

DEPARTMENT OF THE ARMY – CIO/G-6



Information Technology Approval System (ITAS)



Desk Side Reference User Manual

Version 1.0
September 2015

Information Technology Approval System

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SECTION 1: INFORMATION TECHNOLOGY APPROVAL SYSTEM INTRODUCTION & PURPOSE

The Army requires an IT Waiver to purchase non-standard IT as well as several other scenarios dictated by Army and DoD waiver policy. The IT Waiver Approval System will address four types of waivers:

- IT hardware and software purchases outside of Computer Hardware Enterprise Software and Solutions (CHES).
- IT hardware and software purchases using operational tempo (OPTEMPO) funds.
- Wireless purchases outside the NexGen Wireless Blanket Purchase Agreement (BPA).
- All Data Center IT purchases (hardware, software and services) both within CHES and outside of CHES

ITAS (formerly Goal 1 Waiver) is being 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.

Purpose of the ITAS System

The ITAS will have the following operational improvements to manage waivers for the Army:

- Provide a more efficient and effective workflow to resolve stakeholder and CIO/G-6 process owner challenges
 - Standardized roles and responsibilities
 - Create a standardized workflow review and approval process
 - Increased transparency of the IT Waiver request throughout the approval lifecycle
 - Support financial traceability and auditability by incorporating APMS and eProbe data
 - Detailed training manuals and roles and responsibilities checklists
- Provide IT Inventory Analysis reporting
 - Enable IT costs savings by identifying software licenses purchased by multiple organizations that may be available as an Enterprise license
 - Enable better tracking of IT inventory life cycle costs
 - IT Waivers require validated requirements, an authoritative APMS record identifier and available resources (resources described by the Key4 levels of detail APPN, MDEP, CMD and APE)
 - Inform required IT inventory that should be added to CHES by identifying frequently requested hardware and software that should be available on CHES as standard Army IT

Information Technology Approval System

What is ITAS Used For:

- IT hardware and software purchases outside of Computer Hardware Enterprise Software and Solutions (CHES).
- IT hardware and software purchases using operational tempo (OPTEMPO) funds.
- Wireless purchases outside the NexGen Wireless Blanket Purchase Agreement (BPA).
- All Data Center IT purchases (hardware, software and services) both within CHES and outside of CHES

SECTION 2: GENERAL INFORMATION

ITAS Resource Center and Portal Page

The primary source to obtain information on ITAS is the ITAS Home Page (link below). The Home Page provides links to the training manuals, Admin, Analyst, and System Owner Reports, Policy and Guidance Documentation, system outage messages and links to the various Modules.

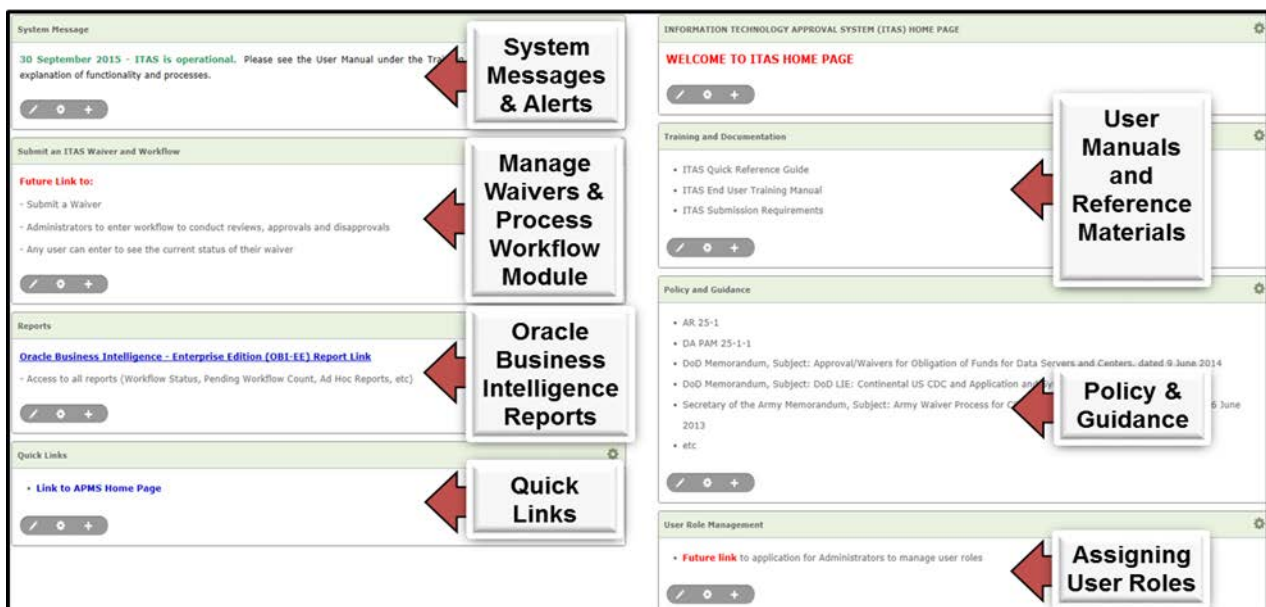
ITAS PORTAL HOME PAGE LINK

<https://www.eprobe.army.mil/enterprise-portal/web/itas/home>

What You Will See When You Access the Portal Page

The screen below details the various elements of the ITAS portal page. From here, you'll be able to navigate to any of the various modules, be alerted to upcoming scheduled system outages, access help desk and training information, and access to user role management (Admin's).

NOTE: The exact layout of the ITAS Home Page will vary from the one depicted below.



ITAS Portal Landing Page

Information Technology Approval System

Login to ITAS

The ITAS Production Application can be accessed from the ITAS Home Page at <https://www.eprobe.army.mil/enterprise-portal/web/itas/home>

A CAC card is **REQUIRED** to access the system.

ITAS Modules

ITAS is a tool which comprises the following modules:

- Data Entry Module – Includes initial data entry of the waiver submission form
- Workflow Module – Includes the workflow process once the initial waiver form has been completed and submitted. Includes all reviews, approvals, and disapprovals.
- Reporting Module – use of the Oracle Business Intelligence – Enterprise Edition reporting tool
- User Role Management – approving new user accounts and assigning roles

ITAS Desk Side Reference Manual:

This desk side reference consists of several sections. The first section includes the introduction and purpose of the IT Approval System. The second section includes detailed discussions for each of the 3 modules. The third section includes Administrator functions in ITAS as well as any other miscellaneous topics.

This manual provides the ITAS Community with a desk side, quick reference guide to accessing and managing the data associated with IT Waivers.

The Data Entry Module – The data entry module deals with the initial completion of the waiver form.

The Workflow Module – An explanation and training on the Workflow functionality. While more geared to Administrators, it is included for both situational awareness and knowledge, as well as actions administrators will be required to perform.

The Reporting Module – Reports provide an interactive means to analyze IT Waivers. Both Standard and Ad Hoc Reports are available. A separate user guide is available which explains the functionality of the Oracle Business Intelligence – Enterprise Edition Reporting Tool.

User Role Management – Explanation for Administrators responsible for approving new user accounts and assigning users with additional roles within their SubOrg or Command

ITAS Definitions:

Information Technology Approval System

Security: With the exception of specific resource and financial information, all ITAS users have the ability to see ALL waivers across the Army. Edit and approval/disapproval rights are established according to your roles and the Command/SubOrg User Group(s) of which you are a member.

User Groups: Groups with security defined to allow users read, create, and edit rights. Users added to a specific User Group will inherit the security permission from that group.

User Groups, Permissions & Roles

The table below defines each user group and its user access to the different ITAS objects and data.

User Group	Reporting Module	Workflow Module	Assigning of Permissions	Permissions Assigned by:
ITAS Base User	Read	Read	None	Default Role upon account creation
ITAS Submitter	Read	Create & Edit their waiver (if returned for comments)	None	Default Role upon account creation
SubOrg G-6 Admin	Read	Read, Approve and Return within their SubOrg	Assign SubOrg G-8 and SubOrg Analyst	Command Admin
SubOrg G-8 Reviewer	Read	Read, Edit Waiver Funding	None	Command Admin
SubOrg Analyst	Read	Read	None	Command Admin
Command G-6 Admin	Read	Read, Approve and Reject within their Command	Assign Command G-8, IA Reviewer, Analyst, and IT Waiver Lead Approver	HQDA CIO/G-6 Admin
Command G-8 Admin	Read	Read, Edit Waiver Funding	None	Command Admin
Command IA Reviewer	Read	Approve & Reject within their Command	None	Command Admin
Command IT Waiver Lead Approver	Read	Approve & Reject within their Command	None	Command Admin
Command Analyst	Read	Read	None	Command Admin
NETCOM Reviewer (Conditional Review)	Read	Recommend Approve & Reject	None	HQDA CIO/G-6 Admin
2 nd Army Reviewer (Conditional Review)	Read	Recommend Approve & Reject	None	HQDA CIO/G-6 Admin
HQDA G-3/5/7 OPTEMPO Reviewer (Conditional Review)	Read	Recommend Approve & Reject	None	HQDA CIO/G-6 Admin
EIEMA Domain Reviewer (Conditional Review)	Read	Read, Approve and Reject within their Domain	None	HQDA CIO/G-6 Admin
EIEMA Domain Analyst	Read	Read	None	HQDA CIO/G-6 Admin

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HQDA CIO ADCCP Reviewer (Conditional Review)	Read	Read, Approve and Reject Data Center Waivers	None	HQDA CIO/G-6 Admin
HQDA CIO Admin	Read	Read, Approve and Reject	Ability to assign all roles	HQDA CIO/G-6 Admin
HQDA CIO IT Waiver Lead Approver (Conditional Review)	Read	Read, Approve and Reject	None	HQDA CIO/G-6 Admin

SECTION 3: NEW USER ACCOUNT REGISTRATION & ACCOUNT MANAGEMENT

New User Account Registration – No PPB BOS or APMS Account

When a user accesses the portal page and clicks the ITAS application, if there is no active user role, the user will be redirected to the user role management to register for an account. Use the link below to be redirected to the ITAS registration page.

<https://www.eprobe.army.mil>

PPB BOS > User and Role Management

Home Feedback About Us Site Map Help Log Out Welcome Amy Smith!

New Portal User

Your account is not currently registered to a Portal account.

Please select a system you require access to

-please select-

Eligibility: Headquarters Department of Army personnel and subordinate commands, to include other DoD Departments, involved in the PPBE process.

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The available dropdown selections are PPB BOS and ITAS. The user shall pick “ITAS” from the “Please select a system your require access to”. NOTE: Registering for a PPB BOS account is a separate process managed by and requiring the approval of the G-8 PPB BOS Administrator.

-please select-

-please select-

PPB BOS - Planning, Programming and Budgeting Business Operating System

ITAS - Information Technology Approval System

The main registration screen will be displayed to the user. The user's EDIPI ID, First Name, Last Name will be pulled from CAC card automatically and as read only fields. The user will need to fill out all required fields and submit the registration request.

Information Technology Approval System

PPB BOS > User and Role Management Home Feedback About Us Site Map Help Log Out Welcome Amy Smith!

Registration

ITAS User Registration

* Denotes a required field

EDIPI	1290934000	Job Title	
Title*	--please select--	Office Location	
First Name	Amy	Office Phone Number	
Last Name	Smith	DSN	
Command*	--please select--	Phone Number*	
Sub Org*	--please select--	Alternate Email Address	
Email Address*			

ITAS, Data Warehouse and ITAS Portal access is granted to all ITAS users upon account approval. Applications and roles may be selected below.

Add Additional Applications / Roles	Application	Roles	Actions
--please select--			

Justification for Account Request*

Cancel Submit

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All fields with asterisks (*) in front are mandatory. The Command and SubOrg are the user's home Command and SubOrg. Once the user is registered, the ITAS user can submit waivers for other commands and SubOrgs. By default, all registered users will be granted with the "ITAS Base User" and ITAS Submitter" roles which allow the user to access portal page, submit ITAS waivers and view reports. If additional roles are required, the user can specify the roles in "Add Additional Applications/Role" section, or the user can request any additional roles at a later time after the account is registered. The following are the sample user account registration for smith.j.amy.1290340000 (PKI ID read in through CAC).

ITAS User Registration

* Denotes a required field

EDIPI	1290934000	Job Title	Manager
Title*	MS	Office Location	123 Main Street
First Name	Amy	Office Phone Number	7035551212
Last Name	Smith	DSN	
Command*	AMC	Phone Number*	7035551212
Sub Org*	AMC - SDDC	Alternate Email Address	
Email Address*	amy.j.smith.dummy@army.m		

ITAS, Data Warehouse and ITAS Portal access is granted to all ITAS users upon account approval. Applications and roles may be selected below.

Add Additional Applications / Roles	Application	Roles	Actions
--please select--			
--please select--			
ITAS			
ITAS - ACSIM			
ITAS - AMC			
ITAS - ARCYBER			
ITAS - ASA(ALT)			
ITAS - US Army South			
ITAS - USACE			
ITAS - USAFRICOM			
ITAS - USARAF			
ITAS - USARCENT (3rd Army)			
ITAS - USAREUR			
ITAS - USEUCOM			
ITAS - USMA			

By default, all new users will be granted with the ITAS Submitter role which allow the user to submit waivers. If additional Roles are required, user can specified the roles here.

Cancel Submit

Information Technology Approval System

Upon clicking the "Submit", the following confirmation message will be displayed and the registration request will be sent to the higher level admin – SubOrg G-6 Technical Reviewer and Command Admin for the home Command and SubOrg the user specified in the registration form. Once the admin users approve the account registration, the user will be notified through email.

New ITAS Portal User

Your request for an ITAS account has been successfully submitted.

An email will be sent to you shortly to confirm your email address. Please access the link in the message so your email address can be verified.

You will receive an email upon approval of your request or when additional information is needed to process your request.

Eligibility: Headquarters Department of Army personnel and subordinate commands, to include other DoD Departments, involved in the PPBE process.

If the ITAS user goes back to the URM system prior to his account is approved and registered, the following page will be displayed.

My Account

The request for this ITAS account has been submitted and is pending approval.

* Denotes a required field

Status: **PENDING** Account Expiration Date: 07/29/2016

Personal Information	
EDIPI	1290934000
Title*	MS
Job Title	Manager
First Name	Amy
Email Address*	amy.j.smith.dummy@army.mil
Last Name	Smith
Office Location	123 Main Street, Anytown, VA
Command*	AMC
Office Phone Number	
Sub Org*	AMC - SDDC
DSN	
Phone Number*	7035551212
Alternate Email Address	
Registered in the following Systems:	
Pending registration in the following Systems:	ITAS
Justification	Please register an ITAS account for creating waivers.

Save Personal Information Changes

Requested PPBBOS SIPRNet Access Information	
SIPRNet Email Address	
SIPRNet Alternate Email Address	

Submit SIPRNet Request for Approval

Select Additional Functions

--please select--

Add

To update your list of Functions, select the Function from the dropdown menu and click Add. When you have finished selecting Functions, click Save Function(s).

Current Function(s)

Save Function(s)

Request Additional Applications /Roles	Requested Application	Requested Roles
	Data Warehouse	ITAS User

Once the user account is approved, when the ITAS user goes to URM system, the following page will be displayed. The account status is "Active" with the expiration date. By default, the following user roles will be granted to a new ITAS user: ITAS Site-Member – allows the new user to access ITAS Home Page; ITAS Base User and ITAS Submitter – allows the new user to access the ITAS application to create new waivers and view existing waivers as well as view access to reports.

Information Technology Approval System

PPB BOS > User and Role Management

Home Feedback About Us Site Map Help Log Out

Welcome Amy Smith!

My Account
NDA
Registration
Register for PPBOS
My Roles

My Account

Status: **ACTIVE** Account Expiration Date: 07/29/2016

* Denotes a required field

Personal Information

EDIPI	1290934000	Job Title	Manager
Title*	MS	Email Address *	amy.j.smith.dummy@army.mil
First Name	Amy	Office Location	123 Main Street, Anytown, VA
Last Name	Smith	Office Phone Number	
Command*	AMC	DSN	
Sub Org*	AMC - SDDC	Phone Number*	7035551212
Alternate Email Address			
Registered in the following Systems:	ITAS		
Justification	Please register an ITAS account for creating waivers.		

Save Personal Information Changes

Request Additional Applications / Roles

--please select--

To request new applications and roles, select the application from the dropdown menu and select roles in the Roles popup window.

Assigned Application	Assigned Roles
Data Warehouse	ITAS User
ITAS	ITAS Base User, ITAS Submitter
PPB BOS Portal	ITAS-Site Member
User and Role Management	User

If additional user roles were requested during the user registration, after the user account is created, the administrators can approve the requested user roles. Once the user account is created, the ITAS user can request additional users in the "My Account" page. The ITAS user can select a layer from "Request Additional Applications / Role" section; a new window will pop up with all the roles available for the selected value. The ITAS user can follow the instruction and select the required user roles.

My Account
NDA
Registration
Register for PPBOS
My Roles

My Account

Status: **ACTIVE** Account Expiration Date: 07/29/2016

* Denotes a required field

Personal Information

EDIPI	1290934000	Job Title	Manager
Title*	MS	Email Address *	amy.j.smith.dummy@army.mil
First Name	Amy	Office Location	123 Main Street, Anytown, VA
Last Name	Smith	Office Phone Number	
Command*	AMC	DSN	
Sub Org*	AMC - SDDC	Phone Number*	7035551212
Alternate Email Address			
Registered in the following Systems:	ITAS		
Justification	Please register an ITAS account for creating waivers.		

Request Additional Applications / Roles

--please select-- **ITAS - AMC**

To request new applications and roles, select the application from the dropdown menu and select roles in the Roles popup window.

To request changes to an assigned application's roles, select the application from the dropdown and make your changes in the Roles popup window. Repeat the process for other applications.

When finished, click Submit App/Role Changes for Approval to forward the requests to the Application Administrator.

Select/Change Roles for ITAS - AMC - Windows Inter...

http://10.22.2.125:8080/urm/user/account/userAction?id=8a9682f

Use CTRL-click to select or deselect roles. The highlighted roles will replace your current roles after submission and approval.

Click OK to accept selected roles or Cancel to cancel selections.

ITAS Command Analyst - AMC
ITAS Command G-8 Resource Reviewer - AMC
ITAS Command IA Reviewer - AMC
ITAS Command IT Waiver Lead Approver - AMC
ITAS SubOrg Analyst - AMC - [None]
ITAS SubOrg Analyst - AMC - ACC - Army Contracting Command
ITAS SubOrg Analyst - AMC - AMCOM - U.S. Army Aviation and Missile Command

Justification

OK Cancel

Submit App/Role Changes for Approval

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Upon clicking "OK", the requested roles will be display and the user can make changes by canceling the request, or submit it for approval. The email notification will be sent to the administrators for approval.

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My Account * Denotes a required field

Status: ACTIVE Account Expiration Date: 07/29/2016

Personal Information

EDIPI	1200934000	Job Title	Manager
Title*	MS	Email Address *	amy.j.smith.dummy@army.mil
First Name	Amy	Office Location *	123 Main Street, Anytown, VA
Last Name	Smith	Office Phone Number	
Command*	AMC	DSN	
Sub Org*	AMC - SODC	Phone Number*	7035551212
Alternate Email Address			
Registered in the following Systems:	ITAS		
Justification	Please register an ITAS account for creating waivers.		

Save Personal Information Changes

Assigned Application

Assigned Application	Assigned Roles
Data Warehouse	ITAS User
ITAS	ITAS Base User, ITAS Subm...
PPB BOS Portal	ITAS-Site Member
User and Role Management	User

Newly requested roles

Requested Application	Requested Roles
ITAS - AMC	ITAS Command Analyst - AM...

Submit your request below

Cancel Changes Submit App/Role Changes for Approval

New User Account Registration – With an existing PPB BOS or APMS Account

If the logged in user is an existing PPBBOS or APMS user, the user's account is established in the URM system. ITAS account registration shall be required in order to gain the access to ITAS. The following figures describe the steps to request the ITAS account and user roles. Navigate to the APMS Home Page below and click on the "Assign Roles" link.

<https://www.eprobe.army.mil/enterprise-portal/web/apms/home>

The URM "My Account" page contains the logged in user's profile information and the options to request the ITAS access. The logged in user can click "Register for ITAS" to access the ITAS user account registration form.

PPB BOS > User and Role Management

Home Feedback About Us Site Map Help Log Out Welcome [User Name]

My Account * Denotes a required field

Status: ACTIVE Account Expiration Date: 07/29/2016

Personal Information

EDIPI	1200934000	Job Title	Manager
Title*	MS	Email Address *	amy.j.smith.dummy@army.mil
First Name	Amy	Office Location *	123 Main Street, Anytown, VA
Last Name	Smith	Office Phone Number	
User Type	CON	DSN	
Echelon*	HQDA	Phone Number*	7035551212
Current Organization*	G8 PAE PBDMD	Alternate Email Address	
Uploaded Document			
Registered in the following Systems:	APMS, PPBBOS		

Click Here to access the registration form

Registration Register for ITAS

Manage Accounts Add New APMS User Active Disabled Expiring Extension Requested Reset Requested

Users & Roles Assign Roles

Cancel Changes Submit App/Role Changes for Approval

As the user is an existing URM user, the profile information will be pulled and shown as read only. Two mandatory fields shall be filled in for ITAS account registration – Command and Sub Org. The user shall

Information Technology Approval System

select the home command and Sub Org. Once submitted, the SubOrg G-6 Technical Reviewer and Command admin will be notified and can go to URM system to review and approve the account. The user can request additional roles through “Add Additional Applications/ Roles” section, or leave it blank and request the additional roles at a later time.

ITAS User Registration * Denotes a required field

EDIPI	XXXXXXXXXX	Job Title	XXXXXXXXXX
Title*	XXXXXXXXXX	Office Location	XXXXXXXXXX
First Name	XXXXXXXXXX	Office Phone Number	XXXXXXXXXX
Last Name	XXXXXXXXXX	DSN	XXXXXXXXXX
Command*	--please select--	Phone Number*	XXXXXXXXXX
Sub Org*	--please select--	Alternate Email Address	XXXXXXXXXX
Email Address*	XXXXXXXXXX		

ITAS, Data Warehouse and ITAS Portal access is granted to all ITAS users upon account approval. Applications and roles may be selected below.

Add Additional Applications / Roles	Application	Roles	Actions
--please select--			

Upon submitting, the confirmation page will be displayed as below. The SubOrg G-6 Technical Reviewer, Command Admin for the requested SubOrg and Command will be notified and can provide the approval. The user will be notified once the account is approved.

New ITAS Portal User

Your request for an ITAS account has been successfully submitted.

An email will be sent to you shortly to confirm your email address. Please access the link in the message so your email address can be verified.

You will receive an email upon approval of your request or when additional information is needed to process your request.

Eligibility: Headquarters Department of Army personnel and subordinate commands, to include other DoD Departments, involved in the PPBE process.

If the ITAS goes back to the URM system prior to his account is approved and registered, the following page will be displayed with the message “The request for this ITAS account has been submitted and is pending approval.”

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Once the ITAS account is approved by an administrator (admin approval steps are described in the following section), the user shall be notified through email and can login to ITAS system. When the user goes to URM system, the “My Account” page will be displayed by default.

For an ITAS account without additional roles requested, the following ITAS user roles will be granted by default:

- ITAS Site-Member – allow the new user to access PPB BOS Portal Site
- ITAS Base user, ITAS Submitter – allows the new user to access ITAS application to create new waivers and view existing waivers
- ITAS User – allows the new user to access ITAS Reports

Administrator Approval for New User Accounts

ITAS Administrators at the SubOrg, Command and HQDA CIO levels log into URM system, the default display is the “Account Management” Page. The Administrator can view all the pending requests. The smith.j.amry.129034000 request is one of pending requests that shall be approved. The ITAS Administrators can check the checkbox and either click “Approve Selection” to approve the registration, or click “Reject Selection” to reject the registration. All approved or rejected requests will be removed from the display.

PPB BOS > User and Role Management

Home Feedback About Us Site Map Help Log Out Welcome Dod 001!

My Account
NDA

My Roles

Manage Accounts
Pending
Active
Disabled
Expired
Expiring
Extension Requested
Reset Requested

Users & Roles
Assign Roles

Account Management

Select Users

Status Exp. Date From to (mm/dd/yyyy)

Last Name First Name Select System

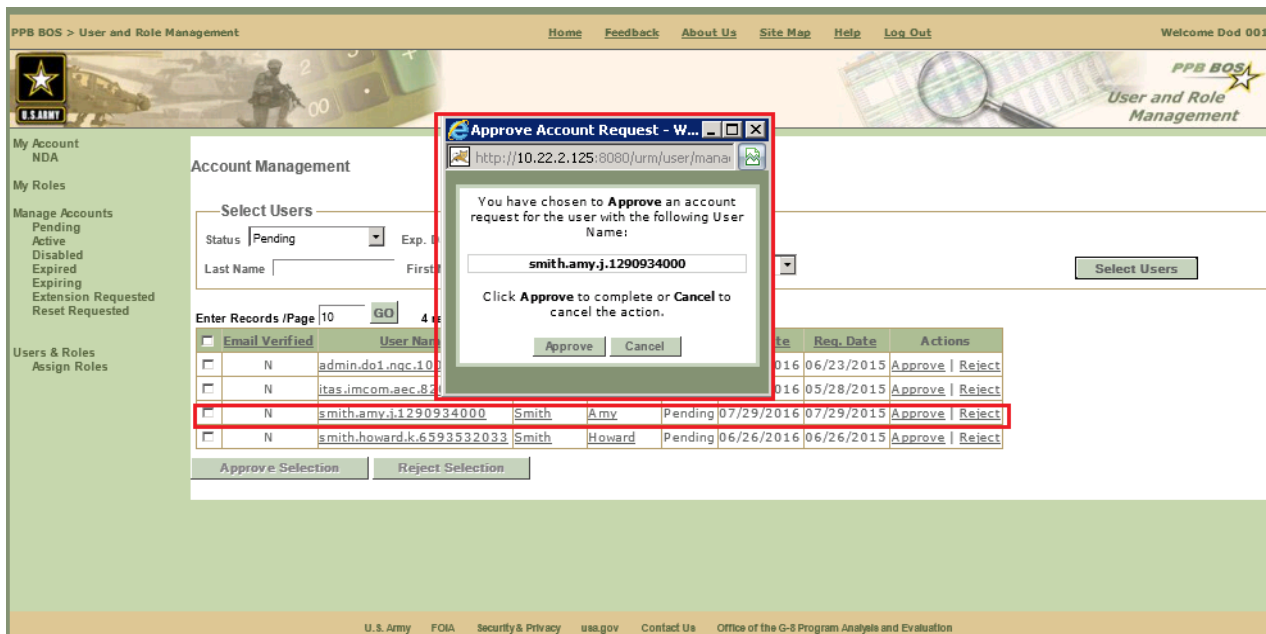
Enter Records /Page 10 GO 4 records found, displaying all records.

