate System Hierarchy**

- Candidate System
  - BMA Compliance
  - JCA Compliance

**Candidate System**

**General Information**

\*Is this a Data Center?

\* Acronym

\* Item Name

System Name (Acronym - Item Name) SVC-CIOG-SUPPORT

**PM Point of Contact (POC)**

\*Last Name

\*First Name

\*Title

\*Role

Organization

\*Phone Number

DSN Number

\*Email Address

Note the naming convention, all external IT service contract records should begin with "SVC".

This is an example of a general system description for an external IT support contract record. If you are registering a different kind of IT service record (not external services), you can alter the description to meet your needs.

**\* System Description**

This record includes external IT service contract costs that are not associated with any IT investment that is required to be individually registered in APMS per policy. External IT service costs in this APMS record will include any IT Contract Support supporting HODA CIO/G-6. Per the IT Investment Accountability directive, external IT Services include the costs of external personnel required for delivering or supporting IT services, including direct operational activities, support, management, and administration activities associated with IT. External IT services also include the business and technical expertise to enable the Army to create, manage, or optimize access to information and business processes. Users of this record includes personnel in the CIO/G-6.

Please note that the sample input should be updated with your applicable Command/SubOrg information.



# Filling out the Candidate Registration Form 2/5

The Mission Area/Domain should be aligned to one of the EIEMA Domains based on the type of support the service contract provides.

The screenshot shows the 'System Specifics' section of a form. The 'Recommended Mission Area' dropdown is highlighted with a red box, and a red arrow points to a detailed dropdown menu on the right. The menu lists various domains, with 'EIEMA Core Enterprise Services' highlighted in yellow.

System Specifics	
*Recommended MACOM Owner	HQDA CIO/G6
*Recommended Sub-Orn Owner	HQDA CIO/G6 - Policy and Resources
Recommended Mission Area	EIEMA ⓘ
*Recommended Primary System Domain	EIEMA Core Enterprise Services ⓘ
*Recommended Mission Criticality	MS
Recommended Mission Criticality Justification	
*Recommended Trans Plan State	Core
*System Operation	NON_DOD
*Record Type	System
*Type of National Security System	IT (Not NSS)

- DIMA Analysis and Production
- DIMA Collection
- DIMA Dissemination
- DIMA Enterprise Information Technology
- DIMA Enterprise Management Support
- DIMA Exploitation
- DIMA Mission Management**
- EIEMA Communications**
- EIEMA Computing Infrastructure**
- EIEMA Core Enterprise Services**
- EIEMA Information Assurance**
- WMA Battlespace Awareness
- WMA Corporate Management and Support
- WMA Focused Logistics
- WMA Force Application
- WMA Force Management
- WMA Mission Command
- WMA Net Centric
- WMA Protection
- WMA Training

- **EIEMA Communications Domain** - The ability to share and protect information across DoD and with partners (JCAs: Information Transport; Wired Transmission; Wireless Transmission; Switching & Routing)
- **EIEMA Computing Infrastructure Domain** - Includes computing infrastructure for the automatic acquisition, storage, manipulation, management, control, and display of data or information, with a primary emphasis on Army enterprise hardware, software operating systems, and hardware/software support that enable the DODIN-A. (JCA: Computing Services)
- **EIEMA Information Assurance Domain** - Comprehensive IA capabilities and training that provide assured information sharing, a highly available enterprise, cyber situational awareness, network defense, and assured enterprise management and control. (JCAs: Cybersecurity; Information Exchange Security; Network Protection; Data Protection; Identity & Access Management; Application Security; Cyberspace Survivability; Defensive Cyberspace Operations; Cyberspace Defense)
- **EIEMA Core Enterprise Services Domain** - The ability to provide to all authorized users awareness of and access to all DoD information and DoD-wide information services. (JCAs: Information Sharing; Common Enterprise Services; Positioning, Navigation & Timing)

\*More specific information on the JCAs that align to the EIEMA Domains is on the next page and in the JCA resources on the APMS home page.





# Filling out the Candidate Registration Form 3/5

All APMS investments must be aligned to Joint Capability Areas (JCAs) that correspond to the appropriate domain. All IT service contracts should align to a domain in the EIEMA, so choose the applicable 6-series JCAs (see previous slide).

**APMS: Candidate System Registration**

**Candidate System Hierarchy**

- Candidate System
  - BMA Compliance
  - JCA Compliance

**JCA Compliance**

JCA Roll Up - Select A Row to View All Available JCA Capabilities

Code	
1	Force Integration
2	Battlespace Awareness (BA)
3	Force Application
4	Logistics
5	Command & Control
6	Communications & Computers
7	Protection
8	Corporate Management & Support

**Selected JCA Capabilities - Save changes before switching to a new Code in JCA Roll Up**

Code	Description	Current Status	Set Status
6	Communications & Computers		
6.1	Information Transport		
6.1.0	Information Transport - Undocumented JCA		
6.1.1	Wired Transmission		
6.1.2	Wireless Transmission		
6.1.3	Switching & Routing		
6.2	Network Management		
6.2.0	Network Management - Undocumented JCA		
6.2.1	Optimized Network Functions & Resources		
6.2.2	Deployable, Scalable, & Modular Networks		
6.2.3	Spectrum Management		
6.3	Cybersecurity		
6.3.0	Cybersecurity - Undocumented JCA		
6.3.1	Information Exchange Security		
6.3.2	Networks Protection		
6.3.3	Data Protection		
6.3.4	Identity & Access Management		
6.3.5	Application Security		
6.3.6	Cyberspace Survivability		
6.4	Defensive Cyberspace Operations (Internal Defensive Measures)		