<input type="checkbox"/>	Email Verified	User Name	Last Name	First Name	Status	Exp. Date	Req. Date	Actions
<input type="checkbox"/>	N	admin.do1.ngc.1000000039	Admin	Do1	Pending	06/23/2016	06/23/2015	Approve Reject
<input type="checkbox"/>	N	itas.imcom.aec.8205879352	Itas	Imcom	Pending	05/28/2016	05/28/2015	Approve Reject
<input type="checkbox"/>	N	smith.amry.j.129034000	Smith	Amy	Pending	07/29/2016	07/29/2015	Approve Reject
<input type="checkbox"/>	N	smith.howard.k.6593532033	Smith	Howard	Pending	06/26/2016	06/26/2015	Approve Reject

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Once “Approve” is clicked, the confirmation page will pop up and email notification will be sent to the requester when the account registration is approved or rejected.

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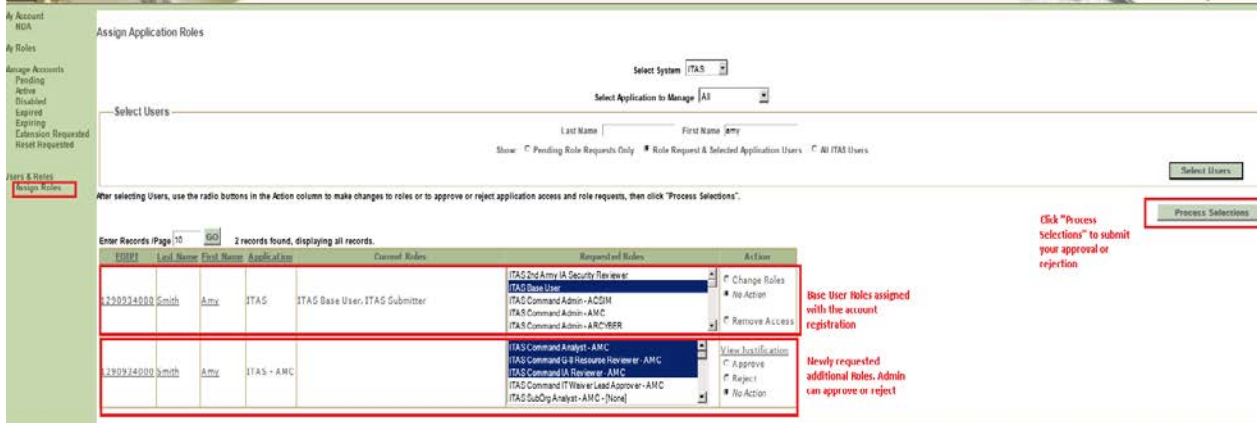


Assigning Additional User Roles

The administrators will have the ability to "Assign Roles" at the left navigation panel and can click to access the "Assign Roles" page. ITAS user roles are divided to 2 layers. The first layer is labeled as "ITAS". All the Base User, Submitter, HQDA CIO Level, Command Admin Level roles are under this "ITAS" layer. The second layer is labeled as "ITAS - <Command>", for example, "ITAS - AMC", "ITAS - ASA (ALT)" etc. All the Command level roles except for Command Admin roles and all SubOrg Level roles are under this Command layer.

The Command Admin can assign other Command Level roles as well as the SubOrg level roles. The HQDA CIO Admin can assign roles at all levels.

The administrator can view the request and provide the approval or rejection.



Account Management (Reset, Disable, Extend Expiration)

After creation, all accounts will be active for 12 months. The administrators will be notified when an account is expiring. The Administrator will be notified via email 45 days before the account expiration,

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then at 30 days, 15 days, and a final reminder at 5 days. On the night of the account expiration date, the account will be reset to "Expired" and the user will lose the access to the ITAS system. The administrators can disable an existing account, reset, extend the "Expiring" and "Expired" accounts.

PPB BOS > User and Role Management

Home Feedback About Us Site Map Help Log Out Welcome Dod 001

U.S. ARMY

My Account
NDA

My Roles

Manage Accounts
Pending
Active
Disabled
Expired
Expiring
Extension Requested
Reset Requested

Users & Roles
Assign Roles

Account Management

Select Users

Status: **Expiring** Exp. Date From to (mm/dd/yyyy)

Last Name First Name Select System: **ITAS**

Process your request
Select Users

Enter Records /Page 10 GO 1-10 of 29 records. [First/Prev] 1, 2, 3 [Next/Last]

	User Name	Last Name	First Name	Status	Exp. Date	Actions
<input type="checkbox"/>	685.newdod.ngc.1000000015	685	Newdod	Expiring	08/07/2015	Reset Disable View Apps/Roles
<input type="checkbox"/>	685.newuser1.ngc.1000000014	685	Newuser1	Expiring	08/07/2015	Reset Disable View Apps/Roles
<input type="checkbox"/>	devsync1.curm.jasmine.7088170507	Devsync1	Curm	Expiring	08/06/2015	Reset Disable View Apps/Roles
<input type="checkbox"/>	do1.test.ngc.1000000259	Do1	Test	Expiring	08/07/2015	Reset Disable View Apps/Roles
<input type="checkbox"/>	do10.test.ngc.1000000260	Do10	Test	Expiring	08/07/2015	Reset Disable View Apps/Roles
<input type="checkbox"/>	do11.test.ngc.1000000261	Do11	Test	Expiring	08/07/2015	Reset Disable View Apps/Roles
<input type="checkbox"/>	do12.test.ngc.1000000262	Do12	Test	Expiring	09/07/2015	Reset Disable View Apps/Roles
<input type="checkbox"/>	do12.test.ngc.1000000262	Do12	Test	Expiring	09/07/2015	Reset Disable View Apps/Roles
<input type="checkbox"/>	do13.test.ngc.1000000263	Do13	Test	Expiring	08/07/2015	Reset Disable View Apps/Roles
<input type="checkbox"/>	do14.test.ngc.1000000264	Do14	Test	Expiring	08/07/2015	Reset Disable View Apps/Roles

Reset Selection **Disable Selection**

U.S. Army FOIA Security & Privacy usa.gov Contact Us Office of the G-8 Program Analysis and Evaluation

Admins can reset, disable, view user's existing applications / roles

PPB BOS > User and Role Management

Home Feedback About Us Site Map Help Log Out Welcome Dod 001

U.S. ARMY

My Account
NDA

My Roles

Manage Accounts
Pending
Active
Disabled
Expired
Expiring
Extension Requested
Reset Requested

Users & Roles
Assign Roles

Account Management

Select Users

Status: **Expired** Exp. Date From to (mm/dd/yyyy)

Last Name First Name Select System: **ITAS**

Select Users

Enter Records /Page 10 GO 1-10 of 9,002 records. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

	User Name	Last Name	First Name	Status	Exp. Date	Actions
<input type="checkbox"/>	002.dod.jasper.6064492995	002	Dod	Expired	12/31/2014	Reset Archive
<input type="checkbox"/>	003.dod.ngc.1000000823	003	Dod	Expired	09/15/2013	Reset Archive
<input type="checkbox"/>	007.dod.jasper.8680835284	007	Dod	Expired	12/31/2014	Reset Archive
<input type="checkbox"/>	01.hal.ngc.1000000824	01	Hal	Expired	03/15/2012	Reset Archive
<input type="checkbox"/>	01.hal.ngc.1000000824	01	Hal	Expired	03/15/2012	Reset Archive
<input type="checkbox"/>	02.hal.ngc.1000000825	02	Hal	Expired	03/19/2012	Reset Archive
<input type="checkbox"/>	02.hal.ngc.1000000825	02	Hal	Expired	03/19/2012	Reset Archive
<input type="checkbox"/>	03.ape.ngc.1000000827	03	Ape	Expired	09/11/2014	Reset Archive
<input type="checkbox"/>	03.hal.ngc.1000000826	03	Hal	Expired	06/01/2012	Reset Archive
<input type="checkbox"/>	03.hal.ngc.1000000826	03	Hal	Expired	06/01/2012	Reset Archive

Reset Selection **Archive Selection**

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Information Technology Approval System

SECTION 4: GENERAL LAYOUT & DISPLAY

- ITAS tool Home Page View Menu allows users to:
 - o Hide or display ITAS logo
 - o Create, Save or delete customized layouts
 - o Manage display columns (add, remove columns)
 - o Sort columns with preferred orders
 - o Reorder Columns
- ITAS users can open new waivers, updating pending waivers, and access/manage waivers in the workflow.

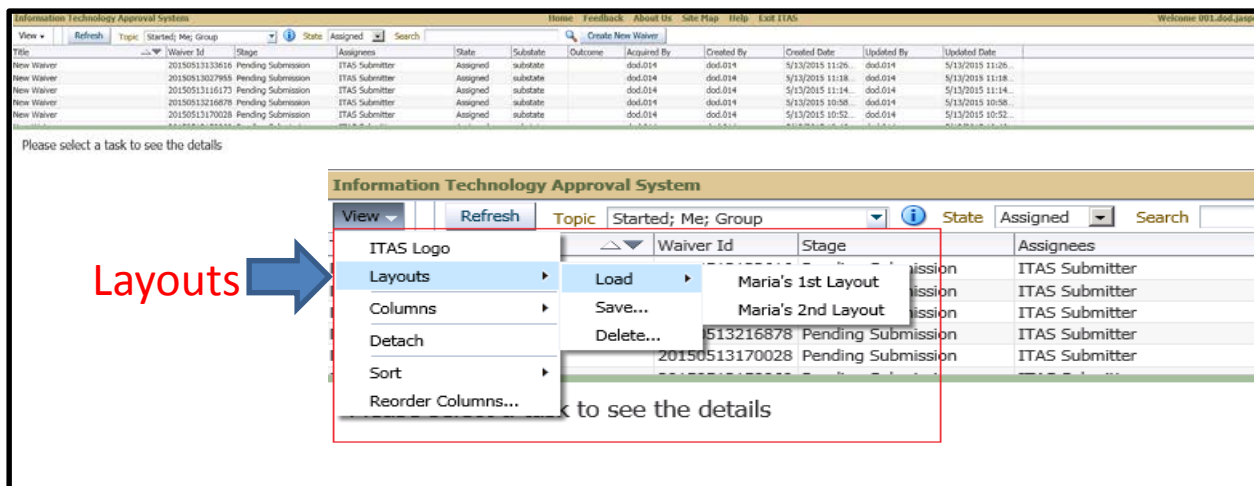
ITAS Logo

- Allows the user to hide the top ITAS Logo. When the ITAS Logo is unchecked, ITAS logo will be hidden allowing for additional screen display.



Layouts

- Allows the user to save or update any desired layout for future uses.
- A user can save multiple different layouts for different views.

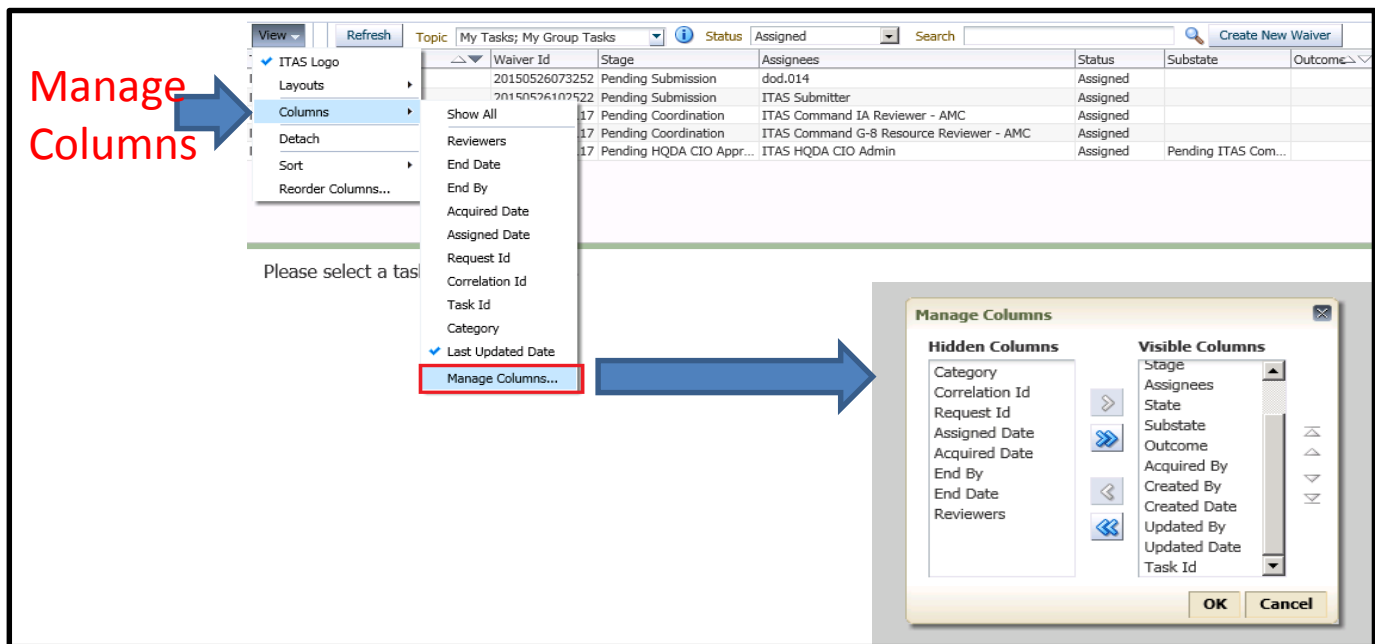


Manage Display Columns

- Allows the user to manage columns (add or remove the desired column for display)

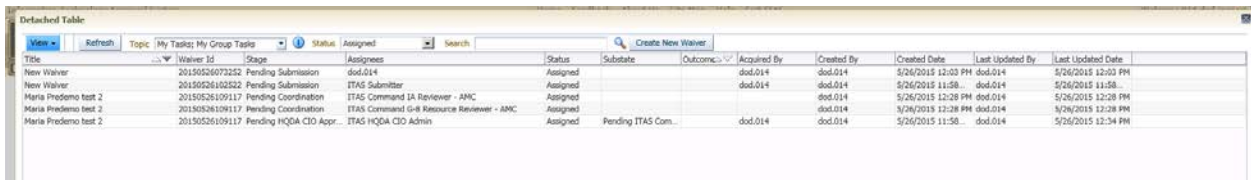
Information Technology Approval System

- Once the “Manage Column” is clicked, the user can manage columns to display or hide any columns desired



Detach

- Detaches the top section in the pop-up page for a better view

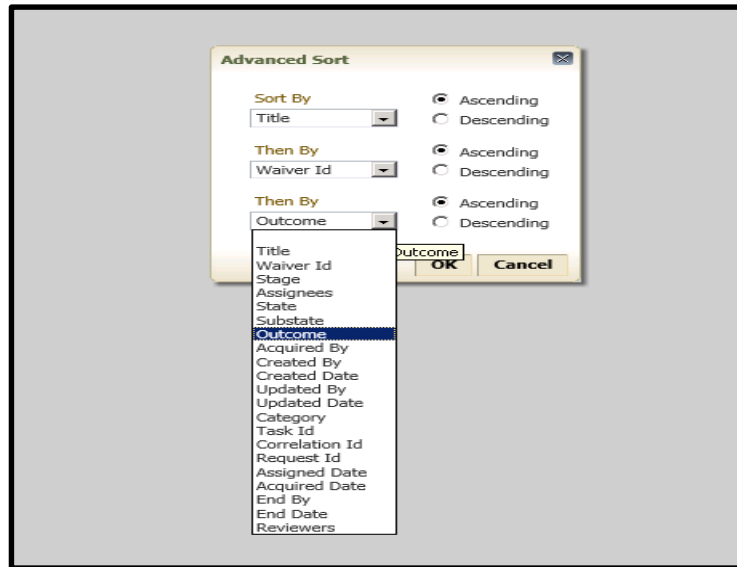


Sort

- Provides the ability to perform advanced sorting when the users want to sort the waiver by associating multiple columns (up to 3 columns) with the desired cascading order.

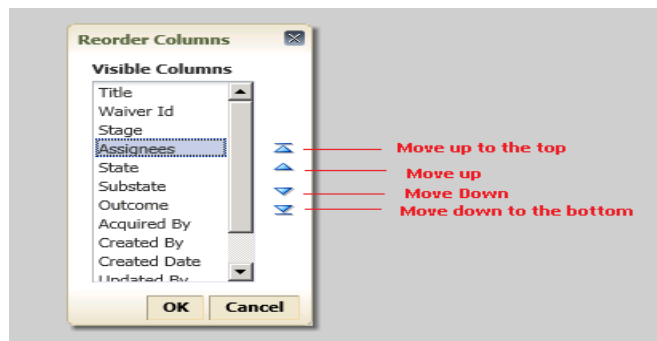


Information Technology Approval System



Reorder Columns

- Allows the user to reorder the displayed column to a preferred order



Refresh

- Allows the user to refresh current view

View ▾	Refresh	Topic	My Tasks; My Group Tasks ▾	Status	Assigned	Search	Create New Waiver
Title	Waiver Id	Stage	Assignees	Status	Substate	Outcome ▾	
New Waiver	20150526073252	Pending Submission	dod.014	Assigned			
New Waiver	20150526102522	Pending Submission	ITAS Submitter	Assigned			
Maria Predemo test 2	20150526109117	Pending Coordination	ITAS Command IA Reviewer - AMC	Assigned			
Maria Predemo test 2	20150526109117	Pending Coordination	ITAS Command G-8 Resource Reviewer - AMC	Assigned			
Maria Predemo test 2	20150526109117	Pending HQDA CIO Appr...	ITAS HQDA CIO Admin	Assigned	Pending ITAS Com...		

Topic & Status

- Presents the user with the default view to show any waiver assigned to the user and group

Information Technology Approval System

- Default selection is “My Group Tasks” which will display all waivers in which you are a member of
- Allows the user to change the topic to view any waiver or other topic type
- TIP: How do I see the status of any waiver? Click the Topic dropdown and select the “All Tasks” option. Utilize the “Search” field to find the exact waiver.
- Present the waiver by the state, default set to “Open”
- Allows the user to change the state to view any or other waiver status

Information System Buttons

- The blue “i” icon buttons found throughout ITAS provide additional information for the data element

Search

- Allows the user to search a waiver based on waiver title, waiver title partial name, waiver id etc.

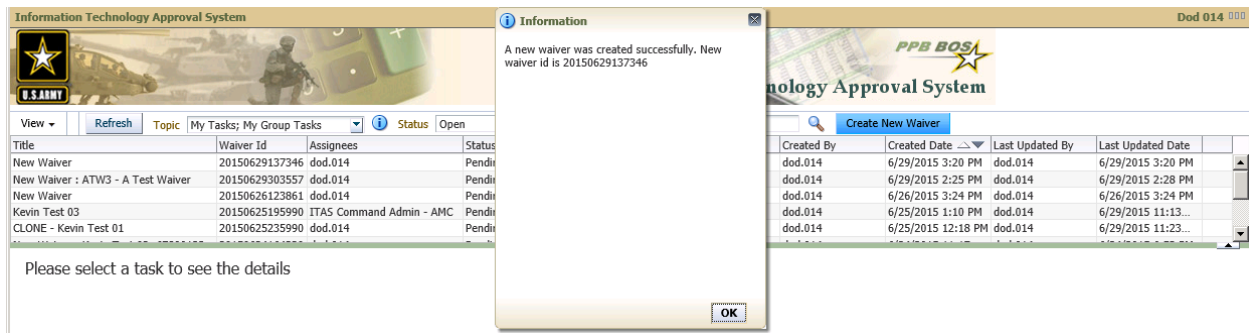
SECTION 5: CREATING A NEW WAIVER

Understanding Linkages to APMS

- Waivers are submitted against an open registered item in APMS
- Basic system information is retrieved for the item from APMS
- Financial and Resource linkage
 - o Retrieve APMS Budgeted funding for each ITAS Waiver
 - Key-4 combination
 - OSDPE (Office, Secretary of Defense Program Element)
 - Treasury Code
 - Validate ITAS funding against APMS budgeted funding
 - o Retrieve Data Center Information from APMS. Waivers submitted for a Data Center Record in APMS will automatically invoke a data center review by the HQDA CIO Admin
 - o Retrieve Internet Protocol Version 6 (IPV6) Compliance Information from APMS

How do I Create a New Waiver

In order to create a new waiver, click the “Create New Waiver” button on the main toolbar, a new Waiver ID will be assigned and new waiver form will be displayed at the lower section for user to enter their data.



Information Technology Approval System

Navigation Tree

Information Technology Approval System Exit ITAS Dod 014 000

View Refresh Topic All Status Completed - Approved Search Create New Waiver

Title	Waiver Id	Assignees	Status	Substate	Acquired By	Created By	Created Date	Last Updated By	Last Updated Date
ATW3 - A Test Waiver	20150629303557	ITAS NETCOM IA Reviewer	Completed - Approved			dod.014	6/29/2015 2:25 PM	dod.014	7/1/2015 8:54 AM
Testing re-assign	20150626123873	ITAS HQDA CIO Admin	Completed - Approved			dod.014	6/26/2015 3:12 PM	dod.014	6/29/2015 2:17 PM
ATW4 - Full Notifications Tests	20150626019396	ITAS 2nd Army IA Security R...	Completed - Approved			dod.014	6/26/2015 8:22 AM	dod.014	6/26/2015 8:26 AM
ATW4 - Full Notifications Tests	20150626019396	ITAS Command G-8 Resourc...	Completed - Approved			dod.014	6/26/2015 8:14 AM	dod.014	6/26/2015 8:15 AM
ATW4 - Full Notifications Tests	20150626019396	ITAS HQDA CIO Admin	Completed - Approved			dod.014	6/26/2015 8:09 AM	dod.014	6/26/2015 8:19 AM
ATW3 - Relocation Mescane Tests	20150625287567	ITAS Command G-8 Resourc...	Completed - Approved			dod.014	6/25/2015 10:57	dod.014	6/25/2015 10:57

Waiver Forms (20150626019396)

Clone Print Data Center Memo Approval Memo

☒ Policy Compliance

☒ APMS Information

☒ Basic Information

☒ Line Item

☒ Verification

☐ Funding

☐ Documents

Approval Tracking Forms

☒ SubOrg Review

☒ SubOrg G-6 Technical Review

☒ SubOrg G-8 Resource Review

☒ Command Review

☐ Command Admin Review

☐ Command G-8 Review

☐ Command IA Review

☒ HQDA CIO Review

☐ HQDA CIO Admin Review

☐ 2nd Army Review

☐ G3/5/7 Review

☐ HQDA CIO ADCCP Review

☐ NETCOM Review

[Consolidated Task History](#)

☒ Policy Compliance

Are you renewing software licenses not for a data center previously procured through CHES? No ☒

Are you procuring an IT Service Contract? No ☒

Is this a USMA procurement in support of the academic and cadet development mission? (6 June 2013 COTS-IT outside CHES Memo) No ☒

Is this procurement for a Non-PEO/PM manager MIP system? (6 June 2013 COTS-IT outside CHES Memo) No ☒

Will the procurements be through CHES? Yes ☒

Will the items being procurement be hosted or reside in a data center? Yes ☒

Will the item be a wireless procurement? No ☒

Are you procuring COTS-IT life cycle replacement using OPTempo (mission) or OCO funding? No ☒

Is the item on the DOD Unified Capabilities Approved Products List (UC APL)? Yes ☒

Does this IT Purchase Support a MARS system? No ☒

APMS Information

Basic Information

Line Item

Funding

Verification

Documents

Cloning a Waiver

Step 1: Locate the existing waiver that you want to clone

Step 2: Click on the Clone button.

Waiver Forms (20150707136743)

Unclaim Clone Print

☒ Policy Compliance

☒ APMS Information

☒ Basic Information

☒ Line Item

☒ Verification

☐ Funding

☐ Documents

Approval Tracking Forms

☒ Command Review

☐ Command Admin Review

☐ Command G-8 Review

[Consolidated Task History](#)

Policy Compliance

APMS Information

Basic Information

Line Item

Funding

Verification

Documents

A confirmation dialog will be displayed along with the new waiver id.

Information Technology Approval System

The screenshot shows the ITAS interface with a table of waivers. A confirmation dialog box is displayed over the table, stating: "A new waiver was successfully cloned. New waiver id is 20150707020302". The dialog box has an "OK" button.

Title	Waiver Id	Assignees	Status	Substate	Acquired By	Created By	Created Date	Last Updated By	Last Updated Date
New Waiver	20150707020302	dod.014	Pending Submission		dod.014	dod.014	7/7/2015 2:41 PM	dod.014	7/7/2015 2:41 PM
New Waiver : CLONE - CLONE - ATWS...	20150707219316	dod.014	Pending Submission		dod.014	dod.014	7/7/2015 2:38 PM	dod.014	7/7/2015 2:38 PM
workflow test	20150707226978	ITAS SubOrg G-8 Resource...	Pending SubOrg G-8 Res...		dod.001	dod.014	7/7/2015 2:27 PM	dod.001	7/7/2015 2:40 PM
afw_test	20150707191230	ITAS Command IA Reviewer...	Pending Coordination		dod.001	dod.014	7/7/2015 2:23 PM	dod.001	7/7/2015 2:24 PM
wrap test	20150707136743	ITAS Command Admin - AMC	Pending Command Appr...		dod.014	dod.014	7/7/2015 11:55 AM	dod.014	7/7/2015 2:35 PM
afw_test	20150707191230	dod.014	Pending Adjustment	Pending ITA...	dod.014	dod.014	7/7/2015 10:47 AM	dod.014	7/7/2015 1:31 PM
New Waiver	20150707006996	dod.014	Pending				7/7/2015 8:54 AM	dod.014	7/7/2015 8:54 AM

The new cloned waiver will have most of the data prefilled. The Subject will have the word “CLONE – “prepended. Customer Required by Date field will be blanked out. The Documents section will also be empty.

NOTE: It is not possible to clone a waiver associated with an APMS item that has been deleted.

Printing a Waiver

In order to print a waiver, click on the Print button to export the waiver in PDF format. Depending on the browser used, a dialog box similar to the one below will be displayed prompting the user to save or open the PDF file.

The screenshot shows the ITAS interface with the waiver form. The form has sections for Policy Compliance, APMS Information, Basic Information, Line Item, Verification, and Documents. The Documents section is expanded, showing a table with columns: File Name, Date Uploaded, Uploaded By, Document Type, and Purpose. The table is empty, with the text "No data to display" below it. A file save dialog box is displayed at the bottom, asking: "Do you want to open or save ITAS_Waiver_20150707020302.pdf from 127.0.0.1?". The dialog box has buttons for "Open", "Save", and "Cancel".

Policy Compliance Form

- Stoplight indicators are displayed to assist the user identify complete, partially complete and incomplete fields and forms.
 - o Green – Entire Waiver Form or individual data element is complete
 - o Yellow – Waiver Form is partially complete
 - o Red – Waiver Form or individual data element is missing or incomplete
- The left navigation tree will present the form completion status
 - o Green means the form is complete (all mandatory fields are entered)

Information Technology Approval System

- Yellow means the form is partial completed
- Red means no data is entered in the form
- By default, there are 4 questions will be asked. If the ITAS user answers any of these four questions with a “Yes”, the message on the screen “An ITAS Waiver is not required” will be displayed.
- The light next the field indicates if the field is a mandatory field. Once data is entered and form is saved, the light will turn green.
- The field fly-over message will be displayed when the user moves the mouse over this field and the message will provide the guidance.

NOTE: The initial four Policy Compliance questions will determine if a waiver is required.

▼ Waiver Forms (20150629137346)
● Policy Compliance

Policy Compliance

Are you renewing software licenses not for a data center previously procured through CHES5?	<input type="text"/>	●
Are you procuring an IT Service Contract?	<input type="text"/>	●
Is this a USMA procurement in support of the academic and cadet development mission? (6 June 2013 COTS-IT outside CHES5 Memo)	<input type="text"/>	●
Is this procurement for a Non-PEO/PM manager MIP system? (6 June 2013 COTS-IT outside CHES5 Memo)	<input type="text"/>	●

Save

- Based on the responses to the initial questions above, other policy compliance questions will be prompted (see below).
- The purpose of the questions below will trigger the corresponding workflow step(s) and the type of waiver.

▼ Waiver Forms (20150629137346)
● Policy Compliance

Policy Compliance

Are you renewing software licenses not for a data center previously procured through CHES5?	No	●
Are you procuring an IT Service Contract?	No	●
Is this a USMA procurement in support of the academic and cadet development mission? (6 June 2013 COTS-IT outside CHES5 Memo)	No	●
Is this procurement for a Non-PEO/PM manager MIP system? (6 June 2013 COTS-IT outside CHES5 Memo)	No	●
Will the procurements be through CHES5?	<input type="text"/>	●
Will the items being procurement be hosted or reside in a data center?	<input type="text"/>	●
Will the item be a wireless procurement?	<input type="text"/>	●
Are you procuring COTS-IT life cycle replacement using OPTEMPO (mission) or OCO funding?	<input type="text"/>	●
Is the item on the DOD Unified Capabilities Approved Products List (UC APL)?	<input type="text"/>	●
Does this IT Purchase Support a MARS system?	<input type="text"/>	●

Save

- The NextGen BPA question is prompted only the wireless question is answered with a “Yes”
- Once the Policy Compliance form is completed and the user saves the form, the indicator on the left navigation tree light will be green.

Information Technology Approval System

Waiver Forms

Policy Compliance

APMS Information

Basic Information

Purchase Request

Line Item

Verification

Documents

Approval Tracking Forms

Are you renewing software licenses not for a data center previously procured through CHES?

Are you procuring an IT Service Contract?

Is this a USMA procurement in support of the academic and cadet development mission? (6 June 2013 COTS-IT outside CHES Memo)

Is this procurement for a Non-PEO/PM manager MIP system? (6 June 2013 COTS-IT outside CHES Memo)

Will the procurements be through CHES?

Will the items being procurement be hosted or reside in a data center?

Will the item be a wireless procurement?

Is the NexGen BPA being used for this wireless procurement?

Are you procuring COTS-IT life cycle replacement using OPTEMPO (mission) or OCO funding?

Is the item on the DOD Unified Capabilities Approved Products List (UC APL)?

Does this IT Purchase Support a MARS system?

Save and continue

This question is prompted only if the previous question for wireless is Yes

APMS Information Form

The APMS Information Form is where the submitter associates the waiver against a registered investment in APMS.

- **IMPORTANT NOTES**
 - It is not possible to select an APMS item that has been initiated for deletion or for any type of transfer request
 - It is not possible to initiate a deletion request for an APMS investment that has an open waiver against it
 - A confirmation check to ensure the selected AITR # is valid and accurate will be performed by either the SubOrg Admin or the Command Admin during the workflow process. If it is not valid and accurate, the waiver will be returned to the submitter
 - Only one APMS system can be selected for the waiver. If more APMS system shall be associated, a separate waiver shall be requested.
 - APMS investments are tagged as being a Data Center. Messages will be displayed if there are inconsistencies with responses to the Data Center question on the Policy Compliance Form.

Waiver Forms (20150629001651)

Policy Compliance

APMS Information

Basic Information

Line Item

Verification

Documents

APMS Information

Warning: This APMS system is not indicated as an ADCCP registered Data Center, but the Data Center info available.

Warning: You indicated the Purchase Request is for a Data Center, however the APMS system you selected is not an ADCCP registered Data Center.

Please indicate the request investment from APMS that this purchase request is in direct support of

Search APMS

APMS System Basic Information

AITR Number (APMS ID) DA301474

APMS System Acronym ATS39

APMS System Name A TEST SYSTEM 39

APMS Acronym System Name ATS39 - A TEST SYSTEM 39

ok

APMS System Description

Command ACSIM

SubOrg ACSIM - [None]

Mission Area BMA

Domain BMA Financial Management

DOD SNaP-IT Bin

System - Mission Criticality MS

DITPR Number

IPv6 Compliance -

Enterprise Application Yes

Is the APMS system an ADCCP Registered Data Center? -

Data Center

Name of Affected Data Center Anchorage Military Entrance Processing Station

Information Technology Approval System

- There are a variety of ways to search for the appropriate APMS investment
- The search page will be popup to show the search criteria
- After the APMS item has been selected and the user confirms and saves, the General Information from APMS will be auto-populated into the ITAS waiver which prevents duplicative data entry.

▼ Waiver Forms (20150629137346)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Documents

APMS Information

Warning: You indicated the Purchase Request is not for a Data Center, however the APMS system you selected is an ADCCP registered Data Center.

Please indicate the request investment from APMS that this purchase request is in direct support of

☒ **APMS System Basic Information**

AITR Number (APMS ID)	DA301480 ●
APMS System Acronym	ATS44
APMS System Name	A TEST SYSTEM 44
APMS Acronym System Name	ATS44 - A TEST SYSTEM 44
ok	
APMS System Description	
Command	AMC
SubOrg	ACC - Army Contracting Command
Mission Area	WMA
Domain	WMA Battlespace Awareness
DOD SNaP-IT Bin	
System - Mission Criticality	MS
DITPR Number	
IPv6 Compliance	Yes
Enterprise Application	-
Is the APMS system an ADCCP Registered Data Center?	Yes

☒ **Data Center**

Name of Affected Data Center	DATA CENTER - ARL - APG
Data Center DoD Unique Id	DA301480
City	Aberdeen Proving Ground
State	MD
Country	USA
Facility (if applicable)	Aberdeen Proving Ground
Data Center Expected Closure Date	

Basic Information Form

- This Form is where the submitter completes general information about the waiver such as the Subject, Justification, and Priority.
- The Waiver Type is derived based on the responses in the “Policy Compliance” Form. The table below displays the logic to derive the various waiver types

▼ Waiver Forms (20150629137346)

- Policy Compliance
- APMS Information
- **Basic Information**
- Line Item
- Verification
- Documents

Basic Information

Subject	<input type="text"/>	●
Waiver Id	20150629137346	
Open Date	6/29/2015	
Waiver Status	Open	
Justification	<input type="text"/>	●
Justification Comments	<input type="text"/>	
Customer Required by Date	<input type="text"/>	●
Priority Level (Submitter Preference)	Routine	
Is this a COTS Lifecycle Technical Refresh Replacement IT Purchase Request?	<input type="text"/>	●
Waiver Type	<div><input type="checkbox"/> Outside CHESS <input checked="" type="checkbox"/> Inside CHESS - OPTEMPO <input checked="" type="checkbox"/> Inside CHESS - Wireless ● <input checked="" type="checkbox"/> Inside CHESS - Data Center <input type="checkbox"/> Outside-CHESS - Data Center</div>	

Information Technology Approval System

The Priority Level will be set based on the entered date and the following rules:

Customer Requested By Date	Priority Level
Within 7 calendar days of waiver submission date	Critical Work Stoppage
8 calendar days to 14 days of waiver submission date	Urgent
15 calendar days to 30 days of waiver submission date	High
Greater than 30 calendar days from waiver submission date	Routine

Will the procurements be through CHESS?	Will the items being procurement be hosted or reside in a data center?	Will the item is a wireless procurement?	Are you procuring COTS-IT life cycle replacement using OPTEMPO (mission) or OCO funding?	Outcome (which value shall be checked on Waiver Type field)
No	No	No	No	Outside CHESS
No	No	No	Yes	Outside CHESS
No	No	Yes	No	Outside CHESS
No	No	Yes	Yes	Outside CHESS
No	Yes	No	No	Outside CHESS Outside CHESS - Data Center
No	Yes	No	Yes	Outside CHESS Outside CHESS - Data Center
No	Yes	Yes	No	Outside CHESS Outside CHESS - Data Center
No	Yes	Yes	Yes	Outside CHESS Outside CHESS - Data Center
Yes	No	No	No	No Waiver is required
Yes	No	No	Yes	Inside CHESS - OPTEMPO
Yes	No	Yes	No	Inside CHESS - Wireless
Yes	No	Yes	Yes	Inside CHESS - OPTEMPO Inside CHESS - Wireless
Yes	Yes	No	No	Inside CHESS - Data Center
Yes	Yes	No	Yes	Inside CHESS - OPTEMPO Inside CHESS - Data Center
Yes	Yes	Yes	No	Inside CHESS - Wireless Inside CHESS - Data Center
Yes	Yes	Yes	Yes	Inside CHESS - OPTEMPO Inside CHESS - Wireless Inside CHESS - Data Center

Line Item Form

Users will be able to edit their waiver's Line Item before submission or if it's returned for adjustment.

Click on Line Item to enter line items data.

To enter line items offline using an excel file, download the template using the "Download Template" and enter the line items there.

To upload the line items, click on the "Browse" button and select the excel file.

Information Technology Approval System

▼ Waiver Forms (20150629137346)

- Policy Compliance
- APMS Information
- Basic Information
- **Line Item**
- Verification
- Documents

Line Items

Upload Line Items

Download Template

Select upload file

ITAS_LineItems_Template.xlsm

Browse...

Upload

Delete	#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost * (in Dollars)
No data to display										
Total Line Item Cost (in Dollars)										
<div>Add New Line Save Update</div>										

To upload the line items, click on the “Browse” button and select the excel file.

▼ Waiver Forms (20150629137346)

- Policy Compliance
- APMS Information
- Basic Information
- **Line Item**
- Verification
- Documents

Line Items

Upload Line Items

Download Template

Select upload file

Browse...

Upload

Delete	#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
<input type="checkbox"/>	1	Equipment/Software (OC	Wireless Devi	Packeteer	Comment1	iPhone		6	200	1,200
<input type="checkbox"/>	2	Supplies and Materials (i	Credit Card pu	Cisco	Comment2	Asus Router		8	300	2,400
Total Line Item Cost (in Dollars)										
<div>Add New Line Save Update</div>										

To add a new line item, click on the “Add New Line” button

▼ Waiver Forms (20150629137346)

- Policy Compliance
- APMS Information
- Basic Information
- **Line Item**
- Verification
- Documents

Line Items

Upload Line Items

Download Template

Select upload file

Browse...

Upload

Delete	#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
<input type="checkbox"/>	1	Equipment/Software (OC	Wireless Devi	Packeteer	Comment1	iPhone		6	200	1,200
<input type="checkbox"/>	2	Supplies and Materials (i	Credit Card pu	Cisco	Comment2	Asus Router		8	300	2,400
<input type="checkbox"/>	3							0	0	0
Total Line Item Cost (in Dollars)										
<div>Add New Line Save Update</div>										

The Sub Category dropdown list changes based on the Category selection

▼ Waiver Forms (20150629137346)

- Policy Compliance
- APMS Information
- Basic Information
- **Line Item**
- Verification
- Documents

Line Items

Upload Line Items

Download Template

Select upload file

Browse...

Upload

Delete	#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
<input type="checkbox"/>	1	Equipment/Software (OC	Wireless Devi	Packeteer	Comment1	iPhone		6	200	1,200
<input type="checkbox"/>	2	Supplies and Materials (i	Credit Card pu	Cisco	Comment2	Asus Router		8	300	2,400
<input type="checkbox"/>	3	Printing (OC 24)	Printing / Copier rental					0	0	0
Total Line Item Cost (in Dollars)										
<div>Add New Line Save Update</div>										

Vendor and Product Name can be entered manually or select from dropdown.

Information Technology Approval System

Waiver Forms (20150629137346)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item**
- Verification
- Documents

Line Items

Upload Line Items
Download Template
Select upload file Browse...
Upload

Delete	#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
<input type="checkbox"/>	1	Equipment/Software (OC)	Wireless Devi	Packeteer	Comment1	iPhone		6	200	1,200
<input type="checkbox"/>	2	Supplies and Materials (C	Credit Card pu	Cisco	Comment2	Asus Router		8	300	2,400
<input type="checkbox"/>	3	Printing (OC 24)	Printing / Copi					0	0	0
Total Line Item Cost (in Dollars)										

01 Communicue
2-Wire
2nd Story Software
3Com
3D Systems
3M
BX8
A10 Networks
AAXA Technologies
ABS Computer
AC Gears
ACD Systems
ADATA
ADS Tech
ADTRAN
AG Neovo
AKITIO
ALK Technologies
AMX, LLC
Search...

Since the Vendor and the Product Name list is too long, click the “Search...” button at the end of the dropdown to search for a value.

Waiver Forms (20150629137346)

Line Items

Upload Line Items
Download Template
Select upload file
Upload

Total Line Item Cost (in Dollars)

Search and Select: Vendor

Search Basic

Product Name

Search Reset

ROWDATA
01 Communicue
2-Wire
2nd Story Software
3Com
3D Systems
3M
BX8
A10 Networks
AAXA Technologies
ABS Computer
AC Gears
ACD Systems
ADATA
ADS Tech
ADTRAN
AG Neovo

OK Cancel

To narrow down the list, enter value in the “Product Name” and click the “Search” button to search.

Double click on an item to select the value, or click on the item and click the “OK” button.

Information Technology Approval System

Waiver Forms (20150629137346)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item**
- Verification
- Documents

Line Items

Upload Line Items

Download Template

Select upload file

Upload

Delete # Category * Sub Category * Vendor * Comments

Total Line Item Cost (in Dollars)

Search and Select: Vendor

Search

Product Name

Search Reset

ROWDATA

2-Wire

Amped Wireless

Datawind

Ipswitch

Rosewill

Sierra Wireless

SoftWin

Twinhead

Twisted Pair Solutions

Twitter Inc.

Victorinox Swiss Army

Wilbrain

WiebeTech

WinBook

WinBook Computer

OK Cancel

The Product Name dropdown list will change based on Vendor value.

After select/type in a Vendor, the Product Name will show products related to that Vendor. If the Vendor does not have any product, the whole Product Name list will be shown.

For example, select “Dell” in the Vendor List, and then click on the Product Name dropdown. The dropdown will only show Product related to “Dell” vendor.

Information Technology Approval System

Exit ITAS

View Refresh Topic My Tasks: My Group Tasks Status Open Search

Title Waiver Id Assignees Status Substate Acquired By

New Waiver 20150713231710 dod.014 Pending Submission dod.014

New Waiver : KP Test 20150713019042 dod.014 Pending Submission dod.014

New Waiver 20150708181769 dod.014 Pending Submission dod.014

New Waiver 20150707020302 dod.014 Pending Submission dod.014

afv_test 20150707191230 ITAS Command IA Reviewer... Pending Coordination dod.001

Waiver Forms (20150713231710)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item**
- Verification
- Documents

Line Items

Upload Line Items

Download Template

Select upload file Browse...

Upload

Delete # Category * Sub Category * Vendor * Comments

1 Equipment/Software (C) Wireless Device Packeteer Comment1

2 Supplies and Materials Credit Card pu Dell Comment2

3 Equipment/Software (C) Wireless Device Packeteer Comment1

4 Equipment/Software (C) Business Softw 3D Systems

Total Line Item Cost (in Dollars) 812

Add New Line Save Update

Dell 1/2/3/4/5/7/9/A/B/C/M/P/V-series (Inkjet, LaserJet, Multi...

Dell 1503FP, 1702FP, E173FP, E2014T, E207WFP, G2210T, P...

Dell Adamo, Alienware, Chromebook, Inspiron, Latitude, Pre...

Dell Alienware Area 51, Aurora, Chromebox, Dimension, Ins...

Dell Blade

Dell Inspiron Duo/Latitude 10/Streak/Venue (7,8,8 Pro,11 Pr...

Dell PowerApp.web 120

Dell PowerEdge 1750

Dell PowerEdge 2400

Dell PowerEdge 2650

Dell PowerEdge 2850

Dell PowerEdge 5005C

Dell PowerEdge 7150

Dell PowerEdge 750

Dell PowerEdge T620

Dell Precision Workstation 530

Dell Scanner

S4810

S4820T

Search...

Asus Router 2 3 6

iPhone 4 200 800

NetGear C3000 Wi-Fi 1 1 1

Line Cost (in Dollars)

To mark a line item for deletion, check the checkbox in the “Delete” column.

Waiver Forms (20150629137346)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item**
- Verification
- Documents

Line Items

Upload Line Items

Download Template

Select upload file Browse...

Upload

Delete # Category * Sub Category * Vendor * Comments

1 Equipment/Software (OC) Wireless Devic Packeteer Comment1

2 Supplies and Materials Credit Card pu Cisco Comment2

3 Printing (OC 24) Printing / Copi 2-Wire

4 Rents/Utilities (OC 23) Building Rentz not on the list

5 Equipment/Software (OC) Business Softw 01 Communique

Total Line Item Cost (in Dollars)

Add New Line Save Update

Product Name * UC APL Quantity * Unit Cost * (in Dollars) Line Cost (in Dollars)

iPhone 6 200 1,200

Asus Router 1 300 2,400

2-wire Analog P Yes 1 30 0

Not on the list 2 6 0

01 Communique 0 0 0

Click on the “Save Update” button to save all line items changes and remove line items that are marked to delete.

Information Technology Approval System

The application will check if a line item's vendor and product name is in the UC APL list and will mark that line with a "Yes" in the "UC APL" column.

The application will also check for completeness of a line item and will display the error message if it found an incomplete line item.

The Total Line Item will be re-calculated.

▼ Waiver Forms (20150629137346)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Documents

Line Items

☒ Upload Line Items

Select upload file

Error: Some of the line items are not completed. Please complete them before submission.

Delete	#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
<input type="checkbox"/>	1	Equipment/Software (OC 24)	Business Softw	01 Communique		01 Communique		0	0	0
<input type="checkbox"/>	2	Supplies and Materials (OC 24)	Credit Card pu	Cisco	Comment2	Asus Router		1	300	300
<input type="checkbox"/>	3	Printing (OC 24)	Printing / Cop	2-Wire		2-wire Analog P	Yes	1	30	30
<input type="checkbox"/>	4	Rents/Utilities (OC 23)	Building Rentz	not on the list		Not on the list		2	6	12

Total Line Item Cost (in Dollars) 342

Verification Form

- Allow the ITAS user to enter the verification information

▼ Waiver Forms

- Policy Compliance
- APMS Information
- Basic Information
- Purchase Request
- Line Item
- Verification**
- Documents

Verification

Efficiency Compliance ●

If not Efficiency Compliant, provide comment

Energy Efficient Compliance ●

If not Energy Efficient Compliant, provide comment

Trade Agreement Act Compliance ●

If not Trade Agreement Act Compliant, provide comment

IPv6 Compliance

If not IPv6 Compliant, provide comment

Additional Info

Reference Domain Strategy/Objective Comment

Document Upload Form

Users will be able to edit their waiver's supporting documents before submission or if it's returned for adjustment.

Information Technology Approval System

Documents

Upload New Document

Document Type

Purpose, if Other is chosen above

File to upload (max file size 5MB) Browse...

Upload

Delete	Download	File Name	Date Uploaded	Uploaded By	Document Type	Purpose
No data to display						

Users will be able to edit their waiver's Documents before submission or if it's returned for adjustment.

To upload a document, select the document type from the "Document Type" dropdown. If the document type is not one of the listed, select "Other" and enter a description of the document type in the field "Purpose, if Other is chosen above".

Documents

Upload New Document

Document Type

Purpose, if Other is chosen above

File to upload (max file size 5MB) Browse...

Upload

Delete	Download	File Name	Date Uploaded	Uploaded By	Document Type	Purpose
No data to display						

If no purpose was entered for "Other" Document Type, an error message will be displayed.

Documents

Upload New Document

Error: Purpose Required
Enter a Purpose for Document Type of 'Other'

Document Type

Purpose, if Other is chosen above

File to upload (max file size 5MB) Browse...

Upload

Delete	Download	File Name	Date Uploaded	Uploaded By	Document Type	Purpose
No data to display						

Click the "Browse" button to select a file. The file must be less than 5MB in size.

Documents

Upload New Document

Document Type

Purpose, if Other is chosen above

File to upload (max file size 5MB) Browse...

Upload

Delete	Download	File Name	Date Uploaded	Uploaded By	Document Type	Purpose
No data to display						

Click the "Upload" button to begin the upload process. Once the file is uploaded and is less than 5MB, the file will be listed in the table.

Information Technology Approval System

Waiver Forms (20150629137346)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Documents**

Documents

Upload New Document

Document Type:

Purpose, if Other is chosen above:

File to upload (max file size 5MB):

Delete	Download	File Name	Date Uploaded	Uploaded By	Document Type	Purpose
<input type="button" value="Delete"/>	<input type="button" value="Download"/>	_uploadtest3.txt	6/29/2015	dod.014	Validated IT Purchase Requirements Document	

If the file is larger than 5MB, an error will be displayed.

Waiver Forms (20150713231710)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Documents**

Documents

Upload New Document

Document Type: Other

Purpose, if Other is chosen above: test

File to upload (max file size 5MB):

Error

Error: file size is larger than 5M: 5889028

Delete	Download	File Name	Date Uploaded	Uploaded By	Document Type	Purpose
No data to display						

To download the uploaded document, click on the download icon in the “Download” column. To delete the uploaded document, click on the delete icon in the “Delete” column. A confirmation dialog will be displayed to confirm the deletion.

Waiver Forms (20150630164760)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Funding
- Documents**

Documents

Upload New Document

Document Type:

Purpose, if Other is chosen above:

File to upload (max file size 5MB):

Delete	Download	File Name	Date Uploaded	Uploaded By	Document Type	Purpose
<input type="button" value="Delete"/>	<input type="button" value="Download"/>	_uploadtest2.txt	6/30/2015	dod.014	Operational Needs Statement	

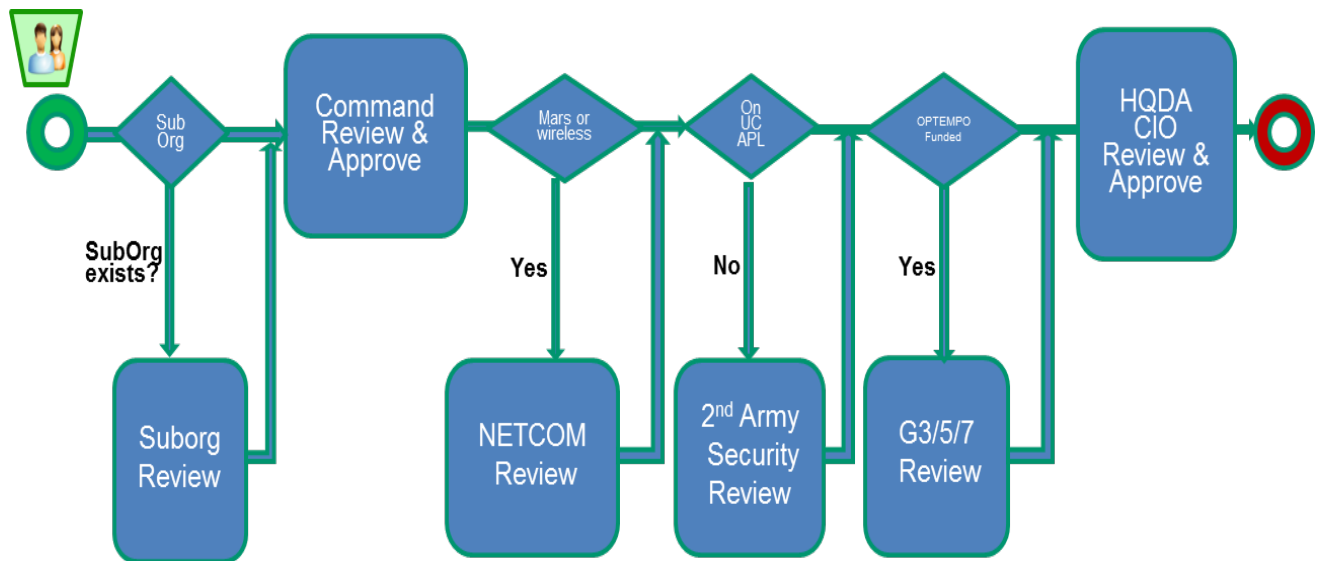
Confirm Delete Document

Are you sure you want to delete this document?