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# Filling out the Candidate Registration Form 4/5

Many of the questions that are in the Candidate Registration fields are meant for IT systems, not service contracts. It is recommended, though not mandatory to choose the following answers: (note numbers in the following list correspond to numbers in red boxes to the right)

1. Recommended Mission Criticality: (MS) Mission Support
2. Recommended Trans Plan State: Core
3. System Operation: NON\_DOD
4. Record Type: System
5. Type of National Security System: IT(Not NSS)

**System Specifics**

\*Recommended MACOM Owner: HQDA CIO/G6

\*Recommended Sub-Org Owner: HQDA CIO/G6 - Policy and Resources

Recommended Mission Area: EIEMA

\* Recommended Primary System Domain: EIEMA Core Enterprise Services

**1** \*Recommended Mission Criticality: MS

Recommended Mission Criticality Justification:

**2** \*Recommended Trans Plan State: Core

**3** \*System Operation: NON\_DOD

**4** \*Record Type: System

**5** Type of National Security System: IT (Not NSS)

**Lifecycle Information**

Phase Number	* Life Cycle Phase	* Start Date	* End Date	Comments (Optional)
1	Operations & Support	2/24/2020	2/28/2023	You can leave comments regarding specific contract information; this may help distinguish between multiple contracts entered in one record.
2				

**Life Cycle Phase**

- Material Solution Analysis
- Technology Maturation & Risk Reduction
- Engineering & Manufacturing Development
- Production & Deployment
- Operations & Support

IT service contracts should generally be in the “Operations & Support” Phase, but you should select the life cycle that is appropriate. The start and end date will most likely correspond to the dates in the external IT service contract.



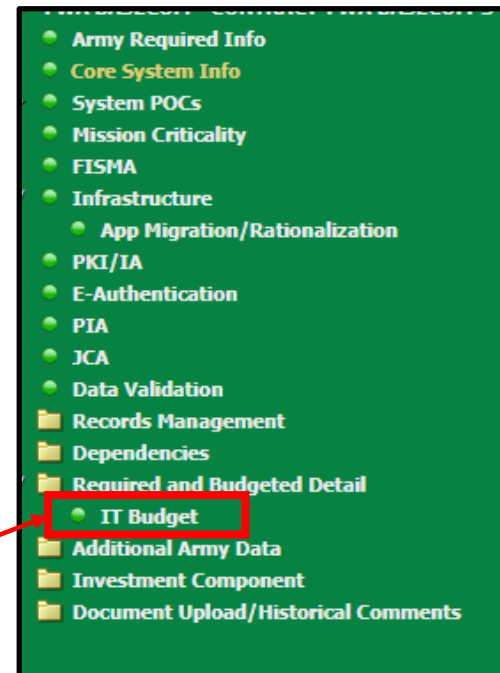
# Filling out the Candidate Registration Form 5/5

Funding information should come from a person in a resource or G-8 role. If you don't know where to get this information, contact your Command/SubOrg Admin. If the dollars are appropriated, you will need the "Key4" information to input: MDEP, Appropriation, APE and Command Code.

After entering the Key4, you will need to make sure that you add what the funding requirement and actual budgeted amount (the approved amount you know you are actually getting) for AT LEAST THE CURRENT FY.

Your budgeted amount does not have to match the requirement (if you are not getting the full funding requirement). It is okay for them not to match, but the budgeted amount should generally exceed the requirement.

NOTE: After your Candidate Investment is approved, you will need to update the IT Budget module in your record and make sure that the funding data is input within 30 days and prior to submitting any ITAS waivers.



Required and Budgeted Detail (Financial dollars are represented in Thousands, e.g., \$1.2M=1200)

Delete	Funding Source	Appn	Mdep	PEG	Ape	Cmd	Usage	Type	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY Total
<input type="checkbox"/>	BASE_DOLLARS	OMA	WASC	TT	113011000	760	Sustainment	Required	0	0	0	1000K	0	0	0	0	0	1000K
<input type="checkbox"/>	BASE_DOLLARS	OMA	WASC	TT	113011000	760	Sustainment	Budgeted	0	0	0	1000K	0	0	0	0	0	1000K
<input type="checkbox"/>	BASE_DOLLARS	OMA	WASC	TT	113011000	760	Sustainment	Unfunded	0	0	0	0	0	0	0	0	0	0

FY2020

- 1000K
- 6000K
- 5000K

Budgeted amount does not always match the requirement.

For more information on how to fill out the funding section, See APMS Training Module 3: How to Register an Investment.

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# Questions?

- For any questions regarding ITAS waivers, please contact Mr. Jim Mark, (703)692-4519, [james.n.mark.civ@mail.mil](mailto:james.n.mark.civ@mail.mil)
- For any questions regarding APMS training, please contact Ms. Deborah Pace, (703)545-3070, [Deborah.l.pace2.ctr@mail.mil](mailto:Deborah.l.pace2.ctr@mail.mil)

Each Army Command/Organization has it's own internal processes and requirements. You should always contact your APMS Command/SubOrg Admins to make sure that you are following any additional requirements other than those outlined here.