SECTION 6: WORKFLOW

The ITAS workflow is a standard and repeatable process and is dependent based on the responses to the Policy Compliance Form, type of waiver and the items being purchased. At each review step, there is a standard list of checks and validations to be performed before moving forward in the process. Additionally, there are built in feedback loops for rejected or returned waivers as well as a Command-level approval process for certain categories of items purchased. The figure below depicts the entire potential review process, however, all items will not have to be reviewed and approved by each of the parties below (e.g. the G-3/5/7 Review is only invoked if the purchase contains OPTEMPO funding).

Activities and mandatory reviews at each step in the process are detailed in the individual sections below.



Information Technology Approval System

General Information

The screenshot displays the Information Technology Approval System interface. At the top, there's a header bar with "Exit ITAS" and "Dod 014". Below this is a navigation bar with "View", "Refresh", "Topic", "Status", "Completed - Approved", "Search", and "Create New Waiver". The main area shows a table of waivers with columns: Title, Waiver Id, Assignees, Status, Substate, Acquired By, Created By, Created Date, Last Updated By, and Last Updated Date. The table lists several waivers, including "ATW3 - A Test Waiver" and "ATW4 - Full Notifications Tests".

Below the table, there's a section for "Waiver Forms (20150626019396)". This section includes a sidebar with a "Workflow Hierarchy" that dynamically expands to show various review steps: Policy Compliance, APMS Information, Basic Information, Line Item, Verification, Funding, Documents, Approval Tracking Forms, SubOrg Review, SubOrg G-6 Technical Review, SubOrg G-8 Resource Review, Command Review, Command Admin Review, Command G-8 Review, Command IA Review, HQDA CIO Review, HQDA CIO Admin Review, 2nd Army Review, G3/5/7 Review, HQDA CIO ADCCP Review, NETCOM Review, and Consolidated Task History. The "Consolidated Task History" is highlighted with a red box.

The main content area of the waiver form shows a "Policy Compliance" section with a list of questions and answers, each with a green dot indicating completion. The questions include: "Are you procuring an IT Service Contract?", "Is this a USMA procurement in support of the academic and cadet development mission?", "Is this procurement for a Non-PEO/PM manager MIP system?", "Will the procurements be through CHES?", "Will the items being procurement be hosted or reside in a data center?", "Will the item be a wireless procurement?", "Are you procuring COTS-IT life cycle replacement using OPTEMPO (mission) or OCO funding?", "Is the item on the DOD Unified Capabilities Approved Products List (UC APL)?", and "Does this IT Purchase Support a MARS system?".

Red text overlays on the screenshot state: "Stop Light Indicators Indicate Completeness" and "Workflow Hierarchy Dynamically Expands". A red box highlights the "Consolidated Task History" link in the sidebar, with red text stating: "Consolidated Task History details each approval step, outcome, action POC, date & time stamp".

Click on the Claim button to claim the waiver so the Admin can begin their review/approval process.

The screenshot shows the "Waiver Forms (20150706136344)" section. At the top, there are buttons for "Claim", "Clone", and "Print". Below these buttons is a list of sections: Policy Compliance, APMS Information, Basic Information, Line Item, Verification, and Documents. The "Documents" section is expanded, showing a table of documents.

File Name	Date Uploaded	Uploaded By	Document Type
_uploadtest2.txt	7/6/2015	dod.014	Statement of Non-Availability (

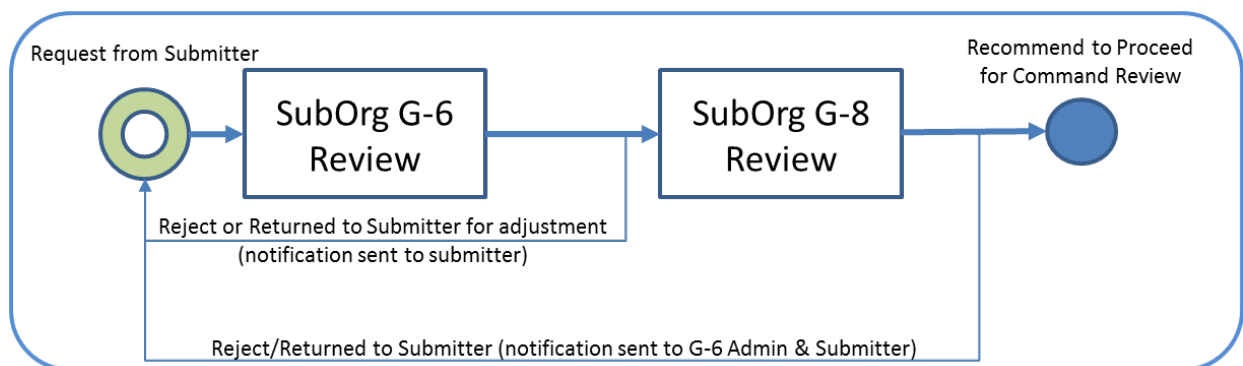
Information Technology Approval System

After the waiver is claimed, an Admin can change their mind and click on the Unclaim button to release the waiver so another Admin in their group can claim and take action.

The screenshot shows the ITAS system interface. On the left, there is a navigation pane with a tree view containing 'Waiver Forms (20150707136743)' and 'Approval Tracking Forms'. Under 'Waiver Forms', there are sub-items: Policy Compliance, APMS Information, Basic Information, Line Item, Verification, Funding, and Documents. Under 'Approval Tracking Forms', there are sub-items: Command Review, Command Admin Review, and Command G-8 Review. The main area displays the 'Waiver Forms (20150707136743)' form. At the top, there are three buttons: 'Unclaim' (highlighted with a red box), 'Clone', and 'Print'. Below these buttons, there are seven expandable sections: Policy Compliance, APMS Information, Basic Information, Line Item, Funding, Verification, and Documents. Each section has a dropdown arrow on the left.

ITAS Workflow

SubOrg Workflow Diagram



SubOrg G-6 Reviews & Mandatory Checklists

This is the SubOrg review form for SubOrg G-6 technical reviewer and SubOrg G-8 resource reviewer to validate and take action on a waiver. SubOrg G-6 technical reviewer will claim the request first. Once the request is claimed, SubOrg G-6 Technical Reviewer can go through the checklist, and provide the recommendation for approval, rejection and returning the waiver to the previous user for information. Upon clicking submit, the request will be sent to SubOrg G-8 Resource Reviewer.

Information Technology Approval System

Information Technology Approval System U.S. Army firstgov.gov Exit ITAS

View Refresh Topic My Tasks; My Group Tasks Status Open Search Create New Waiver

Title	Waiver Id	Assignees	Status	Substate	Acquired By	Created By
AAA - Test Waiver 2.2	20150728165370	ITAS SubOrg G-6 Technical Reviewer - AMC - TACOM...	Pending SubOrg G-6 Technical Review			001.dod.jasper
AAA - Test Waiver 2.1	20150728329008	ITAS Command G-8 Resource Reviewer - ACSIM	Pending Coordination			001.dod.jasper
New Waiver	20150728155083	001.dod.jasper	Pending Submission			001.dod.jasper
New Waiver	20150728125868	001.dod.jasper	Pending Submission		001.dod.jasper	001.dod.jasper

AAA - Test Waiver 2.2: Pending SubOrg G-6 Technical Review Current workflow status

Waiver Forms (20150728165370) Claim Clone Print

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Documents
- Approval Tracking Forms
 - SubOrg Review
 - SubOrg G-6 Technical Review Individual workflow form
- Consolidated Task History

Policy Compliance

Are you renewing software licenses not for a data center previously procured through CHES? No

Are you procuring an IT Service Contract? No

Is this a USMA procurement in support of the academic and cadet development mission? (6 June 2013 COTS-IT outside CHES Memo) No

Is this procurement for a Non-PEO/PM manager MIP system? (6 June 2013 COTS-IT outside CHES Memo) No

Will the procurements be through CHES? No

Will the items being procured be hosted or reside in a data center? No

Will the item be a wireless procurement? No

Are you procuring COTS-IT life cycle replacement using OPTEMPO (mission) or OCO funding? Yes

Is the item on the DoD Unified Capabilities Approved Products List (UC APL)? Yes

Does this IT purchase support a MARS system? Yes

APMS Information

Above and below, the SubOrg G-6 selects the item to act on and clicks “Claim” to lock the record.

Information Technology Approval System

View Refresh Topic My Tasks; My Group Tasks Status Open Search

Title	Waiver Id	Assignees	Status
AAA - Test Waiver 2.2	20150728165370	ITAS SubOrg G-6 Technical Reviewer - AMC - TACOM...	Pending SubOrg G-6 Technical Review
AAA - Test Waiver 2.1	20150728329008	ITAS Command G-8 Resource Reviewer - ACSIM	Pending Coordination
New Waiver	20150728155083	001.dod.jasper	Pending Submission
New Waiver	20150728125868	001.dod.jasper	Pending Submission

AAA - Test Waiver 2.2: Pending SubOrg G-6 Technical Review

Waiver Forms (20150728165370) SubOrg G-6 Technical Reviewer Checklist Individual Workflow Form Header

Claim

Verify APMS AITR Number is valid and accurate? No

Recommend Approval? No

Comments

SubOrg G-6 Technical Review

Consolidated Task History

After an administrator claims the waiver request, the “Acquired By” column in the inbox will display the user’s PKI ID displayed below.

Information Technology Approval System

Information Technology Approval System U.S. Army firstgov.gov Exit ITAS DoD 001

View Refresh Topic My Tasks; My Group Tasks Status Open Search Create New Waiver

"Acquired By" columns show the name of the user who claimed the waiver

Title	Waiver Id	Assignees	Status	Substate	Acquired By	Created By	Created Date	Last Updated By	Last Updated Date	Submitter Priority	Command Priority
AAA - Test Waiver 2.2	20150728165370	ITAS SubOrg G-6 Technical Reviewer - AMC - TACOM...	Pending SubOrg G-6 Technical Review		001.dod.jasper	001.dod.jasper	7/28/2015 10:30...	001.dod.jasper	7/28/2015 11:02...	High	Routine
AAA - Test Waiver 2.1	20150728329008	ITAS Command G-8 Resource Reviewer - ACSIM	Pending Coordination		001.dod.jasper	001.dod.jasper	7/28/2015 10:30...	001.dod.jasper	7/28/2015 10:30...	High	High
New Waiver	20150728155083	001.dod.jasper	Pending Submission		001.dod.jasper	001.dod.jasper	7/28/2015 10:24...	001.dod.jasper	7/28/2015 10:24...	Routine	Routine
New Waiver	20150728125868	001.dod.jasper	Pending Submission		001.dod.jasper	001.dod.jasper	7/28/2015 10:24...	001.dod.jasper	7/28/2015 10:29...	Routine	Routine

AAA - Test Waiver 2.2: Pending SubOrg G-6 Technical Review

Waiver Forms (20150728165370) SubOrg G-6 Technical Reviewer Checklist

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Documents
- Approval Tracking Forms
- SubOrg Review
- SubOrg G-6 Technical Review

Consolidated Task History

Verify APMS ATR Number is valid and accurate?

Recommend Approval?

Comments

Submit

Fields become editable after the waiver request is claimed.

“Unclaim” a waiver request for workflow review

The “Unclaim” function allows the locked waiver be released from the current acquirer, so an administrator at the same level can then claim and own the waiver. To “Unclaim” a waiver, the administrator who acquired this waiver (or other administrators at the same or higher level) can click the “Unclaim” button in the Summary page displayed below. The review form will be released for others to claim.

Information Technology Approval System U.S. Army firstgov.gov Exit ITAS

View Refresh Topic My Tasks; My Group Tasks Status Open Search Create New Waiver

Title	Waiver Id	Assignees	Status	Substate	Acquired By	Created By
AAA - Test Waiver 2.2	20150728165370	ITAS SubOrg G-6 Technical Reviewer - AMC - TACOM...	Pending SubOrg G-6 Technical Review		001.dod.jasper	001.dod.jasper
AAA - Test Waiver 2.1	20150728329008	ITAS Command G-8 Resource Reviewer - ACSIM	Pending Coordination		001.dod.jasper	001.dod.jasper
New Waiver	20150728155083	001.dod.jasper	Pending Submission		001.dod.jasper	001.dod.jasper
New Waiver	20150728125868	001.dod.jasper	Pending Submission		001.dod.jasper	001.dod.jasper

AAA - Test Waiver 2.2: Pending SubOrg G-6 Technical Review

Waiver Forms (20150728165370) Unclaim Clone Print

Unclaim from Summary Form

Policy Compliance

Are you renewing software licenses not for a data center previously procured through CHESS? No

Are you procuring an IT Service Contract? No

Is this a USMA procurement in support of the academic and cadet development mission? (6 June 2013 COTS-IT outside CHESS Memo) No

Is this procurement for a Non-PEO/PM manager MIP system? (6 June 2013 COTS-IT outside CHESS Memo) No

Will the procurements be through CHESS? No

Will the items being procured be hosted or reside in a data center? No

Will the item be a wireless procurement? No

Are you procuring COTS-IT life cycle replacement using OPTEMPO (mission) or OCO funding? Yes

Is the item on the DoD Unified Capabilities Approved Products List (UC APL)? Yes

Does this IT purchase support a MARS system? Yes

Information Technology Approval System

SubOrg Reviews

When a waiver is submitted to the workflow, ITAS system will examine if a SubOrg exists for the APMS system that the waiver is associated with. If the waiver is associated with an APMS system under a valid SubOrg, the ITAS SubOrg review will be triggered as the first workflow process step. If the waiver is associated with an APMS system under a “[None]” SubOrg, this step will be skipped.

For example, if a waiver is submitted for an APMS system under AMC – [None], the waiver will be sent to AMC Command directly; if a waiver is submitted for an APMS system under “AMC – ACC – Army Contracting Command”, the waiver will be sent to administrator of “AMC – ACC – Army Contracting Command” SubOrg.

AAA - Test Waiver 2.2: Pending SubOrg G-6 Technical Review

The screenshot shows the 'SubOrg G-6 Technical Review Checklist' for Waiver Forms (20150728165370). The checklist includes a 'Claim' button and a 'Verify APMS AITR Number is valid and accurate?' checkbox. The 'Recommend Approval?' checkbox is also present. The 'Comments' field is at the bottom. The 'Approval Tracking Forms' section shows 'SubOrg Review' as the first workflow step for a waiver submitted for subOrg NOT NONE.

Item	Status
Policy Compliance	Completed
APMS Information	Completed
Basic Information	Completed
Line Item	Completed
Verification	Completed
Documents	Completed
SubOrg Review	1st Workflow Step for a waiver submitted for subOrg NOT NONE

Screen shot above displays the item with an associated SubOrg being processes for SubOrg review. The screen shot below, depicts an item skipping the SubOrg step.

AAA - Test Waiver 2.3: Pending Command Approval

The screenshot shows the 'Command Admin/Command G-6 Technical Review Checklist' for Waiver Forms (20150728053635). The checklist includes a 'Claim' button and a 'Verify APMS AITR Number is valid and accurate?' checkbox. The 'Is this a Defense Business System with a Valid Certification?' checkbox is also present. The 'Verify IT Waiver Request Meets Efficiency Best Practices ?' checkbox is also present. The 'Verify IT Waiver Request is Energy Compliant?' checkbox is also present. The 'Verify IT Waiver Aligns to the Command Strategy?' checkbox is also present. The 'Review Life Cycle Request for life cycle replacement and Provide the Description of What Will Happen to the Equipment Being Replaced?' checkbox is also present. The 'Description of Equipment Being Replaced' field is at the bottom. The 'Review DOTMLPF?' checkbox is also present. The 'IPv6 Compliance' field is at the bottom. The 'If not Compliant to IPV6, provide comments' field is at the bottom. The 'Accept Risk for IPV6 Not Compliant?' checkbox is also present. The 'Priority Level' field is at the bottom. The 'Recommend Approval?' checkbox is also present. The 'Comments' field is at the bottom. The 'Approval Tracking Forms' section shows 'Command Review' as the first workflow step for a waiver submitted for system' suborg is NONE.

Item	Status
Policy Compliance	Completed
APMS Information	Completed
Basic Information	Completed
Line Item	Completed
Verification	Completed
Documents	Completed
Command Review	1st Workflow step for a waiver submitted for system' suborg is NONE

Information Technology Approval System

SubOrg G-6 Technical Review

The ITAS SubOrg G-6 Technical Reviewer can click on the “SubOrg G-6 Technical Review” from the left navigation panel to begin the SubOrg G-6 Technical Review Process. The ITAS SubOrg G-6 Technical Reviewer must first claim the waiver for reviewing.

Waiver Forms (20150727280670)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Documents

Approval Tracking Forms

- SubOrg Review
- SubOrg G-6 Technical Review**
- Consolidated Task History

SubOrg G-6 Technical Reviewer Checklist

Claim

Verify APMS AITR Number is valid and accurate? ●

Recommend Approval? ●

Comments

Upon clicking the “Claim”, the SubOrg G-6 Technical Review form becomes editable displayed below.

Waiver Forms (20150727280670)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Documents

Approval Tracking Forms

- SubOrg Review
- SubOrg G-6 Technical Review**
- Consolidated Task History

SubOrg G-6 Technical Reviewer Checklist

Verify APMS AITR Number is valid and accurate? [] ●

Recommend Approval? [] ●

Comments

Submit

The first question for SubOrg G-6 Technical Reviewer is to validate if the APMS AITR Number is valid and accurate. Once the SubOrg G-6 Technical Reviewer selects “Yes”, the following questions will be rendered and prompted for answers.

Waiver Forms (20150727280670)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Documents

Approval Tracking Forms

- SubOrg Review
- SubOrg G-6 Technical Review**
- Consolidated Task History

SubOrg G-6 Technical Reviewer Checklist

Verify APMS AITR Number is valid and accurate? [Yes] ●

Verify IT Waiver Request Meets Efficiency Best Practices? [] ●

Verify IT Waiver Request is Energy Compliant? [] ●

Recommend Approval? [] ●

Comments

Submit

SubOrg G-6 Technical Review can either recommend approval which will move the waiver to the next level admin, or reject the waiver which will reject and permanently close the waiver, or return the waiver to the submitter for adjustments. When a waiver is returned to the submitter, the submitter will be notified through email and can claim the wavier for modification.

Information Technology Approval System

Waiver Forms (20150727280670)

SubOrg G-6 Technical Reviewer Checklist

Policy Compliance

APMS Information

Basic Information

Line Item

Verification

Documents

Approval Tracking Forms

SubOrg Review

SubOrg G-6 Technical Review

Consolidated Task History

Verify APMS AITR Number is valid and accurate? Yes

Verify IT Waiver Request Meets Efficiency Best Practices? Yes

Verify IT Waiver Request is Energy Compliant? Yes

Recommend Approval?

Comments

Submit

Mouse Over Message for field

Please recommend Approval, rejection or return to the previous user for adjustments.

Outcome of reviews

With the SubOrg G-6 Technical Reviewer's approval submission, the workflow will move the waiver to the SubOrg G-8 Resource Review and the light indicator next to "SubOrg G-6 Technical Review" at the left navigation panel will turn green.

SubOrg G-8 Reviews & Applying Funding

This step in the process is where resources are assigned to the waiver request. The SubOrg G-8 Resource Reviewer will be notified through email when the item is in their queue and can claim the request.

SubOrg G-8 Resource Review Form contains the following sections:

Line Items

- This line items table is read only and line items data is copied from Line Item Form

Funding Data in APMS for an AITR Number (in Dollars)

- This funding data table is read only and funding data is copied from APMS system
- The AITR Number will be shown for a reference

ITAS G-8 Entered Funding Data

- This G-8 Entered Funding Data table is editable once the waiver is claimed by G-8
- G-8 Resource Reviewer can allocate the APMS funding for the ITAS line items

Review Section

- Allows G-8 Resource Reviewers to approve, reject or return the waiver to the submitter
- Allow G-8 Resource Reviewer to enter comments if any

Information Technology Approval System

Waiver Forms (20150727280670)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Funding
- Documents

Approval Tracking Forms

- SubOrg Review
- SubOrg G-6 Technical Review
- SubOrg G-8 Resource Review**

Consolidated Task History

SubOrg G-8 Resource Review Checklist

Claim

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Supplies and Mate...	Electronic/Commu...	ZZZ		ZZZ Copier		1	121	121
2	Rents/Utilities (OC...	Power Costs: Elect...	AMX, LLC		Enova DVX-315SH...	Yes	1	200	200
3	Services (OC 25)	Remote Managem...	3M		10500		1	100	100

Total Line Item Cost (in Dollars) 421

Funding Data in APMS for DA301386 (in dollars)												
Funding Source	Mdep	Appn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014	FY2015	FY2016	FY2017
BASE_DOLLARS	A2AA	OMA	SS	421010000	220	Sustainment	Budgeted	0	0	0	0	0
OCO	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0	0	0
BASE_DOLLARS	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0	0	0
BASE_DOLLARS	FL6P	ACFT		A01234000	500		Budgeted	0	0	0	0	443434000
BASE_DOLLARS	FL6P	ACFT		A02700000	500		Budgeted	0	0	0	0	0

Budgeted Data Last Updated By and Date : dod.014 at 2015-04-16 13:45:34

G-8 Entered Funding Data

Funding Lines 1, 2 and 3 are not fully entered.
Line Items 1, 2 and 3 are not fully funded.

#	Line Item	CI Code	Funding Source	Mdep	Appn	Ape	Cmd	FY	Amount
1	1	2615							
2	2	233L							
3	3	251K							

Last Updated By and Date :

AITR Number (APMS ID) DA301386

Recommend Approval? ☐

Comments

First, the SubOrg G-8 Resource Reviewer should “Claim” the item so the form becomes editable as displayed above and below.

Waiver Forms (20150727280670)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Funding
- Documents

Approval Tracking Forms

- SubOrg Review
- SubOrg G-6 Technical Review
- SubOrg G-8 Resource Review**

Consolidated Task History

SubOrg G-8 Resource Review Checklist

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Supplies and Mate...	Electronic/Commu...	ZZZ		ZZZ Copier		1	121	121
2	Rents/Utilities (OC...	Power Costs: Elect...	AMX, LLC		Enova DVX-315SH...	Yes	1	200	200
3	Services (OC 25)	Remote Managem...	3M		10500		1	100	100

Total Line Item Cost (in Dollars) 421

Funding Data in APMS for DA301386 (in dollars)												
Funding Source	Mdep	Appn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014	FY2015	FY2016	FY2017
BASE_DOLLARS	A2AA	OMA	SS	421010000	220	Sustainment	Budgeted	0	0	0	0	0
OCO	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0	0	0
BASE_DOLLARS	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0	0	0
BASE_DOLLARS	FL6P	ACFT		A01234000	500		Budgeted	0	0	0	0	0
BASE_DOLLARS	FL6P	ACFT		A02700000	500		Budgeted	0	0	0	0	0

Budgeted Data Last Updated By and Date : dod.014 at 2015-04-16 13:45:34

G-8 Entered Funding Data

Funding Lines 1, 2 and 3 are not fully entered.
Line Items 1, 2 and 3 are not fully funded.

#	Line Item	CI Code	Funding Source	Mdep	Appn	Ape	Cmd	FY	Amount
<input type="checkbox"/>	1	2615							
<input type="checkbox"/>	2	233L							
<input type="checkbox"/>	3	251K							

Add New Line Delete Selections Apply Funding Selections Save Funding Info

Last Updated By and Date :

AITR Number (APMS ID) DA301386

Recommend Approval? ☐

Comments

Submit Save Changes

After assigning resources, the SubOrg G-8 Resource Review can recommend approval which will move the waiver to the next level admin, or if there are issues, they can reject the waiver

Information Technology Approval System

which will permanently close the waiver, or return the waiver to the submitter for adjustments. When a waiver is returned to the submitter, the submitter will be notified through email and can make any adjustments. When the SubOrg G-8 Resource Review assigns the resources and there are no issues or errors, they can click “Submit” to move the waiver to the next level review, or save the current changes by clicking “Save Changes” then go back at a later time to submit the waiver.

AITR Number (APMS ID) DA301386

Recommend Approval?

Comments

Yes
No
Return to Submitter for Adjustments

Submit Save Changes

Please recommend Approval, rejection or return to the previous user for adjustments.

Mouse Over Message

Outcome of SubOrg G-8 Resource Review

Once the SubOrg G-8 Resource Technical Reviewer submits the approval, the workflow will move the waiver to the Command Review step and the light indicator next to “SubOrg G-8 Resource Review” at the left navigation panel will turn green.

SubOrg G-8 Entered Funding Data

The “ITAS G-8 Entered Funding Data” can be edited by SubOrg G-8 Resource Reviewers and Command G-8 Resource Reviewers. The G-8 Resource Reviewer can

- Add New Line – Enter a new funding line
- Delete Selections – Deleted existing funding line(s) and reset to the system default
- Apply Funding Selections – Apply the same Key-4 funding to all or selected lines
- Save Funding Info – Save the funding data and trigger the system validation

By default, the “G-8 Entered Funding data” will show the same number of funding lines that match to lines in the “Line Items” table. If additional lines are required, G-8 Resource Reviewer can click “Add New Line” to add a new funding line.

Note: Column “CI” (Commitment ID) is derived based on the category and subcategory in each Line Item.

Information Technology Approval System

Waiver Forms (20150728165370)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Funding
- Documents

Approval Tracking Forms

- SubOrg Review
- SubOrg G-6 Technical Review
- SubOrg G-8 Resource Review

Consolidated Task History

SubOrg G-8 Resource Reviewer Checklist

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Rent/Utilities (OC	Power Cords: Elect...	AMV, LLC		Enova DVX-315SH...	Yes	1	1,221	1,221
2	Services (OC 25)	Enterprise E-Mail	Nokia		Nokia N610 Intern...		2	350	700
3	Supplies and Mate	Electronic/Commu	///		/// Copier		1	171	171

Total Line Item Cost (in Dollars) 2,042

G-8 Entered Funding Data

Funding Lines 1, 2 and 3 are not fully entered.
Line Items 1, 2 and 3 are not fully funded.

Funding Source	Mdep	Appn	Ape	Cmd	Usage	Type	FY2013	FY2014	FY2015	FY2016	FY2017
BASE_DOLLARS	STAC	OMA	SS	422123000	6A0	Sustainment	Budgeted	0	30000	20000	20000

Budgeted Data Last Updated By and Date : ADMIN at 2013-01-14 11:27:44

G-8 Entered Funding Data

Funding Lines 1, 2 and 3 are not fully entered.
Line Items 1, 2 and 3 are not fully funded.

#	Line Item	CI Code	Funding Source	Mdep	Appn	Ape	Cmd	FY	Amount
1	1	233L							
2	2	257H							
3	3	261S							

Add New Line Delete Selections Apply Funding Selections Save Funding Info

Last Updated By and Date :

Annotations:

- G-8 Entered Funding Data lines match to this Line Items
- Funding Source must be a subset of APMS funding data
- Funded Amount must equal to the amount for each line in "Line Items" and less or equal to what is APMS for the specified FY

Depending on the number of items in the waiver and the various funding sources identified in APMS, the G-8 Resource Reviewer will have a variety of methods to associate funding to the waiver. Also, depending on the type of funding appropriation, they can use multi-year funding from APMS.

As displayed below, there are four main sections to the G-8 Resource Review Form:

- 1) The Submitter Waiver Request Section
- 2) The available resource funding pulled and read-only from APMS
- 3) The G-8 reviewer resource funding allocation section
- 4) The G-8 waiver recommendation section

Waiver Forms (20150706126244)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Funding
- Documents

Approval Tracking Forms

- Command Review
- Command Admin Review
- Command G-8 Review

Consolidated Task History

Command G-8 Resource Reviewer Checklist

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Supplies and Mate	Credit Card purch...	2-Wire	Comment2	2-Wire Analog Pho...	Yes	1	10	10
2	Equipment/Softwa	Wireless Devices	Packeteer	Comment1	iPhone		1	20	20
3	Equipment/Softwa	Commercially Dev...	APMS, LLC		29605P		4	5	20

Total Line Item Cost (in Dollars) 50

Funding Data in APMS for DA301890 (in dollars)

Funding Source	Mdep	Appn	Ape	Cmd	Usage	Type	FY2013	FY2014
BASE_DOLLARS	AS21	OMA	SS	422124000	220	Dev/Prod	Budgeted	0
BASE_DOLLARS	AS21	OMA	SS	422129533	3F2	Sustainment	Budgeted	0
BASE_DOLLARS	AS22	OMA	SS	522129233	6X0	Sustainment	Budgeted	0

Budgeted Data Last Updated By and Date : dcd.014 at 2015-06-10 17:54:57

G-8 Entered Funding Data

Funding Lines 1, 2 and 3 are not fully entered.
Line Items 1, 2 and 3 are not fully funded.

Select	#	Line Item	CI Code	Funding Source	Mdep	Appn	Ape	Cmd	FY	Amount
<input type="checkbox"/>	1	1	268B							
<input type="checkbox"/>	2	2	310K							
<input type="checkbox"/>	3	3	310G							

Add New Line Delete Selections Apply Funding Selections Save Funding Info

Last Updated By and Date :

Recommend Approval?

Approve or Disapprove (rejects it back in workflow)

Submit Save Changes

Annotations:

- Submitters Waiver Request Info
- APMS Funding Information
- Allocate Waiver to APMS Funding
- Dynamically Expands

Form is free of errors, selecting "Approve" and clicking "Submit" will forward the waiver to next step in the process

- Form is not free of errors or APMS funding issue(s)
- Saves information to return later

Information Technology Approval System

As displayed below, the G-8 can allocate an entire line item from the waiver to an entry from APMS.

IMPORTANT NOTE: It is only possible to select a funding source that has been identified in APMS.

7 Waiver Forms (20150726165370) SubOrg G-8 Resource Reviewer Checklist

Policy Compliance
APMS Information
Basic Information
Line Item
Verification
Funding
Documents

7 Approval Tracking Forms
17 SubOrg Review
SubOrg G-6 Technical Review
SubOrg G-8 Resource Review
Consolidated Task History

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Rents/Utilities (OC...	Power Costs: Elect...	AMX, LLC		Enova DVN-3155H...	Yes	1	1,221	1,221
2	Services (OC 25)	Enterprise E-Mail	Nokia		Nokia NB10 Intern...		2	350	700
3	Supplies and Mate...	Electronic/Commu...	LLC		LLC Copier		1	121	121

Total Line Item Cost (in Dollars) 2,042

Funding Data in APMS for DA03788 (in dollars)												
Funding Source	Mdep	Appn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014	FY2015	FY2016	FY2017
BASE_DOLLARS	STAC	OMA	SS	422123000	640	Sustainment	Budgeted	0	30000	20000	20000	0

Budgeted Data Last Updated By and Date : ADMIN at 2013-01-14 11:27:44

G-8 Entered Funding Data

Funding Lines 1, 2 and 3 are not fully entered.
Line Items 1, 2 and 3 are not fully funded.

Warning Message to show the funding status

#	Line Item	CI Code	Funding Source	Mdep	Appn	Ape	Cmd	FY	Amount
1	1	233L	BASE_DOLLAR	STAC	OMA	422123000	640	FY2015	1,221
2	2	257H							
3	3	261S							

Add New Line Delete Selections Apply Funding Selections Save Funding Info

Last Updated By and Date :

Note: G-6 funded amount must be less or equal to the amount in APMS

Since the G-6 Resource Reviewer selects the "Funding Source", the key-4 for the selected funding source will be rendered automatically. Once the FY is specified, the amount will be populated by default. If the G-8 only requests a partial amount from the key-4, G-8 can enter a new line to fund the line item.

In the example below, a single waiver funding line can be split across fiscal year data from APMS. For line item #1, \$1000 is associated with FY15 funds and the remainder is associated with FY16 funds. Likewise, if there were multiple funding sources in APMS, they could apply across multiple funding lines and fiscal years.

Information Technology Approval System

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Funding
- Documents
- Approval Tracking Forms
- SubOrg Review
- SubOrg G-6 Technical Review
- SubOrg G-8 Resource Review**
- Consolidated Task History

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Rents/Utilities (OC	Power Costs: Elect.	AMX, LLC		Enova DVX-3155H	Yes	1	1,221	1,221
2	Services (UC 25)	Enterprise E-Mail	Nokia		Nokia N610 Intern...		2	350	700
3	Supplies and Mate...	Electronic/Commu...	ZZZ		ZZZ Copier		1	121	121

Total Line Item Cost (in Dollars) 2,042

Funding Data in APMS for DA03788 (in dollars)											
Funding Source	Mdep	Appn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014	FY2015	FY2016
BASE_DOLLARS	STAC	OMA	SS	422123000	6A0	Sustainment	Budgeted	0	30000	20000	20000

Budgeted Data Last Updated By and Date : ADMIN at 2013-01-14 11:27:44

G-8 Entered Funding Data

Funding Line 3 is not fully entered.
Warning: Funding for line items, 2 have not been accounted for.
Line Items 2 and 3 are not fully funded.

As the #1 line item is fulfilled, the error message for #1 is passed, now we need to cover the funding for #2 and #3

Funding for the line item #1 is from different funding source or Fiscal Year (FY), the total amount fulfill the funding for #1 line item

<input type="checkbox"/>	#	Line Item	CI Code	Funding Source	Mdep	Appn	Ape	Cmd	FY	Amount
<input type="checkbox"/>	1	1	233L	BASE_DOLLAR	STAC	OMA	422123000	6A0	FY2015	1,000
<input type="checkbox"/>	2	1	233L	BASE_DOLLAR	STAC	OMA	422123000	6A0	FY2016	221
<input type="checkbox"/>	3	3	2615			OMA				

Last Updated By and Date : 001.dod.jasper.7541224537 at 2015-07-28 12:47:28 <- The G-8 user's most recent entry is logged

When the G-8 Resource Reviewer wants to use the same funding source to apply to all or selected Line Items, they can check the top checkbox to select all items, or select the desired line and click “Apply Funding Selections”, a new pop up window will be displayed for G-8 to select the funding source and the same Key-4 selection will be applied to all items.

Show-stopper - as displayed below, when there is no funding associated with the APMS item, it will not be possible for the resource reviewer to complete their step in the ITAS process. The system owner for the APMS item will be required to enter their resource information in APMS in order for the waiver to proceed.

Information Technology Approval System

Waiver Forms (20150728257646)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Funding
- Documents

Approval Tracking Forms

- Command Review
- Command Admin Review
- Command G-8 Review**

Consolidated Task History

Command G-8 Resource Reviewer Checklist

Line Items									
#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Equipment/Softwa...	Business Software...	Dell		Dell 1503FP, 1702...		1	14	14
2	Equipment/Softwa...	Wireless Devices [...	Packeteer	Comment1	iPhone		6	12	72
3	Supplies and Mate...	Credit Card purch...	Cisco	Comment2	Asus Router		8	13	104

Total Line Item Cost (in Dollars) 190

Funding Data in APMS for DA301578 (in dollars)

Funding Source	Mdep	Appn	PEG	Ape	Cmd	Usage	Type	FY2013	FY201
No data to display									

Budgeted Data Last Updated By and Date :

G-8 Entered Funding Data

Funding Lines 1, 2 and 3 are not fully entered.
Line Items 1, 2 and 3 are not fully funded.

Select All Lines

<input checked="" type="checkbox"/>	#	Line Item	CI Code	Funding Source	Mdep	Appn
<input checked="" type="checkbox"/>	1	1	310G			
<input checked="" type="checkbox"/>	2	2	310X			
<input checked="" type="checkbox"/>	3	3	26RB			

Add New Line Delete Selections **Apply Funding Selections** Save Funding Info

Last Updated By and Date :

AITR Number (APMS ID) DA301578
Recommend Annual?

Select Funding Source
Funding Source
MDEP
APPN
APE
CMD
Apply
Cancel

"Select Funding Source" window will pop up when click "Apply Funding Selections"

Since there is no funding in APMS, the "Select Funding Source" will show the blank selection.

Select Funding Source
Funding Source
MDEP
APPN
APE
CMD
Apply
Cancel

When the APMS funding amounts are available and the "Selection Funding Source" will show the available funding source and Key-4 data in the dropdowns. The SubOrg G-8 Resource Review can select data from the dropdown and then click "Apply", the selected funding source with key-4 will be applied to the checked lines

Information Technology Approval System

SubOrg G-8 Resource Review
Consolidated Task History

Funding Data in APMS for DA301386 (in dollars)

Funding Source	Mdep	Appn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014	FY2015	FY2016
BASE_DOLLARS	A2AA	OMA	SS	421010000	220	Sustainment	Budgeted	0	0	0	0
OCO	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0	0
BASE_DOLLARS	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0	0
BASE_DOLLARS	FL6P	ACFT		A01234000	SD0	Sustainment	Budgeted	0	0	0	0
BASE_DOLLARS	FL6P	ACFT		A02700000	SEO	Sustainment	Budgeted	0	20000	20000	20000

Budgeted Data Last Updated By and Date : dod.014 at 2015-04-16 13:45:34

G-8 Entered Funding Data
Funding Lines 1, 2 and 3 are not fully entered.
Line Items 1, 2 and 3 are not fully funded.

#	Line Item	CI Code	Funding Source	Mdep	Appn	Ape	Amount
1	1	233L					
2	2	251K					
3	3	2615					

Select Funding Source

Funding Source: **BASE_DOLLARS**
MDE: **OCO**
APPN: **OMA**
APE: **SS**
CMD: **220**

Apply
Cancel

ATIR Number (APMS ID): DA301386
Recommend Approval? No

Once the “Select Funding Source” popup is chosen and SubOrg G-8 Resource Reviewer clicks “Apply”, the Funding source with the key-4 will apply to all selected funding lines except for FY and Amount columns. SubOrg G-8 Resource Reviewer can enter the FY and Amount information

basic information
Line Item
Verification
Funding
Documents

Approval Tracking Forms
SubOrg Review
SubOrg G-6 Technical Review
SubOrg G-8 Resource Review

Consolidated Task History

#	Category*	Sub Category*	Vendor*	Comments	Product Name*	UC APL	Quantity*	Unit Cost* (in Dollars)	Line Cost (in Dollars)
1	Rents/Utilities (OC...	Power Costs: Elect...	MX, LLC		Enova DVX-3155H...	Yes	1	200	200
2	Services (OC 25)	Remote Managem...	HM		10500		1	100	100
3	Supplies and Mate...	Electronic/Commu...	ZZZ		ZZZ Copier		1	121	121

Total Line Item Cost (in Dollars) 421

Funding Data in APMS for DA301386 (in dollars)

Funding Source	Mdep	Appn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014	FY2015
BASE_DOLLARS	A2AA	OMA	SS	421010000	220	Sustainment	Budgeted	0	0	0
OCO	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0
BASE_DOLLARS	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0
BASE_DOLLARS	FL6P	ACFT		A01234000	SD0	Sustainment	Budgeted	0	0	0
BASE_DOLLARS	FL6P	ACFT		A02700000	SEO	Sustainment	Budgeted	0	20000	20000

Budgeted Data Last Updated By and Date : dod.014 at 2015-04-16 13:45:34

G-8 Entered Funding Data
Funding Lines 1, 2 and 3 are not fully entered.
Line Items 1, 2 and 3 are not fully funded.

CI Code is derived based on the Line Item Category and SubCategory

#	Line Item	CI Code	Funding Source	Mdep	Appn	Ape	Cmd	FY	Amount
1	1	233L	OCO	A2AP	OMA	111011000	890		
2	2	251K	OCO	A2AP	OMA	111011000	890		
3	3	2615	OCO	A2AP	OMA	111011000	890		

G-8 Resource Reviewer can specify the FY and amount from the selected Key-4

Add New Line Delete Selections Apply Funding Selections Save Funding Info

Last Updated By and Date :

Once the FY and Amount information is entered, SubOrg G-8 Resource Reviewer can click “Save Funding Info” to save changes. ITAS system will run the validation and display the

Information Technology Approval System

message to show if the validation passes or fails. When the validation passes successfully, the following message will be displayed: “All funding data entered has passed the validation successfully. Please proceed with the request recommendation for approval”

The SubOrg G-8 Resource Reviewer can fill out the “Recommend Approval” and “Comments” field and submit the forms, or the SubOrg G-8 Resource Reviewer can save the current changes and come back later to the waiver to submit the approval.

Line Items

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Rents/Utilities (OC...	Power Costs: Elect...	AMV, LLC		Enova D/VX-3155H...	Yes	1	200	200
2	Services (OC 25)	Remote Managem...	3M		10500		1	100	100
3	Supplies and Mate...	Electronic/Commu...	ZZZ		ZZZ Copier		1	121	121

Total Line Item Cost (in Dollars) 421

Funding Data in APMS for DA301386 (in dollars)

Funding Source	Mdep	Appn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014	FY2015	FY2016	FY2017
BASE_DOLLARS	A2AA	OMA	SS	421010000	220	Sustainment	Budgeted	0	0	0	0	0
OCO	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0	0	0
BASE_DOLLARS	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0	0	0
BASE_DOLLARS	FL6P	ACFT		A01234000	500	Sustainment	Budgeted	0	0	0	0	4434
BASE_DOLLARS	FL6P	ACFT		A02700000	500	Sustainment	Budgeted	0	20000	20000	20000	20000

Budgeted Data Last Updated By and Date : dod.014 at 2015-04-16 13:45:34

G-8 Entered Funding Data

Validation Confirmation Message will be displayed

All funding data entered has passed the validation successfully. Please proceed with the request recommendation for approval.

<input checked="" type="checkbox"/>	#	Line Item	CI Code	Funding Source	Mdep	Appn	Ape	Cmd	FY	Amount
<input type="checkbox"/>	1	1	233L	BASE_DOLLAR	FL6P	ACFT	A02700000	500	FY2015	200
<input type="checkbox"/>	2	2	251K	BASE_DOLLAR	FL6P	ACFT	A02700000	500	FY2015	100
<input type="checkbox"/>	3	3	261S	BASE_DOLLAR	FL6P	ACFT	A02700000	500	FY2015	121

Add New Line Delete Selections Apply Funding Selections Save Funding Info

Last Updated By and Date : 001.dod.jasper.7541224537 at 2015-07-28 15:06:52

Funding matches to Line Items and less or equal to what is in APMS funding

NOTE: During the funding data validation process, ITAS system will check against the funding request for the waiver as well as other waivers which are associated with the same system and share the same funding source.

Case 1: In 2015, Waiver A is associated with APMS system DA301386 and requested the funding amount of \$421 for FY2015. Waiver B is requested after Waiver A. Waiver B is also associated with APMS system DA301386 and requested the funding amount of \$199,995 for FY2015 from the same funding source and Key-4. APMS system DA301386 has total funding of \$200000 for FY2015. The Waiver A will pass the funding validation and Waiver B will fail the funding validation with the following error message.

Information Technology Approval System

APMS Information
Basic Information
Line Item
Verification
Funding
Documents
Approval Tracking Forms
SubOrg Review
SubOrg G-6 Technical Review
SubOrg G-8 Resource Review
Consolidated Task History

Line Items

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Supplies and Mate...	Credit Card purch...	Cisco	Comment2	Asus Router		1,005	199	199,995
Total Line Item Cost (in Dollars) 199,995									

Funding Data in APMS for DA301386 (in dollars)

Funding Source	Mdep	Appn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014	FY2015	FY2016
BASE_DOLLARS	A2AA	OMA	SS	421010000	220	Sustainment	Budgeted	0	0	0	0
OCO	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0	0
BASE_DOLLARS	A2AP	OMA	SS	111011000	890	Sustainment	Budgeted	0	0	0	0
BASE_DOLLARS	FL6P	ACFT		A01234000	500	Sustainment	Budgeted	0	0	0	0
BASE_DOLLARS	FL6P	ACFT		A02700000	5E0	Sustainment	Budgeted	0	20000	20000	20000

Budgeted Data Last Updated By and Date : dod.014 at 2015-04-16 13:45:34

G-8 Entered Funding Data

Funding Line 1 is over budget. Funding Source for this line is shared by Waivers 20150728094118

#	Line Item	CI Code	Funding Source	Mdep	Appn	Ape	Cmd	FY	Amount
1	1	26RB	BASE_DOLLAR	FL6P	ACFT	A02700000	5E0	FY2015	199,995

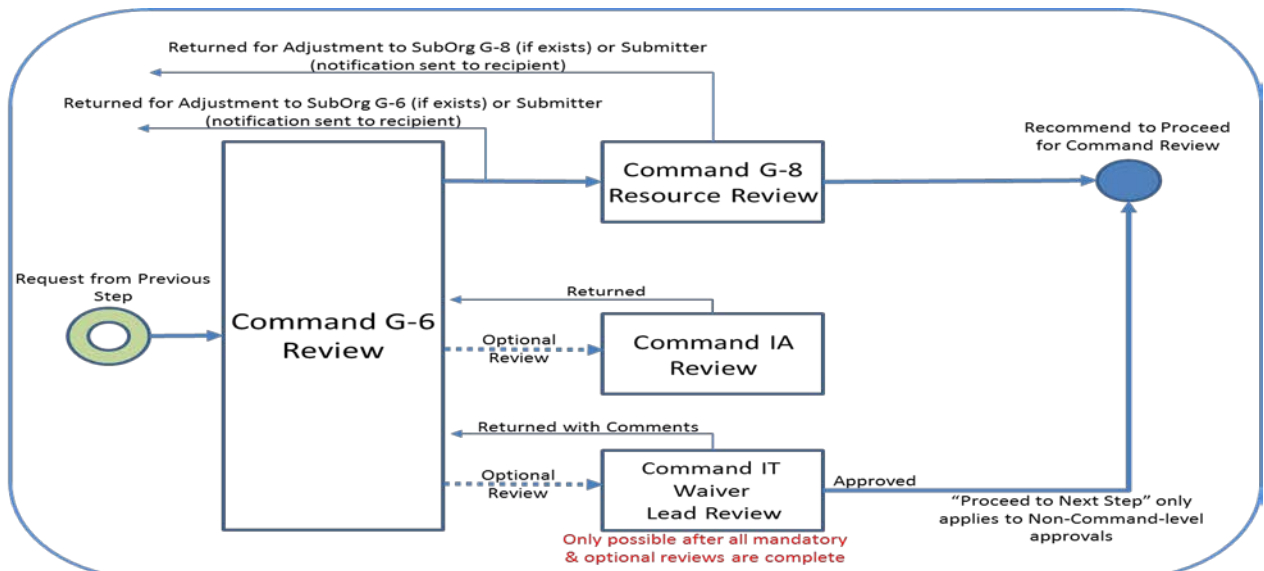
Add New Line Delete Selections Apply Funding Selections Save Funding Info

Last Updated By and Date : 001.dod.jasper.7541224537 at 2015-07-28 15:25:15

SubOrg Review – G-8 Funding Data Validation Failed (Shared Key-4 Over budget)

Case 2: In 2015, Waiver A is associated with APMS system DA301386 and requested the funding amount of \$421 for FY2015. Waiver B is requested after Waiver A. Waiver B is also associated with APMS system DA301386 and requested the funding amount of \$199,995 with FY specified as FY2014. APMS system DA301386 has the funding of \$200000 for 2014 and 2015 each for the specified funding source and Key-4. Both Waiver A and Waiver B will pass the funding validation as the aggregated funding amounts requested for the different Fiscal Year not exceeds the total amount in APMS.

Command Workflow Diagram



Information Technology Approval System

Command G-6 Reviews & Mandatory Checklists

If a waiver request is submitted for an APMS system that has no SubOrg, the SubOrg review phase will be skipped and the waiver will be sent directly for Command Review. The command admin will claim, review and validate the waiver. The Command Admin has the option to approve, reject and return the waiver to the previous user for information, or coordinate for optional reviews from the IA Reviewer or IT Waiver Lead Approver.

ITAS Command Administer can click on the “Command Admin Review” from the left navigation panel and begin the Command Admin Review process. ITAS Command Admin must first click “Claim” to lock the waiver for review.

The screenshot displays the ITAS Command Admin Review interface. On the left, a navigation pane shows a tree structure under 'Waiver Forms (20150727026868)'. The 'Command Admin Review' item is highlighted with a red circle. A 'Claim' button is visible above the checklist. The main area contains a 'Command Admin/Command G-6 Technical Reviewer Checklist' with various items, each followed by a red circle indicating a required action or status. The checklist items include: 'Is this a Defense Business System with a Valid Certification?', 'Verify IT Waiver Request Meets Efficiency Best Practices?', 'Verify IT Waiver Request is Energy Compliant?', 'Verify IT Waiver Aligns to the Command Strategy?', 'Review Life Cycle Request for life cycle replacement and Provide the Description of What Will Happen to the Equipment Being Replaced?', 'Description of Equipment Being Replaced', 'Review DOTMLPF?', 'IPv6 Compliance', 'If not Compliant to IPV6, provide comments', 'Accept Risk for IPV6 Not Compliant?', 'Priority Level', 'Recommend Approval?', and 'Comments'.

Checklist Item	Status/Action
Is this a Defense Business System with a Valid Certification?	Red Circle
Verify IT Waiver Request Meets Efficiency Best Practices ?	Red Circle
Verify IT Waiver Request is Energy Compliant?	Red Circle
Verify IT Waiver Aligns to the Command Strategy?	Red Circle
Review Life Cycle Request for life cycle replacement and Provide the Description of What Will Happen to the Equipment Being Replaced?	Red Circle
Description of Equipment Being Replaced	Red Circle
Review DOTMLPF?	Red Circle
IPv6 Compliance	-
If not Compliant to IPV6, provide comments	Red Circle
Accept Risk for IPV6 Not Compliant?	Red Circle
Priority Level	Routine
Recommend Approval?	Red Circle
Comments	

Once the waiver form is claimed, the Command Admin can fill out the all required fields and click “Submit to Command G-8 Resource Reviewer” to send the waiver request to the Command G-8 Resource Reviewer, or the Command Admin can choose “Save without Submission” to save the current changes and take action at a later time.

The Command Admin will also have the option to coordinate with other Command Administrators by clicking “POC Coordination”.

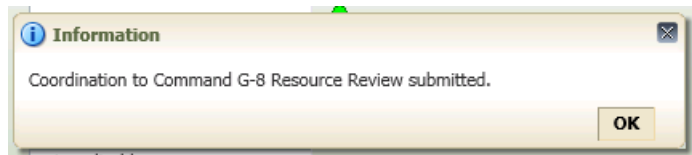
Information Technology Approval System

The screenshot shows a web-based checklist titled "Command Admin/Command G-6 Technical Reviewer Checklist". On the left is a navigation pane with a tree structure: "Waiver Forms (20150727026868)" containing "Policy Compliance", "APMS Information", "Basic Information", "Line Item", and "Verification"; "Funding"; "Documents"; "Approval Tracking Forms" containing "SubOrg Review" (with "SubOrg G-6 Technical Review" and "SubOrg G-8 Resource Review" sub-items) and "Command Review" (with "Command Admin Review" selected and "Consolidated Task History" below it). The main form area has a "POC Coordination" tab. It contains several questions with dropdown menus, each followed by a red circle icon: "Is this a Defense Business System with a Valid Certification?" (Yes), "Verify IT Waiver Request Meets Efficiency Best Practices ?" (Yes), "Verify IT Waiver Request is Energy Compliant?" (Yes), "Verify IT Waiver Aligns to the Command Strategy?" (Yes), "Review Life Cycle Request for life cycle replacement and Provide the Description of What Will Happen to the Equipment Being Replaced?" (Yes), "Description of Equipment Being Replaced" (text input with "test"), "Review DOTMLPF?" (Yes), "IPv6 Compliance" (text input with "not applicable"), "If not Compliant to IPV6, provide comments" (text input), "Accept Risk for IPV6 Not Compliant?" (Yes), "Priority Level" (Urgent), "Recommend Approval?" (Yes), and a "Comments" text input with "move to command G-8". At the bottom right are two buttons: "Submit to Command G-8 Resource Reviewer" and "Save without Submission".

The Command Admin can either provide the approval by selecting “Yes” or reject the waiver by selecting “No” which will reject and close the waiver permanently, or return the waiver to the previous users (either the submitter or SubOrg G-6 Technical Reviewer) for any adjustment.

This close-up shows the "Recommend Approval?" dropdown menu. The "Yes" option is selected and highlighted in blue. The dropdown list also includes "No", "Return to Submitter for Adjustments", and "Return to SubOrg G-6 Technical Reviewer for Adjustments". A red box highlights the dropdown menu. A tooltip points to the red circle icon next to the dropdown, stating: "Please recommend Approval, rejection or return to the previous user for adjustments." Below the dropdown is a "Comments" text input field. To the right, the text "Outcome of Command Admin review" is displayed in red.

Once the “Submit to Command G-8 Resource Reviewer” is selected, the confirmation page below will be displayed. The waiver will then be sent to the Command G-8 Resource Reviewer who will be notified through email that the action is in their queue.



Information Technology Approval System

Command G-8 Reviews & Applying Funding

Command G-8 Resource Reviewer will be notified through email and can claim the request. The functionality and process for the Command G-8 review is identical to the SubOrg. Please reference the SubOrg G-8 section above.

Command Optional Coordination Reviews & Mandatory Checklists

- This is the command admin can coordinate with other command level reviewer for coordination.
- Command IA Review, Command IT Waiver Lead Approval and Command G-8 Resource Review can be coordinated by Command Admin. Once a POC is coordinated, this POC's will be notified via email and approval will become mandatory.
- Not all organizations will utilize or need to utilize the "Command IT Waiver Lead Approval" role. This is generally used for a review and approval by a GO/SES member of the organization and may not be required. If used, all required and optional reviews must be complete in order to send a waiver to this approval step however to prevent an incomplete or not fully reviewed waiver from being forwarded to this level.
- Only after all pending coordination is completed, Command Admin cannot move the request forward.
- If a POC is coordinated by mistake, the Command Admin will have the option to undo the coordinate.
- Command G-8 Resource Review is mandatory at command review level. If no POC coordination, the Command Admin submit will directly send the request to Command G-8 Resource Reviewer.
-

▼ Waiver Forms

- Policy Compliance
- APMS Information
- Basic Information
- Purchase Request
- Line Item
- Verification
- Documents

▼ Approval Tracking Forms

- SubOrg Technical Review
- SubOrg Resource Review
- Command Review**

Command Admin/Command G-6 Technical Reviewer Checklist

POC Coordination

POC Coordination

Available POC(s)

- Command IT Waiver Lead Approval
- Command G-8 Resource Review
- Command IA Review

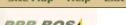

Selected POC(s)

Submit

Review DOTMLPF? ☐

Information Technology Approval System

Information Technology Approval System



Information Technology Approval System

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Feedback

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Help

Exit ITAS

View ▾

Refresh

Topic: All ▾

Status: Assigned ▾

Search: Predemo

Create New Waiver

Title	Waiver Id	Stage	Assignees	Status	Substate
Maria Predemo test 2	20150526109117	Pending Coordination	ITAS Command IA Reviewer - AMC	Assigned	
Maria Predemo test 2	20150526109117	Pending Coordination	ITAS Command G-8 Resource Reviewer - AMC	Assigned	
Maria Predemo test 2	20150526109117	Pending Command Appr...	ITAS Command Admin - AMC	Assigned	Pending ITAS Command G-8 Resource Reviewer - AMC Coordination;Pending ITAS Command IA Reviewer...

Command-level Approvals

Waivers submitted to purchase certain items may be approved at the Command-level step and will not be required to proceed to the HQDA CIO/G-6 approval steps. The tables below detail which waiver purchases can be approved by the Command.

NOTE: If a waiver contains both Command approval AND HQDA CIO/G-6 items, the entire waiver will have to be approved by HQDA. There are no partial waivers. For example: If a waiver contains a purchase for a Heat/Air Conditioning item and a Wireless item, the entire waiver would have to proceed to the HQDA CIO Admin for approval, therefore it is recommended that Command-level items be consolidated into a single waiver or waivers.

Category	Sub-Category	Command Level	CI Code
Rents/Utilities (OC 23)			
	Building Rental Costs	Command	2310
	Power Costs: Electricity/Gas	Command	233L
	Heat/Air Conditioning	Command	233L
	Wireless: Mobile Voice/Data Service Fees	HQDA CIO Admin	233M
	Commercial ISP Service Fees	HQDA CIO Admin	233M
	Satellite Circuit Services Fees	Command (NETCOM)	233N
	Long Haul Circuits (Base)	Command (NETCOM)	233P
	Long Haul Circuits (Mission Funded)	Command (NETCOM)	233P
	Communications, Other	HQDA CIO Admin	233R

Category	Sub-Category	Command Level	CI Code
Supplies and Materials (OC 26)			
	IT Supplies	Command	260N
	Electronic/Communications Equip Depot Level Rprbl	Command	2615
	Electronic/Communications Equip Repair Parts	Command	2635
	Credit Card purchases	Command	26RB

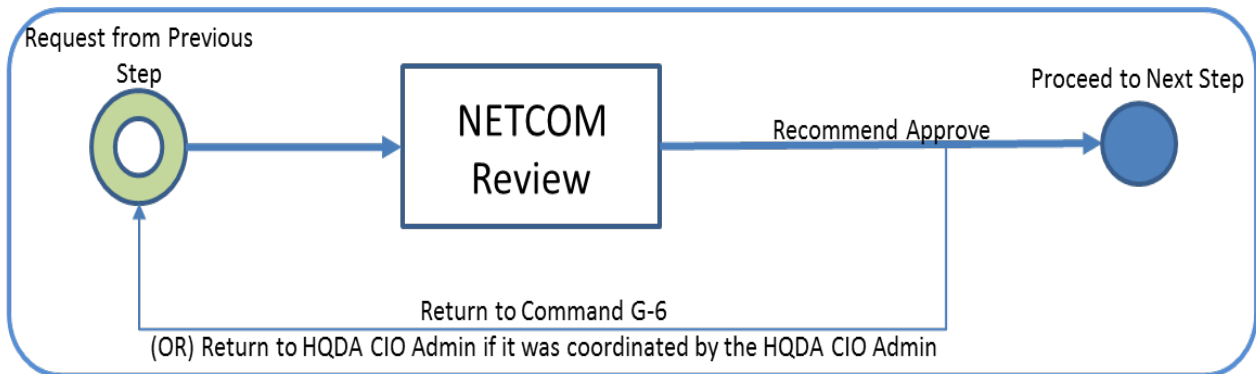
Information Technology Approval System

Category	Sub-Category	Command Level	CI Code
Printing (OC 24)			
	Printing / Copier rental	HQDA CIO Admin	2400
Services (OC 25)			
	Remote Management Services	Command	251K
	Equipment Maintenance	HQDA CIO Admin	257S
	Help Desk	HQDA CIO Admin	251K
	Training	Command	251K
	Information Assurance	HQDA CIO Admin	251M
	System Administration	HQDA CIO Admin	257F
	Network Management	HQDA CIO Admin	257F
	Enterprise License Agreements	HQDA CIO Admin	257G
	Software Maintenance Licenses/Fees	HQDA CIO Admin	257G
	Enterprise E-Mail	HQDA CIO Admin	257H
	Data Hosting on Army owned Equipment (Commercial)	HQDA CIO Admin	257J
	Data Hosting Fees (DISA)	HQDA CIO Admin	257K
	Application Hosting Fees (DISA)	HQDA CIO Admin	257K

Category	Sub-Category	Command Level	CI Code
Equipment/Software (OC 31)			
	Servers [Investment][over \$250,000 per item]	HQDA CIO Admin	310E
	Storage Devices (NAS/SAN/Tape/Optical Drives) [Investment][over \$250,000 per item]	HQDA CIO Admin	310E
	Operating System and Database Software	HQDA CIO Admin	310F
	Software (COTS)	HQDA CIO Admin	310F
	Business Software (ERP)	HQDA CIO Admin	310G
	Commercially Developed Application Software	HQDA CIO Admin	310G
	Software Development/Engineering	HQDA CIO Admin	310G
	Servers [Expense]	HQDA CIO Admin	310H
	Storage Devices (NAS/SAN/Tape/Optical Drives) [Expense]	HQDA CIO Admin	310H
	Multifunctional Devices (Printer/scanner/copiers/faxes etc.) [Investment][over \$250,000 per item]	HQDA CIO Admin	310I
	Multifunctional Devices (Printer/scanner/copiers/faxes etc.) [Expense]	HQDA CIO Admin	310O
	Network Security Devices (Firewall /Intrusion Detection) [Investment][over \$250,000 per item]	HQDA CIO Admin	310R
	Routers & Switches [Investment][over \$250,000 per item]	HQDA CIO Admin	310R
	Network Security Devices (Firewall /Intrusion Detection) [Expense]	HQDA CIO Admin	310S
	Routers & Switches [Expense]	HQDA CIO Admin (if data center) Command (if not Data Center)	310S
	IT Infrastructure (Cables/Fiber Optical/Network Connectors)[Investment][over \$250,000 per item]	HQDA CIO Admin	310T
	Satellite Equipment - Fixed Installation [Investment][over \$250,000 per system]	HQDA CIO Admin	310T
	Telecommunications Equipment [Investment][over \$250,000 per system]	HQDA CIO Admin	310T
	Video Teleconferencing Equipment [Investment][over \$250,000 per system]	HQDA CIO Admin	310T
	IT Infrastructure (Cables/Fiber Optical/Network Connectors) [Expense]	HQDA CIO Admin (if data center) Command (if not Data Center)	310U
	Satellite Equipment - Fixed Installation [Expense]	HQDA CIO Admin	310U
	Telecommunications Equipment [Expense]	HQDA CIO Admin	310U
	Video Teleconferencing Equipment [Expense]	HQDA CIO Admin	310U
	IT - Embedded Electronics [Investment][over \$250,000 per item]	HQDA CIO Admin	310V
	IT - Embedded Electronics [Expense]	Command	310W
	Wireless Devices [Expense]	HQDA CIO Admin	310X
	IT - ICS/SCADA Devices [Expense]	Command (if purchase is less than \$250K)	310Y
	Data Encryption Equipment - Tactical [Expense]	HQDA CIO Admin	310Z
	Radios/Communications Equipment [Investment][over \$250,000 per system]	HQDA CIO Admin	310Z
	Satellite Equipment - Tactical [Investment][over \$250,000 per system]	HQDA CIO Admin	310Z
	End User Devices (Desktops/Laptops/Tablets/Thin Client) [Investment][over \$250,000 per item]	HQDA CIO Admin	3180
	End User Devices (Desktops/Laptops/Tablets/Thin Client) [Expense]	HQDA CIO Admin	3181

Information Technology Approval System

NETCOM Review & Mandatory Checklist



- If the waiver request is for MARS or wireless, the NETCOM review is mandatory
- After Command Admin steps, NETCOM Reviewer will be notified and can claim the request.

The screenshot shows the "NETCOM Reviewer Checklist" form. On the left is a navigation pane with a tree view containing "Waiver Forms (20150706136344)" and "Approval Tracking Forms". Under "Waiver Forms", items include Policy Compliance, APMS Information, Basic Information, Line Item, Verification, Funding, and Documents. Under "Approval Tracking Forms", items include Command Review, Command Admin Review, Command G-8 Review, G3/5/7 Review, and "NETCOM Review" (which is highlighted with a red dot). Below the tree is "Consolidated Task History". The main area of the form contains several questions with dropdown menus and red status indicators:

- Recommend the approval of MARS-related Waiver? [Dropdown] ●
- Approve Wireless Waiver Requests Outside of the NextGen BPA to Ensure Interoperability? (if Wireless) [Dropdown] ●
- Does this IT Purchase Support a MARS system? [Dropdown] ●
- If MARS, provide comment [Text Box] ●
- Recommend Approval? [Dropdown] ●
- Comments [Text Box]

A "Submit" button is located at the bottom right of the form.

- NETCOM review will go through the checklist and provide their approval or rejection.

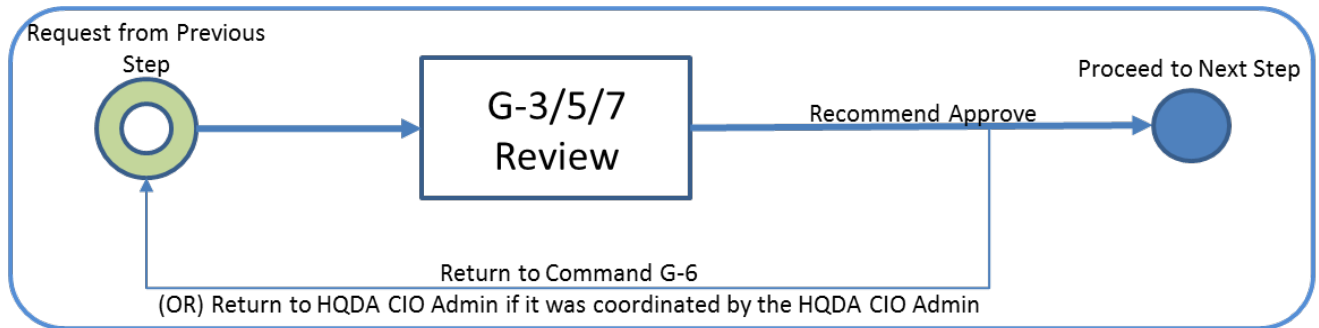
This screenshot shows the same "NETCOM Reviewer Checklist" form, but with entries filled in. The "NETCOM Review" item in the left navigation pane remains highlighted. The form fields are now populated:

- Recommend the approval of MARS-related Waiver? [Yes] ●
- Approve Wireless Waiver Requests Outside of the NextGen BPA to Ensure Interoperability? (if Wireless) [Yes] ●
- Does this IT Purchase Support a MARS system? [Yes] ●
- If MARS, provide comment [MARS comments] ●
- Recommend Approval? [Yes] ●
- Comments [NETCOM approval]

The "Submit" button is still present at the bottom right.

Information Technology Approval System

G-3/5/7 Review & Mandatory Checklist



- The G3/5/7 review step is invoked if the waiver contains an OPTEMPO funding request
- After Command Admin step, G3/5/7 Reviewer will be notified and claims the request and review the Key-4 data.

Waiver Forms (20150706136344)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Funding
- Documents

Approval Tracking Forms

- Command Review
- Command Admin Review
- Command G-8 Review
- G3/5/7 Review**

Consolidated Task History

G3/5/7 OPTEMPO Reviewer Checklist

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Supplies and Mate...	Credit Card purch...	2-Wire	Comment2	2-wire Analog Pho...	Yes	1	10	10
2	Equipment/Softwa...	Wireless Devices [...]	Packeteer	Comment1	iPhone		1	20	20
3	Equipment/Softwa...	Commercially Dev...	AMX, LLC		29605F		4	5	20

Total Line Item Cost (in Dollars) 50

Funding Data in APMS for DA301890 (in dollars)

Funding Source	Mdep	Appn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014
BASE_DOLLARS	AANS	OMA	SS	423616000	220	Dev/Mod	Budgeted	0	0
BASE_DOLLARS	AS21	OMA	SS	422129933	3F2	Sustainment	Budgeted	0	60000
BASE_DOLLARS	AS22	OMA	SS	522129233	6X0	Sustainment	Budgeted	0	60000

Budgeted Data Last Updated By and Date : dod.014 at 2015-06-10 17:54:57

G-8 Entered Funding Data

#	Line Item	CI Code	Funding Source	Mdep	Appn	Ape	Cmd	FY	Amount
1	1	26RB	BASE_DOLLARS	AANS	OMA	423616000	220	FY2015	10
2	2	310X	BASE_DOLLARS	AANS	OMA	423616000	220	FY2015	20
3	3	310G	BASE_DOLLARS	AANS	OMA	423616000	220	FY2015	20

Last Updated By and Date : dod.014 at 2015-07-06 16:00:24

Review Use of OPTEMPO Funds? ☐ ●

Verify Valid Requirement and Does Not Exceed LifeCycle Replacement for Unclass / Class Computer, Printer, and Digital Senders? ☐ ●

Recommend Approval? ●

Comments

Submit

Information Technology Approval System

Waiver Forms (20150706136344)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Funding
- Documents
- Approval Tracking Forms
 - Command Review
 - Command Admin Review
 - Command G-8 Review
 - G3/5/7 Review**
- Consolidated Task History

G3/5/7 OPTEMPO Reviewer Checklist

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Supplies and Malt...	Credit Card purch...	2-Wire	Comment2	2-wire Analog Pho...	Yes	1	10	10
2	Equipment/Softwa...	Wireless Devices [...]	Packeteer	Comment1	iPhone		1	20	20
3	Equipment/Softwa...	Commercially Dev...	AMD, LLC		29605P		4	5	20

Total Line Item Cost (in Dollars) 50

Funding Data in APMS for DA301890 (in dollars)

Funding Source	Mdep	Appn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014
BASE_DOLLARS	AANS	OMA	SS	423616000	220	Dev/Mod	Budgeted	0	0
BASE_DOLLARS	AS21	OMA	SS	422129933	3F2	Sustainment	Budgeted	0	60000
BASE_DOLLARS	AS22	OMA	SS	522129233	6X0	Sustainment	Budgeted	0	60000

Budgeted Data Last Updated By and Date : dod.014 at 2013-06-10 17:34:57

G-8 Entered Funding Data

#	Line Item	CT Code	Funding Source	Mdep	Appn	Ape	Cmd	FY	Amount
1	1	26RB	BASE_DOLLARS	AANS	OMA	423616000	220	FY2015	10
2	2	310X	BASE_DOLLARS	AANS	OMA	423616000	220	FY2015	20
3	3	310G	BASE_DOLLARS	AANS	OMA	423616000	220	FY2015	20

Last Updated By and Date : dod.014 at 2013-07-06 16:00:24

Review Use of OPTEMPO Funds? Yes ☒ No ☐

Verify Valid Requirement and Does Not Exceed LifeCycle Replacement for Unclass / Class Computer, Printer, and Digital Senders? Yes ☒ No ☐

Recommend Approval? Yes ☒ No ☐

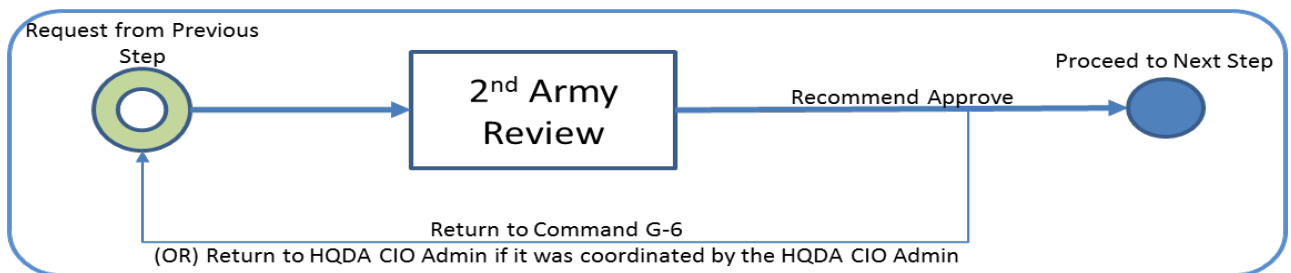
G3/5/7 Approval

Comments

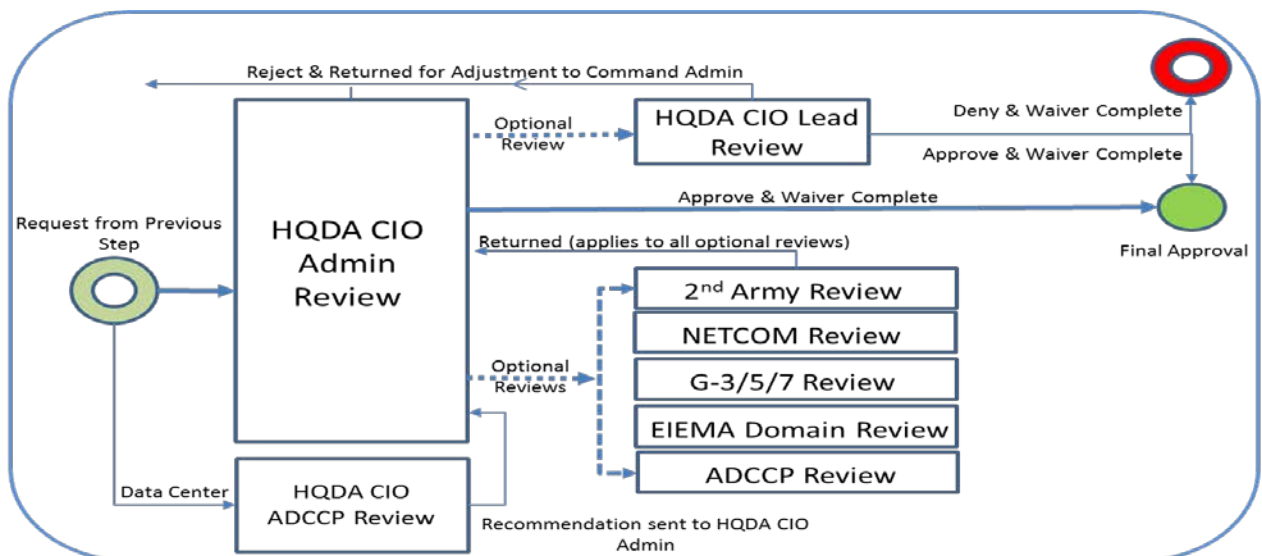
Submit

2nd Army Security Review & Mandatory Checklist

- The 2nd Army review step is invoked if the waiver contains an item not on the Approved Products List



HQDA CIO Admin Reviews & Mandatory Checklists



Information Technology Approval System

- The HQDA CIO Admin will claim the request to lock it for review and complete the checklist

Waiver Forms (20150706136344)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Funding
- Documents
- Approval Tracking Forms
 - Command Review
 - Command Admin Review
 - Command G-8 Review
 - G3/S/7 Review
 - NETCOM Review
 - HQDA CIO Review
 - HQDA CIO Admin Review**
 - Consolidated Task History

HQDA CIO Admin Checklist

POC Coordination

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Supplies and Mate...	Credit Card purch...	2-Wire	Comment2	2-wire Analog Pho...	Yes	1	10	10
2	Equipment/Softwa...	Wireless Devices [Packebner	Comment1	iPhone		1	20	20
3	Equipment/Softwa...	Commercially Dev...	AMX, LLC		2960SF		4	5	20

Total Line Item Cost (in Dollars) 50

Funding Data in APMS for DA301890 (in dollars)

Funding Source	Mdep	Apn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014
BASE_DOLLARS	AANS	OMA	SS	423616000	220	Dev/Mod	Budgeted	0	0
BASE_DOLLARS	AS21	OMA	SS	422129933	3F2	Sustainment	Budgeted	0	60000
BASE_DOLLARS	AS22	OMA	SS	522129233	6X0	Sustainment	Budgeted	0	60000

Budgeted Data Last Updated By and Date : dod.014 at 2015-06-10 17:54:57

G-8 Entered Funding Data

All funding data entered has passed the validation successfully. Please proceed with the request recommendation for approval.

Select	#	Line Item	CI Code	Funding Source	Mdep	Apn	Ape	Cmd	FY	Amount
<input type="checkbox"/>	1	1	26RB	BASE_DOLLAR	AANS	OMA	423616000	220	FY2015	10
<input type="checkbox"/>	2	2	310X	BASE_DOLLAR	AANS	OMA	423616000	220	FY2015	20
<input type="checkbox"/>	3	3	310G	BASE_DOLLAR	AANS	OMA	423616000	220	FY2015	20

[Add New Line](#) [Delete Selections](#) [Apply Funding Selections](#) [Save Funding Info](#)

Last Updated By and Date : dod.014 at 2015-07-06 16:00:24

Verify Completeness of IT Waiver? ☐

Verify CHES5 SORNA or Quote? ☐

Review the Waivers submitted for the same Item in the Past 2 years (Item Type, Vendor, Manufacturer, Product)? ☐

Does the waiver is compliant to the Trade Agreement Act? ☐

Recommend Approval?

Comments:

[Submit](#) [Save Changes](#)

- HQDA CIO Admin will be able to coordinate with other reviewers or, go through the checklist and approve, reject or return the waiver.

Waiver Forms (20150706136344)

- Policy Compliance
- APMS Information
- Basic Information
- Line Item
- Verification
- Funding
- Documents
- Approval Tracking Forms
 - Command Review
 - Command Admin Review
 - Command G-8 Review
 - G3/S/7 Review
 - NETCOM Review
 - HQDA CIO Review
 - HQDA CIO Admin Review**
 - Consolidated Task History

HQDA CIO Admin Checklist

POC Coordination

#	Category *	Sub Category *	Vendor *	Comments	Product Name *	UC APL	Quantity *	Unit Cost * (in Dollars)	Line Cost (in Dollars)
1	Supplies and Mate...	Credit Card purch...	2-Wire	Comment2	2-wire Analog Pho...	Yes	1	10	10
2	Equipment/Softwa...	Wireless Devices [Packebner	Comment1	iPhone		1	20	20
3	Equipment/Softwa...	Commercially Dev...	AMX, LLC		2960SF		4	5	20

Total Line Item Cost (in Dollars) 50

Funding Data in APMS for DA301890 (in dollars)

Funding Source	Mdep	Apn	PEG	Ape	Cmd	Usage	Type	FY2013	FY2014
BASE_DOLLARS	AANS	OMA	SS	423616000	220	Dev/Mod	Budgeted	0	0
BASE_DOLLARS	AS21	OMA	SS	422129933	3F2	Sustainment	Budgeted	0	60000
BASE_DOLLARS	AS22	OMA	SS	522129233	6X0	Sustainment	Budgeted	0	60000

Budgeted Data Last Updated By and Date : dod.014 at 2015-06-10 17:54:57

G-8 Entered Funding Data

All funding data entered has passed the validation successfully. Please proceed with the request recommendation for approval.

Select	#	Line Item	CI Code	Funding Source	Mdep	Apn	Ape	Cmd	FY	Amount
<input type="checkbox"/>	1	1	26RB	BASE_DOLLAR	AANS	OMA	423616000	220	FY2015	10
<input type="checkbox"/>	2	2	310X	BASE_DOLLAR	AANS	OMA	423616000	220	FY2015	20
<input type="checkbox"/>	3	3	310G	BASE_DOLLAR	AANS	OMA	423616000	220	FY2015	20

[Add New Line](#) [Delete Selections](#) [Apply Funding Selections](#) [Save Funding Info](#)

Last Updated By and Date : dod.014 at 2015-07-06 16:00:24

Verify Completeness of IT Waiver? ☒

Verify CHES5 SORNA or Quote? ☒

Review the Waivers submitted for the same Item in the Past 2 years (Item Type, Vendor, Manufacturer, Product)? ☒

Does the waiver is compliant to the Trade Agreement Act? ☒

Recommend Approval?

Comments: HQDA CIO Admin Approval

[Submit](#) [Save Changes](#)

Information Technology Approval System

HQDA CIO Optional Coordination Reviews

- The Coordination POCs include
 - o 2nd Army Security Reviewer
 - o G3/5/7 OPTEMPO Review
 - o EIEMA Domain Review
 - o NETCOM Review
 - o HQDA ADCCP Review
 - o HQDA CIO Lead Approval

- Once Coordination occurs, the reviewer who is coordinated with will be notified and can take action for the review.

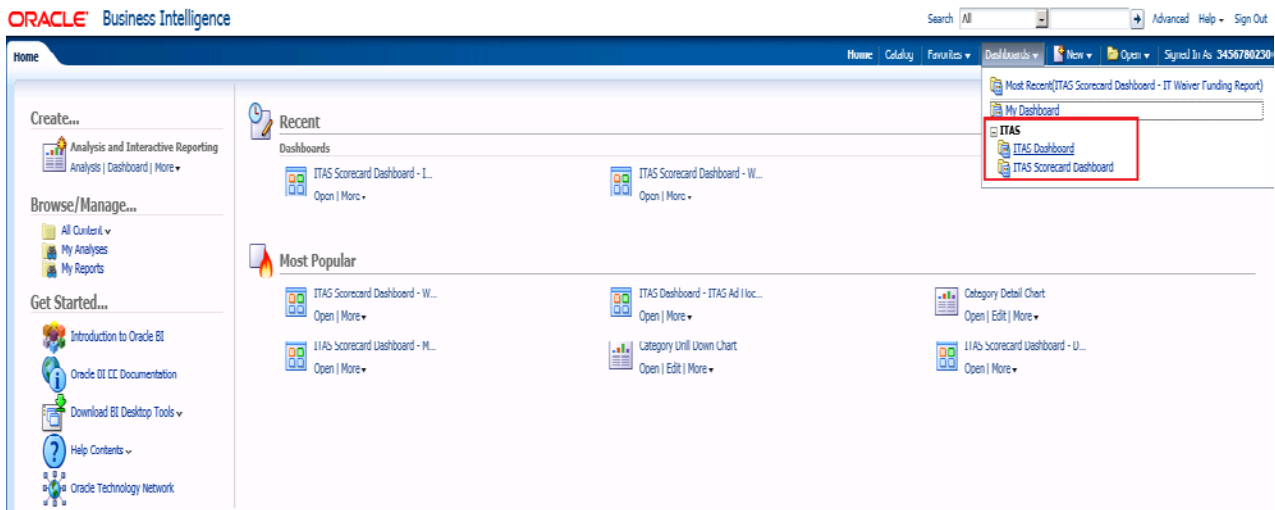
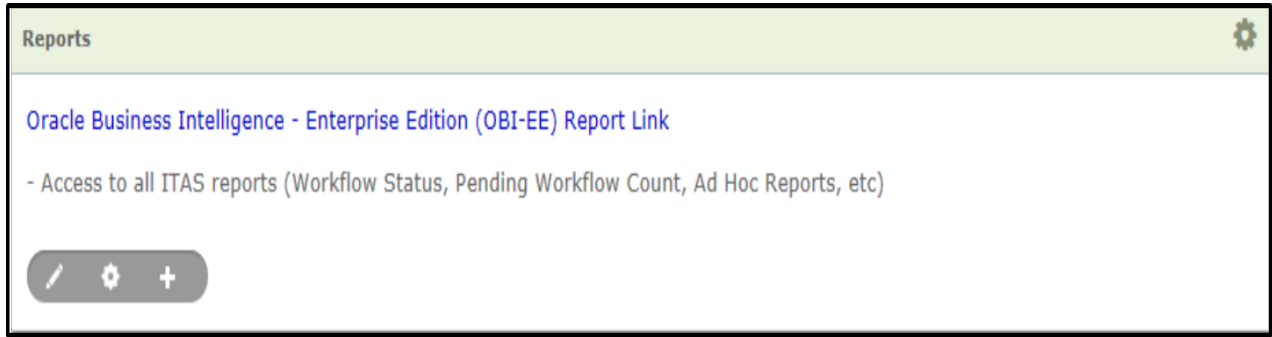
Email Notifications

The following tailored automated notification emails are sent:

- a. To the group at the next level of approval for action
- b. To the submitter of an action when the item is rejected at any step in the process
- c. To all groups in the approval chain when an item is rejected
- d. To all groups in the approval chain when an item has completed the process

SECTION 7: REPORTING

ITAS report is created based on Oracle OBIEE framework. There are two set of ITAS reports locate under “Dashboards”. All reports under “ITAS Scorecard Reports” folder are standard reports while the reports under “ITAS Reports” folder are customizable. All registered ITAS users will have the access right to the ITAS reports.

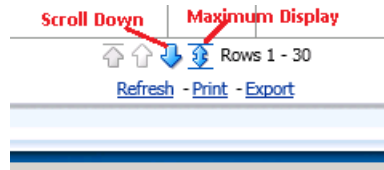


Each standard report will contains two sections. The upper section is the optional filter section for users to select any search criteria in order to narrow the search; the lower section is the result display section and used to display the data.

30 rows will be displayed by default, ITAS users can click the down arrow to see more data, or choose the bi-direction arrow to display all data in the single report screen.

The footer section in each report provides the options to refresh report data, print report in PDF or HTML format, or export report data to PDF, Excel, Power Point, Web Archive, or data directly.

Information Technology Approval System



ITAS Scorecard Report View (Standard)

Upon choosing the “ITAS Scorecard Reports”, the ITAS user will be rendered to the following page.

Optional Filters

Command: [Select Value] Domain: [Select Value] Category: [Select Value] Waiver Status: Open
SubOrg: [Select Value] Fiscal Year: [Select Value] Sub Category: [Select Value] Waiver Type: contains any [Select Value]

Report Results

Waiver ID	Waiver Subject	Waiver Status	ATR Number (APMS ID)	Mission Area	Domain	Command	SubOrg	Priority Level (Submitter Preference)	Priority (command preference)	Priority (GO/SES preference)	Process Time (in days)
20150621008557	A New Waiver Sample 1	Open	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	High	Routine	Routine	0
20150621008885	AMC New Waiver June 21	Open	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	Routine	Routine	Routine	0
20150621035487	UNSS - Local National Staffing Suite 1	Open	DA01469	BMA	BMA Human Resources Management	HQDA G1	AG1 - CP	Critical Work Stoppage	Routine	Routine	0
20150621089821	Testing Line Item 2	Open	DA190248	EIEMA	EIEMA Communications	NGB	AK - Alaska	Urgent	Routine	Routine	1
20150621131554	A New Waiver Sample 2	Open	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	Critical Work Stoppage	Routine	Routine	0
20150621174567	Testing Line Items	Open	DA301540	DIMA	DIMA Collection	AMC	AMC - [None]	Routine	Routine	Routine	15
20150621206997	HAM TEST SYSTEM 107	Open	DA300646	WMA	WMA Logistics	ACSIM	ACSIM - [None]	Routine	Routine	Routine	0
20150621241761	SURVTRAC - SURVEY TRACKER Waiver	Open	DA01469	BMA	BMA Human Resources Management	HQDA G1	AG1 - CP	Urgent	Routine	Routine	0
20150621259489	PSR - Project Status Report Waiver	Open	DA201049	BMA	BMA Installations & Environment	AMC	JMC - U.S. Army Joint Munitions Command	Urgent	Routine	Routine	0
20150621264233	G6 - STS - Suspense Tracking System Waiver	Open	DA04090	EIEMA	EIEMA Core Enterprise Services	AMC	CECOM - U.S. Army Communications-Electronic Command	High	Routine	Routine	0
20150622099756	test	Open	DA301499	BMA	BMA Acquisition	AMC	ACC - Army Contracting Command	Critical Work Stoppage	Routine	Routine	0
20150622120585	CLONE - EC - PDM - Property Inventory Manager HTIS V2	Open	DA204473	BMA	BMA Installations & Environment	ACSIM	JMCOM/G7	Critical Work Stoppage	Routine	Routine	0
20150622175235	total calc test	Open	DA301707	BMA	BMA Acquisition	AMC	ALC - Army Contracting Command	Critical Work Stoppage	Routine	Routine	0

Wavier Statistic Report

All workflow approval action, outcome and comments are captured and displayed in the “Consolidated Task History” form.

The default displayed report is “Wavier Statistic Report”. This report is accessible by all ITAS users and used to track the overall processing time for each ITAS waiver selected.

Information Technology Approval System

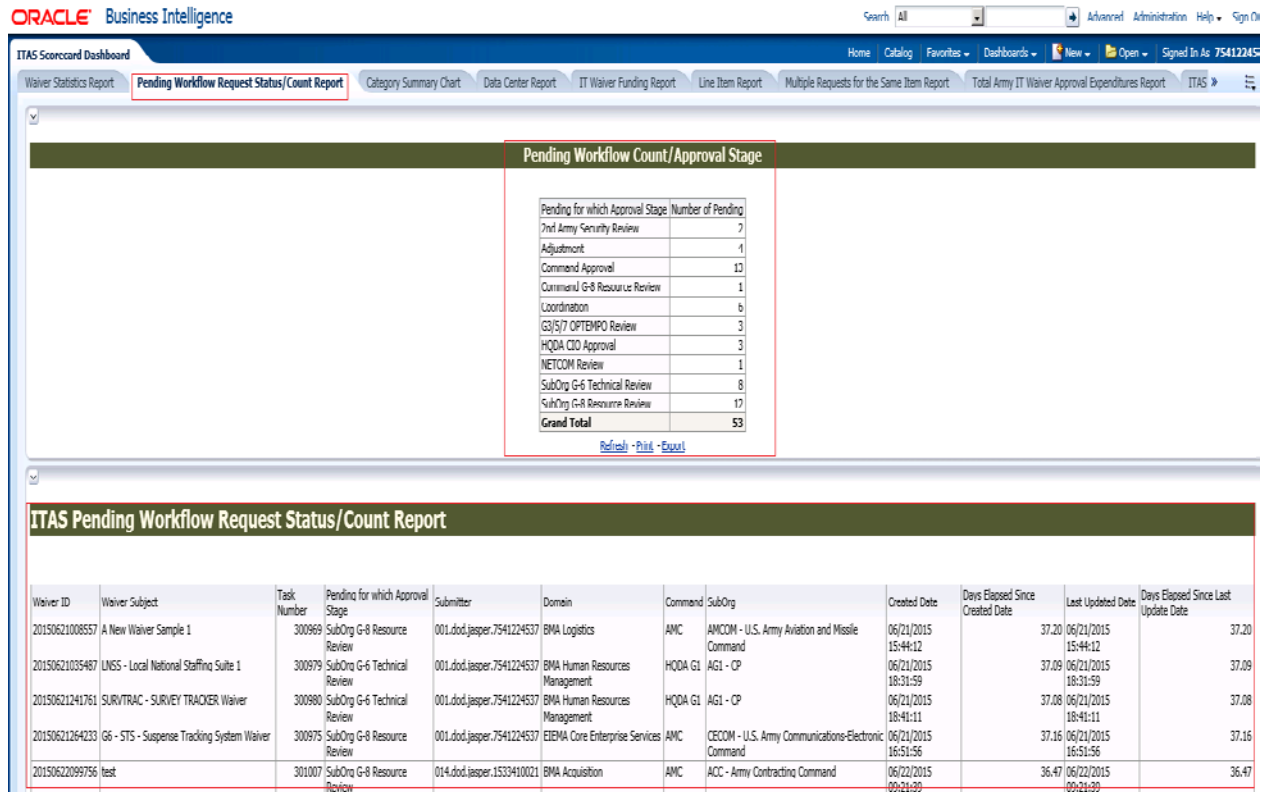
Waiver ID	Waiver Subject	Waiver Status	ASTR Number (APPS)	Mission Area	Domain	Command	SubOrg	Priority Level (Submitter Preference)	Priority (Command Preference)	Priority (GQ/SES preference)	Process Time (in days)
20100621008537	A New Waiver Sample 1	Open	DA03676	EPMA	EPMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	High	Routine	Routine	0
20100621008585	AMC New Waiver June 23	Open	DA03676	EPMA	EPMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	Routine	Routine	Routine	0
20100621008487	UNOS - Local National Staffing Suite 1	Open	DA01469	EPMA	EPMA Human Resources Management	HCDA G1	AG1 - GP	Critical Work Stoppage	Routine	Routine	0
20100621089621	Testing line item 2	Open	DA190248	EEBMA	EEBMA Communications	WGB	AK - Alaska	Urgent	Routine	Routine	1
20100621131554	A New Waiver Sample 2	Open	DA03676	EPMA	EPMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	Critical Work Stoppage	Routine	Routine	0
20100621174567	Testing line item 2	Open	DA031540	EDMA	EDMA Collection	AMC	AMC - [None]	Routine	Routine	Routine	15
20100621208997	HAW TEST SYSTEM 107	Open	DA030046	WYMA	WYMA Logistics	ACSDM	ACSDM - [None]	Routine	Routine	Routine	0
20100621241761	SUBVTRAC - SUBVET TRACKER Waiver	Open	DA01469	EPMA	EPMA Human Resources Management	HCDA G1	AG1 - GP	Urgent	Routine	Routine	0
20100621298489	PRB - Project Status Report Waiver	Open	DA031049	EPMA	EPMA Installations & Environment	AMC	JMC - U.S. Army Joint Munitions Command	Urgent	Routine	Routine	0
20100621294233	GE - STS - Suspense Tracking System Waiver	Open	DA04900	EEBMA	EEBMA Core Enterprise Services	AMC	CECOM - U.S. Army Communications-Electronic Command	High	Routine	Routine	0
20100622099756	test	Open	DA031499	EPMA	EPMA Acquisition	AMC	ACC - Army Contracting Command	Critical Work Stoppage	Routine	Routine	0
20100622120585	CLONE - EC - PFM - Property Inventory Manager FY15 V2	Open	DA04475	EPMA	EPMA Installations & Environment	ACSDM	BMCOM/G2	Critical Work Stoppage	Routine	Routine	0
20100622170255	total call test	Open	DA031707	EPMA	EPMA Acquisition	AMC	ACC - Army Contracting Command	Critical Work Stoppage	Routine	Routine	0
20100622250225	ATW1 - Testing EEBMA Coordination	Open	DA031513	EEBMA	EEBMA Computing Infrastructure	ACSDM	ACSDM - [None]	Critical Work Stoppage	Routine	Routine	3
20100622263779	EC - PFM - Property Inventory Manager FY15	Open	DA04129	EPMA	EPMA Logistics	AMC	CECOM - U.S. Army Communications-Electronic Command	Critical Work Stoppage	High	Routine	15
20100622336868	Suborg test waiver	Open	DA031500	EPMA	EPMA Acquisition	AMC	ACC - Army Contracting Command	Critical Work Stoppage	Routine	Routine	0
20100623083094	ATW2 - Data Center Waiver Tests	Open	DA031480	WYMA	WYMA Battlespace Awareness	AMC	ACC - Army Contracting Command	Routine	Routine	Routine	0
20100623308452	Suborg test waiver #2	Open	DA031480	WYMA	WYMA Battlespace Awareness	AMC	ACC - Army Contracting Command	Critical Work Stoppage	Routine	Routine	0
20100623257264	Suborg test waiver #3	Open	DA031390	EPMA	EPMA Logistics	AMC	ACC - Army Contracting Command	Critical Work Stoppage	Routine	Routine	0
20100623277518	Suborg test waiver #4	Open	DA031404	WYMA	WYMA Logistics	AMC	ACC - Army Contracting Command	Critical Work Stoppage	Routine	Routine	6
20100624032145	OK System	Open	DA031836	EPMA	EPMA Acquisition	ACSDM	ACSDM - [None]	Routine	Routine	Routine	1
20100624138141	Kevin Test 01	Open	DA031890	EDMA	EDMA Exploitation	AMC	AMC - [None]	Critical Work Stoppage	Routine	Routine	29
20100624307638	test	Open	DA03474	EPMA	EPMA Financial Management	AMC	JMC - U.S. Army Joint Munitions Command	Critical Work Stoppage	Routine	Routine	0
20100625189990	Kevin Test 03	Open	DA031540	EDMA	EDMA Collection	AMC	AMC - [None]	Critical Work Stoppage	Routine	Routine	12
20100625219990	CLONE - Kevin Test 01	Open	DA76840	EPMA	EPMA Acquisition	ATEC	AEC	Routine	Routine	Routine	4
20100625257737	ATW1 - Dental Test	Open	DA031824	EDMA	EDMA Exploitation	AMC	AMC - [None]	Routine	Routine	Routine	0

Pending Workflow Count/Approval Stage Report

There are two separate reports under the “report “Pending Workflow Count/Approval Stage Report” tab. Both reports are accessible by all ITAS users and can be used to track all pending waiver requests in the workflow approval process.

The report display at the top is used to show the count, status and stage of each waiver that is in the workflow approval process. The report at the bottom is the drilled-down detail report for the top section.

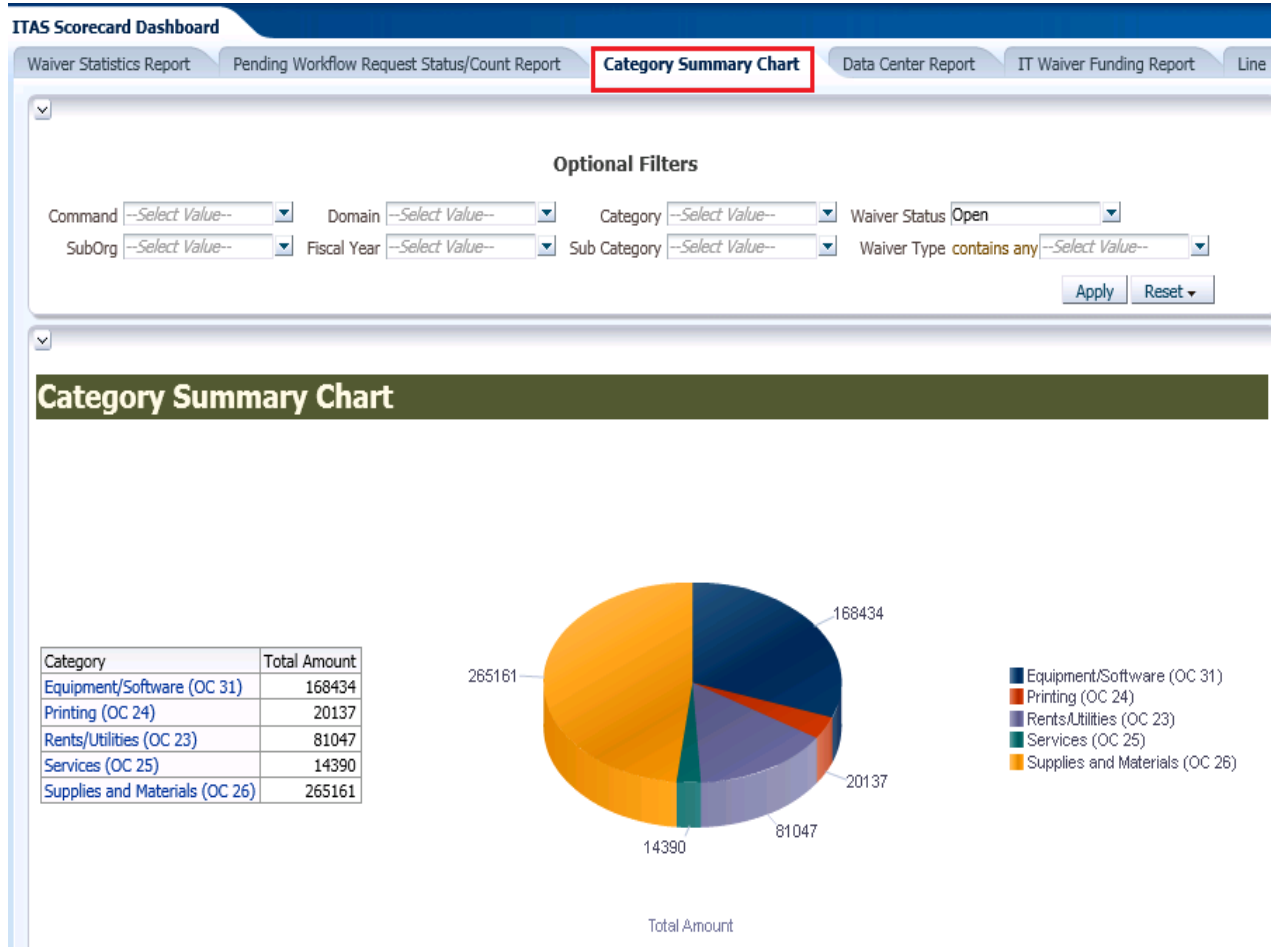
Information Technology Approval System



Category Summary Chart Report

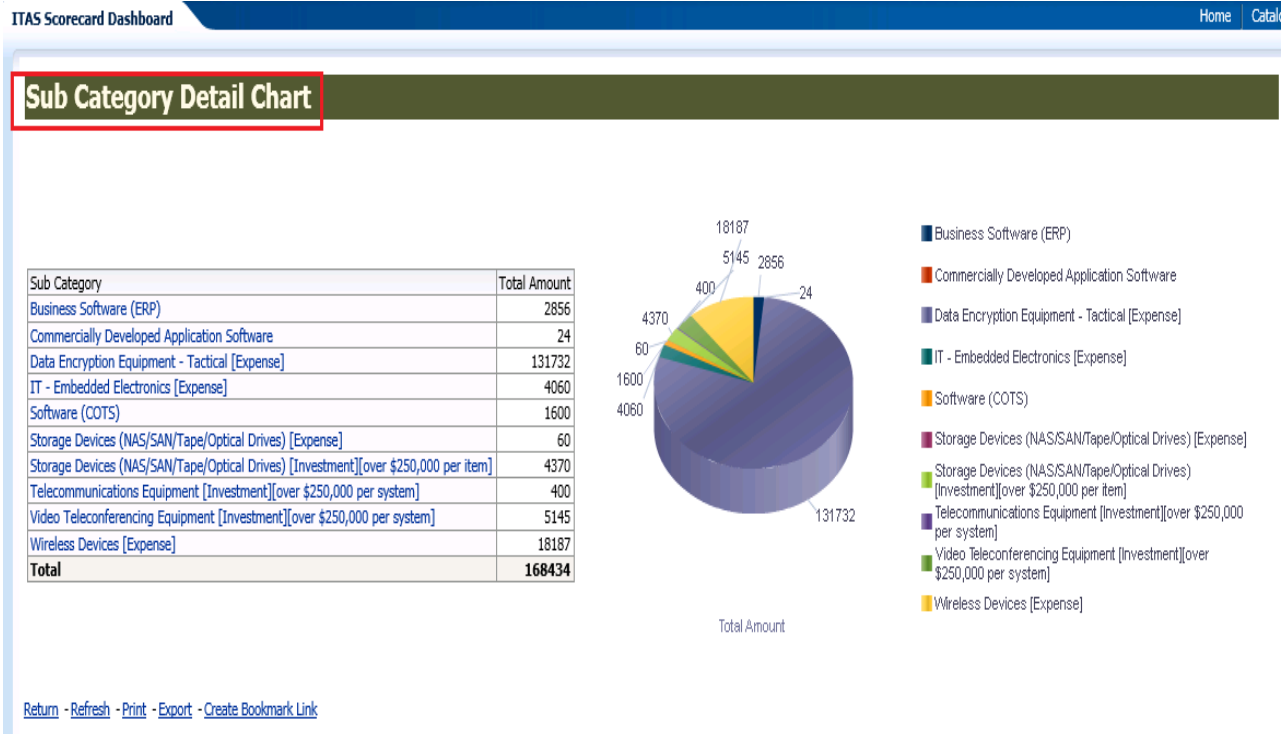
The "Category Summary Chart" Report is accessible by all ITAS users and can be used to track the funding allocation for each category, subcategory, and the drilled-down capability is provided for each category and subcategory.

Information Technology Approval System



The total funding amounts will be displayed for each category. ITAS user can click each category to drill down to the subcategory level.

Information Technology Approval System



ITAS user can perform the further drill down based on each subcategory by clicking on the subcategory and then review the amount at waiver level.

ITAS Scorecard Dashboard Home Catalog Favorites

Category Drill Down Report

Waiver ID	Subject	Command	SubOrg	Category	Sub Category	Vendor	Product Name	Quantity	Unit Cost (in Dollars)	Line Cost (in Dollars)
20150621035487	LNSS - Local National Staffing Suite 1	HQDA G1	AG1 - CP	Equipment/Software (OC 31)	Data Encryption Equipment - Tactical [Expense]	3M	7705 SAR & 5620 SAM	2	32933	65866
Total Amount										65866
20150621241761	SURVTRAC - SURVEY TRACKER Waiver	HQDA G1	AG1 - CP	Equipment/Software (OC 31)	Data Encryption Equipment - Tactical [Expense]	3M	7705 SAR & 5620 SAM	2	32933	65866
Total Amount										65866
Grand Total										131732

[Return](#) - [Back](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

ITAS user can click “Return” to return to the main report screen, or click “back” to go back to the previous screen.

Data Center Report

“Data Center Report” is accessible by all ITAS users and is created to show all waiver requests for data center type.

Information Technology Approval System

ITAS Scorecard Dashboard

Home Catalog Favorites Dashboards New Open Signed In As 7541224

Waiver Statistics Report Pending Workflow Request Status/Count Report Category Summary Chart **Data Center Report** IT Waiver Funding Report Line Item Report Multiple Requests for the Same Item Report Total Army IT Waiver Approval Expenditures Report ITAG Key

Optional Filters

Command: [Select Value] Waiver Status: Open Category: [Select Value]
SubOrg: [Select Value] Waiver Type: contains any [Select Value] Sub Category: [Select Value]
Domain: [Select Value]

Apply Reset

Data Center Report

Waiver ID	Waiver Subject	AITR Number (APMS ID)	Mission Area	Domain	Command	SubOrg	Data Center Name	DoD Unique ID	City	State	Country	Facility	Expected Closure Time	Waiver Status	Category	Sub Category	Fiscal Year
20150621706997	HAM TPST SYSTEM 107	DA3010646	WMA	WMA Logistics	ACSIM	ACSIM - [None]	9FC - RS Lab - Berlin Systems Lab	15679	Aberdeen Proving Ground	MD	USA	Aberdeen Proving Ground		Open	Equipment/Software (OC 31)	Vision Teleconferencing Equipment [Investment] (over \$250,000 per system)	2015
																Printing / Copier rental Services (OC 25)	2015
																Data Hosting on Army owned Equipment (Commercial)	2015
																Data Hosting Fees (DISA)	2015
																Supplies and Materials (OC 26)	2015
20150623083094	ATW2 - Data Center Waiver Tests	DA301480	WMA	WMA Battlespace Awareness	AMC	ACC - Army Contracting Command	DATA CENTER - ARL - APG	14521	Aberdeen Proving Ground	MD	USA	Aberdeen Proving Ground		Open	Supplies and Materials (OC 26)	Electronic/Communications Equip Repair Parts	2015
20150623208452	Suborg test waiver #2	DA301480	WMA	WMA Battlespace Awareness	AMC	ACC - Army Contracting Command	DATA CENTER - ARL - APG	14521	Aberdeen Proving Ground	MD	USA	Aberdeen Proving Ground		Open	Equipment/Software (OC 31)	Business Software (ERP)	2015
20150623257264	Suborg test waiver #3	DA301390	BMA	BMA Logistics	AMC	ACC - Army Contracting Command	SEC - ISC Lab - Integrated Satellite Communications Lab	14746	Aberdeen Proving Ground	MD	USA	Aberdeen Proving Ground		Open	Equipment/Software (OC 31)	Commercially Developed Application Software	2015

IT Waiver Funding Report

“IT Waiver Funding Report” is created to show the funding data for each waiver. This report is a restricted report and only authorized users can view this report.

Authorized Users:

- G/3/5/7, HQDA CIO Admin and HQDA CIO Lead Approver can view funding data for all waivers
- Command Admin, Command G-8 Resource Reviewer, Command IT Lead Approver, Command Analyst can view waiver funding data within the command
- SubOrg G-6 Technical Reviewer, SubOrg G-8 Resource Reviewer, SubOrg Analyst can view waiver funding data within the SubOrg
- Submitter can view waiver funding data for the waiver he submitted

Information Technology Approval System

ITAS Scorecard Dashboard

Home Catalog Favorites Dashboards New Open Signed In As 754122

Waiver Statistics Report Pending Workflow Request Status/Count Report Category Summary Chart Data Center Report **IT Waiver Funding Report** Line Item Report Multiple Requests for the Same Item Report Total Army IT Waiver Approval Expenditures Report ITAS Key

Optional Filters

Command Domain Waiver Status APC APPN Category

SubOrg Fiscal Year Waiver Type contains any MDEP CMD Sub Category

AITR Number

Apply Reset

IT Waiver Funding Report

Waiver ID	Waiver Subject	AITR Number (APMS ID)	Mission Area	Domain	Command	SubOrg	Waiver Status	Justification	Category	Sub Category	Funding Source	MDEP	APPN	APE	CMD	2013	2014	2015	2016
20150621008557	A New Waiver Sample 1	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	Open	New System	Printing (OC 24) Services (OC 25)	Printing / Copier rental Enterprise License Agreements Help Desk	AWCF AWCF					1460	2400	1460	2400
									Supplies and Materials (UJ 2b)	Electronic/Communications Equip Depot Level Rptbl	AWCF					1460	2400		
20150621008855	AMC New Waiver June 21	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	Open	New System	Printing (OC 24) Services (OC 25)	Printing / Copier rental Enterprise License Agreements Help Desk									
									Supplies and Materials (UJ 2b)	Electronic/Communications Equip Depot Level Rptbl									
20150621035487	UNSS - Local National Staffing Suite 1	DA01469	BMA	BMA Human Resources Management	HQDA G1	AG1 - CP	Open	New System	Equipment/Software (OC 31) Rents/Utilities (OC 23) Services (OC 25)	Data Encryption Equipment - Tactical [Expense] Storage Devices (NAS/SAN/Tape/Optical Drives) [Investment] over \$250,000 per item Heat/Air Conditioning Help Desk									
									Supplies and Materials (UJ 2b)	Electronic/Communications Equip Depot Level Rptbl									

For ITAS users who have no authority to view this report, the following screen will be displayed.

ITAS Scorecard Dashboard

Home Catalog Favorites

Waiver Statistics Report Pending Workflow Request Status/Count Report Category Summary Chart Data Center Report **IT Waiver Funding Report** Line Item Report Multiple Requests for the Same Item Report

Optional Filters

Command Domain Waiver Status APE APPN Category

SubOrg Fiscal Year Waiver Type contains any MDEP CMD Sub Category

AITR Number

Apply Reset

This is the Financial Report. User does not have permission to the Financial Information.
[Refresh](#)

Line Item Report

“Line Item Report” is report is accessible by all ITAS users. This report is created to show the line item data with the funding source and Key-4 for each waiver. The funding amount is excluded in this report.

Information Technology Approval System

ITAS Scorecard Dashboard

Home Catalog Favorites Dashboards New Open Signed In As 7541224537

Waiver Statistics Report Pending Workflow Request Status/Count Report Category Summary Chart Data Center Report IT Waiver Funding Report **Line Item Report** Multiple Requests for the Same Item Report Total Army IT Waiver Approval Expenditures Report ITAS Key

Optional Filters

Command (All Column Values) ATR Number (All Column Values) Waiver Status Open Category (All Column Values)
SubOrg (All Column Values) Fiscal Year (All Column Values) Waiver Type contains any (All Column Values) Sub Category (All Column Values)
Domain WMA Battlespace Aw...

Apply Reset

Line Item Report

Waiver ID	Waiver Subject	ATR Number (APMG ID)	Command	SubOrg	Mission Area	Domain	Waiver Status	Category	Sub Category	APE	MDEP	APPN	OMD	Quantity	Unit Cost (in Dollars)	Subtotal
20150623083094	ATWIZ - Data Center Waiver Tests	DA301480	AMC	ACC - Army Contracting Command	WMA	WMA Battlespace Awareness	Open	Supplies and Materials (OC 26)	Electronic/Communications Equip Repair Parts	131035100	DA30	OMA	2A0	20		600
Total																600
20150623108452	Suborg test waiver #2	DA301480	AMC	A/C - Army Contracting Command	WMA	WMA Battlespace Awareness	Open	Equipment/Software (OC 31)	Business Software (FBP)					1	1	1
Total																1
20150707228978	workflow test	DA301480	AMC	ACC - Army Contracting Command	WMA	WMA Battlespace Awareness	Open	Supplies and Materials (OC 26)	Electronic/Communications Equip Repair Parts	131035100	DA30	OMA	2A0	20		600
Total																600
Grand Total																1201

Refresh Print Export

Multiple Requests for the Same Item Report

“Multiple Requests for the Same Item Report” is accessible by all ITAS users and can be used to track the number of requests submitted for the same item. If the same item is requested for more than a certain number, HQDA CIO Admin may create a request to CHES to add the item to the CHES system. The waiver count can be specified through the optional field.

ITAS Scorecard Dashboard

Home Catalog Favorites Dashboards

Waiver Statistics Report Pending Workflow Request Status/Count Report Category Summary Chart Data Center Report IT Waiver Funding Report Line Item Report **Multiple Requests for the Same Item Report** Total Army IT Waiver Approval Expenditures Report ITAS Key

Optional Filters

Category --Select Value-- Vendor --Select Value-- Waiver Status Open Waiver Type contains any --Select Value--
Sub Category --Select Value-- Product --Select Value-- FY --Select Value-- Waiver Count Between --Select Value-- --Select Value--

Apply Reset

Multiple Requests for the Same Item Report

Category	Sub Category	Vendor	Product	Waiver Count
Equipment/Software (OC 31)	Business Software (ERP)	01 Communique	01 Communique Communicate! 2000	1
		2-Wire	2-wire Analog Phone	5
				1
		ADATA	2-wire Analog Phone	4
		AKITIO	3200-F1, 3200-USF1, 3400-F1, 3400-USF1, 3600-F1, 3600-USF1	1
		ALK Technologies	29xx/39xx ISR G2	1
		Corel	3000 Series Mobility Controller	1
		Dell	Dell 1503FP, 1702FP, E173FP, E2014T, E207WFP, G2210t, P2314T, P2714T, P2815Q, S2240T, S2340T, S2740L	4
		Symantec	Symantec Router	2
		2nd Story Software	12900	1
	Commercially Developed Application Software	3D Systems	15310 Optical Networking Platform	1
		AKITIO	Akito Hard Drive	1
		ALK Technologies	2960SF	1
	Data Encryption Equipment - Tactical [Expense]		29xx/39xx ISR G2	1
		3M	7705 SAR & 5620 SAM	2
IT - Embedded Electronics [Expense]	2-Wire		2-wire Analog Phone	1
		A10 Networks	AX-2000, AX-3000, AX-5000 Series	1
	Software (COTS)	AT&T	3000 Series Mobility Controller	1
		3Com	3000 Series Mobility Controller	1
Storage Devices (NAS/SAN/Tape/Optical Drives) [Expense]		AKITIO	Akito Hard Drive	1
				1

Information Technology Approval System

Total Army IT Waiver Approval Expenditures Report

“Total Army IT Waiver Approval Expenditures Report” is accessible by all ITAS users and can be used to track the number of waivers created for each command, suborg and domain. This report can be drilled down to show the waiver level detail for each selected command, SubOrg and Domain.

The screenshot displays the ITAS Scorecard Dashboard with the 'Total Army IT Waiver Approval Expenditures Report' selected. The dashboard includes a navigation bar with tabs like 'Waiver Statistics Report', 'Pending Workflow Request Status/Count Report', 'Category Summary Chart', 'Data Center Report', 'IT Waiver Funding Report', 'Line Item Report', and 'Multiple Requests for the Same Item Report'. The 'Total Army IT Waiver Approval Expenditures Report' tab is active and highlighted.

Below the navigation bar, there is an 'Optional Filters' section with dropdown menus for 'Command', 'SubOrg', 'Domain', 'Fiscal Year', and 'Waiver Status'. The 'Waiver Status' is set to 'Open'. There are 'Apply' and 'Reset' buttons.

The main content area shows the 'Total Army IT Waiver Approval Expenditures Report' for the year 2015. The report is a table with columns: Command, SubOrg, Domain, Waiver Count, and Sub Total. The data is organized by Command, with SubOrg and Domain details provided for each.

Command	SubOrg	Domain	2015 Waiver Count	Sub Total
ACSDM	ACSDM - [None]	DMA Acquisition	15	11362
		BMA Financial Management	3	550
		BMA Human Resources Management	3	2042
		BMA Installations & Environment	3	2042
		ETEMA Computing Infrastructure	3	600
		WMA Logistics	5	6705
		WMA Training	2	30
	DAIM-OD - Operations Directorate Systems	DMA Installations & Environment	6	1100
	IMCOM Special Staff	DDMA Mission Management	2	504
	IMCOM/G7	BMA Installations & Environment	5	4200
AMC	ACC - Army Contracting Command	BMA Acquisition	7	3004
		BMA Financial Management	5	885
		BMA Logistics	17	20980
		DDMA Enterprise Management Support	1	8712
		ETEMA Communications	9	3600
		ETEMA Information Assurance	1	100
		WMA Battlespace Awareness	10	2785
		WMA Logistics	7	1101
		WMA Protection	1	60
		WMA Training	5	64041
	AMC - [None]	DDMA Analysis and Production	1	150
		DDMA Collection	5	13200
		DDMA Exploitation	49	281690
		DDMA Mission Management	1	34
		ETEMA Core Enterprise Services	2	42
		WMA Training	10	789
AMCOM - U.S. Army Aviation and Missile Command		BMA Logistics	12	10755
CECOM - U.S. Army Communications-Electronic Command		BMA Logistics	5	4000
		ETEMA Core Enterprise Services	5	6876

The ITAS user can click the number at the “Wavier Count” column to see the drilled down report.

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ITAS Scorecard Dashboard

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New
Open
Signed In As 3456780238

Total Army IT Waiver Approval Expenditure Report Drill Down

Command	SubOrg	Mission Area	Domain	Waiver ID	Subject	ATIR Number (APMS ID)	Category	Sub Category	Vendor	Product Name	Quantity	Unit Cost (in Dollars)	Line Cost (in Dollars)
ACSDM	ACSDM - [None]	BMA	BMA Acquisition	20150624103145	DK System	DA301826	Equipment/Software (OC 31)	Wireless Devices [Expense]	Packstar	Phone	6	200	1200
							Supplies and Materials (OC 26)	Credit Card purchases	Cisco	Asus Router	8	300	2400
				20150721219812	CLONE ATW15 Testing rejections with coordinations	DA301507	Services (OC 25)	Equipment Maintenance	AKITO	Akito Hard Drive	3	40	120
				20150727069404	AAA - Test Waiver 2	DA301458	Rents/Utilities (OC 23)	Power Costs: Electricity/Gas	AMX, LLC	Enova DVX-315SHD-SP	1	1221	1221
							Supplies and Materials (OC 26)	Electronic/Communications Equip Depot Level Rptbl	ZZZ	ZZZ Copier	1	121	121
				20150727193749	AAA - Test Waiver 3 DNT	DA301458	Rents/Utilities (OC 23)	Power Costs: Electricity/Gas	AMX, LLC	Enova DVX-315SHD-SP	1	1221	1221
							Supplies and Materials (OC 26)	Electronic/Communications Equip Depot Level Rptbl	ZZZ	ZZZ Copier	1	121	121
				20150727226176	AAA - Test Waiver 4 DNT	DA301458	Rents/Utilities (OC 23)	Power Costs: Electricity/Gas	AMX, LLC	Enova DVX-315SHD-SP	1	1221	1221
							Services (OC 25)	Information Assurance	3M	3000 Series Mobility Controller	1	232	232
							Supplies and Materials (OC 26)	Electronic/Communications Equip Depot Level Rptbl	ZZZ	ZZZ Copier	1	121	121
				20150728099291	AAA - Test Waiver 2.0	DA301458	Rents/Utilities (OC 23)	Power Costs: Electricity/Gas	AMX, LLC	Enova DVX-315SHD-SP	1	1221	1221
							Supplies and Materials (OC 26)	Electronic/Communications Equip Depot Level Rptbl	ZZZ	ZZZ Copier	1	121	121
				20150728329008	AAA - Test Waiver 2.1	DA301458	Rents/Utilities (OC 23)	Power Costs: Electricity/Gas	AMX, LLC	Enova DVX-315SHD-SP	1	1221	1221
							Services (OC 25)	Equipment Maintenance	Nokia	Nokia N810 Internet Tablet	2	350	700
							Supplies and Materials (OC 26)	Electronic/Communications Equip Depot Level Rptbl	ZZZ	ZZZ Copier	1	121	121
Total Amount												11362	

[Return](#)
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[Export](#)
[Create Bookmark Link](#)

ITAS Key System Information Change Report

“ITAS Key System Information Change Report” is accessible by all ITAS users and can be used to track any key data changes in ITAS workflow process.

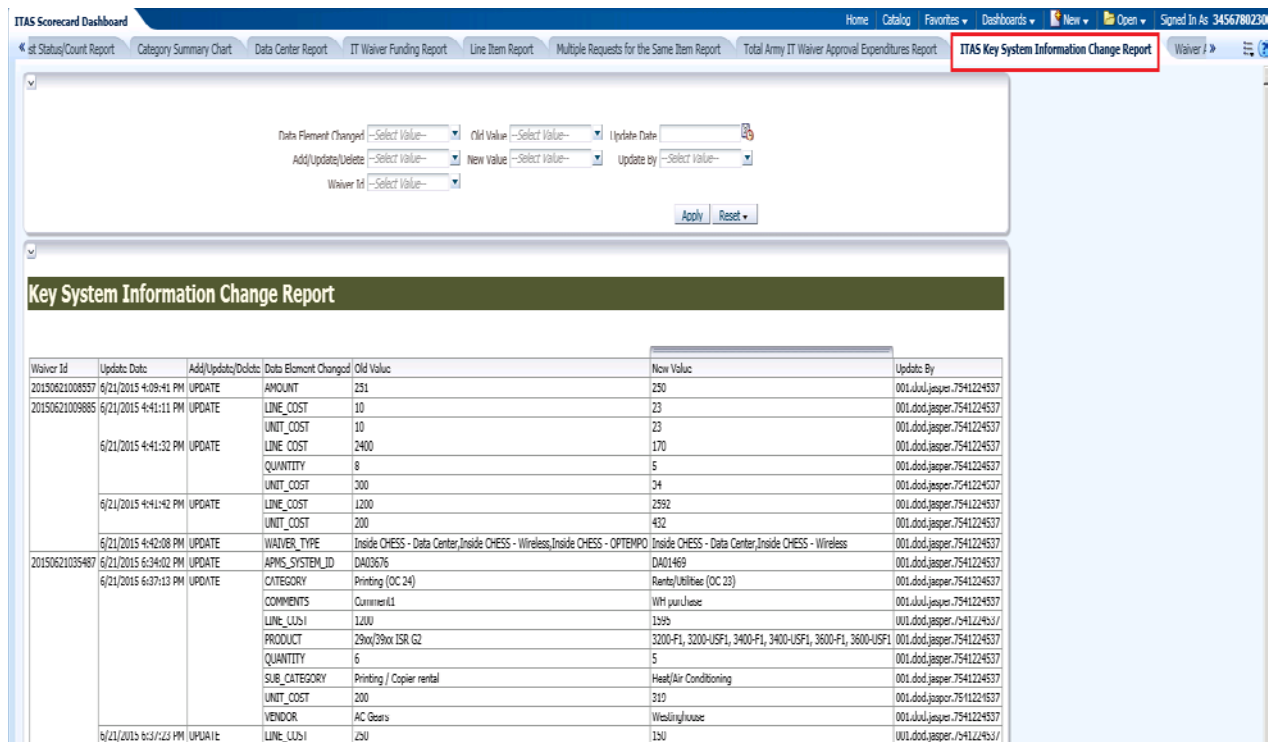
The Key Data Elements can be tracked in this report are

- APMS System ID
- Funding Source
- Usage
- APE
- APPN
- MDEP
- CMD
- Category
- Sub Category
- Comments
- Fiscal Year for funding
- Unit Cost
- Line Cost
- Amount
- QUANTITY

Information Technology Approval System

- Vendor
- Product
- Waiver Required Date
- Waiver Type
- Waiver Status

ITAS users can specify the “Data Element Changed” filter to check any key data element changes.



The screenshot displays the ITAS Scorecard Dashboard with the 'ITAS Key System Information Change Report' selected. The dashboard includes a navigation bar with links like 'Home', 'Catalog', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As: 3456780230'. Below the navigation bar, there are several tabs: 'Status/Count Report', 'Category Summary Chart', 'Data Center Report', 'IT Waiver Funding Report', 'Line Item Report', 'Multiple Requests for the Same Item Report', 'Total Army IT Waiver Approval Expenditures Report', and 'ITAS Key System Information Change Report'. The 'ITAS Key System Information Change Report' is highlighted. Below the tabs, there is a search and filter section with dropdown menus for 'Data Element Changed', 'Old Value', 'New Value', 'Update Date', 'Update By', and 'Waiver Id'. There are 'Apply' and 'Reset' buttons. The main content area shows a table titled 'Key System Information Change Report' with columns: 'Waiver Id', 'Update Date', 'Add/Update/Delete', 'Data Element Changed', 'Old Value', 'New Value', and 'Update By'. The table contains several rows of data, including updates to 'AMOUNT', 'LINE_COST', 'UNIT_COST', 'QUANTITY', 'WAIVER_TYPE', 'APMS_SYSTEM_ID', 'CATEGORY', 'COMMENTS', 'LINE_US\$', 'PRODUCT', 'SUB_CATEGORY', 'UNIT_COST', 'VENDOR', and 'LINE_US\$'.

Waiver Id	Update Date	Add/Update/Delete	Data Element Changed	Old Value	New Value	Update By
20150621008557	6/21/2015 4:09:41 PM	UPDATE	AMOUNT	251	250	001.dod.jasper.7541224537
20150621009885	6/21/2015 4:41:11 PM	UPDATE	LINE_COST	10	23	001.dod.jasper.7541224537
			UNIT_COST	10	23	001.dod.jasper.7541224537
	6/21/2015 4:41:32 PM	UPDATE	LINE_COST	2400	170	001.dod.jasper.7541224537
			QUANTITY	8	5	001.dod.jasper.7541224537
			UNIT_COST	300	34	001.dod.jasper.7541224537
	6/21/2015 4:41:42 PM	UPDATE	LINE_COST	1200	2592	001.dod.jasper.7541224537
			UNIT_COST	200	432	001.dod.jasper.7541224537
	6/21/2015 4:42:08 PM	UPDATE	WAIVER_TYPE	Inside CHESS - Data Center, Inside CHESS - Wireless, Inside CHESS - OPTIMO	Inside CHESS - Data Center, Inside CHESS - Wireless	001.dod.jasper.7541224537
20150621009487	6/21/2015 6:34:02 PM	UPDATE	APMS_SYSTEM_ID	DA03676	DA01469	001.dod.jasper.7541224537
	6/21/2015 6:37:13 PM	UPDATE	CATEGORY	Printing (OC 24)	Rents/Utilities (OC 23)	001.dod.jasper.7541224537
			COMMENTS	Comment1	WH you chose	001.dod.jasper.7541224537
			LINE_US\$	1200	1595	001.dod.jasper.7541224537
			PRODUCT	29xx/39xx ISR G2	3200-F1, 3200-USF1, 3400-F1, 3400-USF1, 3600-F1, 3600-USF1	001.dod.jasper.7541224537
			QUANTITY	6	5	001.dod.jasper.7541224537
			SUB_CATEGORY	Printing / Copier rental	Heat/Air Conditioning	001.dod.jasper.7541224537
			UNIT_COST	200	310	001.dod.jasper.7541224537
			VENDOR	AC Gear	Weskinghouse	001.dod.jasper.7541224537
	6/21/2015 6:37:23 PM	UPDATE	LINE_US\$	250	150	001.dod.jasper.7541224537

Waiver Approval Time Report

“Waiver Approval Time Report” is accessible by all ITAS users and can be used to track the process time for each workflow review step in ITAS workflow process.

Information Technology Approval System

ITAS Scorecard Dashboard

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As: 34567802

Category Summary Chart | Data Center Report | IT Waiver Funding Report | Line Item Report | Multiple Requests for the Same Item Report | Total Army IT Waiver Approval Expenditures Report | ITAS Key System Information Change Report | **Waiver Approval Time Report**

Optional Filters

Command: [Select Value] Waiver ID: [Select Value] Submitter: [Select Value]
SubOrg: [Select Value] Waiver Status: [Select Value] Submitted Date: Between [] []
Fiscal Year: [Select Value]

Apply Reset

Waiver Approval Time Report

Waiver Id	Waiver Number	Waiver Subject	Waiver Status	Command	SubOrg	Submitted Date	Submitter	SubOrg G-5 Technical Reviewer	SubOrg G-8 Resource Reviewer	Command Admin	Command IA Reviewer	Command G-8 Resource Reviewer	Command Waiver Lead Approver	NCTCOM IA Reviewer	HQDA CIO Admin	HQDA CIO ADCCP Reviewer	HQDA G3/5/7 OPTENPO Reviewer	2nd Army IA Security Reviewer	HQDA CIO EIEIMA Communications Reviewer	HQDA CIO CIDMA Computing Infrastructure Reviewer	HQDA CIO EIEIMA Core Enterprise Services Reviewer	HQDA CIO CIDMA Information Assurance Reviewer	HQDA CIO IT Waiver Lead Approver
20150621005537		U A New Waiver Sample 1	Open	AMC	AMCUM - U.S. Army Aviation and Missile Command	6/21/2015 3:44:12 PM	001.dod.jasper.7541224537	0.00	8.10														
20150621009885		O AMC New Waiver June 21	Open	AMC	AMCOM - U.S. Army Aviation and Missile Command	6/21/2015 4:56:09 PM	001.dod.jasper.7541224537	0.00															
20150621035487		O UNSS - Local National Staffing Suite 1	Open	HQDA G1	AGI - CP	6/21/2015 6:31:59 PM	001.dod.jasper.7541224537	8.00															
20150621089821	2015062108982100	Testing line item 2	Open	NGB	AK - Alaska	6/21/2015 10:58:19 PM	014.dod.jasper.1533410021			0.00		7.70			7.70			0.00					
20150621131554	20150621131554200	A New Waiver	Open	AMC	AMCOM - U.S. Army Aviation and Missile Command	6/21/2015 3:44:12 PM	001.dod.jasper.7541224537	0.00	0.00	0.00		8.10		0.00	8.10		0.00						

ITAS Reports View (Ad Hoc - Customizable)

ITAS user can access customizable report through “ITAS Dashboard” folder from the main menu “Dashboard”. There are two ad hoc reports available for user to customize.

Information Technology Approval System

ITAS Dashboard Home Catalog Favorites Dashboards

ITAS Ad Hoc without Financials ITAS Ad Hoc with Financials

Optional Filters

Command --Select Value-- Waiver Status Open Category --Select Value--

SubOrg --Select Value-- Waiver Type contains any --Select Value-- Sub Category --Select Value--

Domain --Select Value--

Apply Reset

ITAS Ad Hoc without Financials

Waiver ID	Waiver Subject	AITR Number (APMS ID)	Mission Area	Domain	Command	SubOrg	Waiver Status	Waiver Type	Category	Sub Cat
20150621008557	A New Waiver Sample 1	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	Open	Inside CHES - Data Center, Inside CHES - Wireless, Inside CHES - OPTempo	Printing (OC 24) Services (OC 25) Supplies and Materials (OC 26)	Printing Enterpri Help De
2015062100885	AMC New Waiver June 21	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	Open	Inside CHES - Data Center, Inside CHES - Wireless	Printing (OC 24) Services (OC 25) Supplies and Materials (OC 26)	Printing Enterpri Help De
20150621035487	LNSS - Local National Staffing Suite 1	DA01469	BMA	BMA Human Resources Management	HQDA G1	AG1 - CP	Open	Inside CHES - Data Center, Inside CHES - Wireless, Inside CHES - OPTempo	Equipment/Software (OC 31) Rents/Utilities (OC 23)	Data En Storage (over \$2 Heat/Air

Ad Hoc reports can be customized to show any fields in a user preferred view. In the report footer, there is a link called “Analyze”. ITAS users can click this link to create customized reports.

Rows 1 - 30

Click "Analyze" to customize report ==> Analyze Refresh Print Export

ITAS Ad Hoc without Financial

“ITAS Ad Hoc without Financial” report is accessible by all ITAS users. Upon clicking “Analyze”, the following page will be displayed. At the left side, it is the “Subject Areas” for users to select from. ITAS users can expand the folder and select any preferred fields from and drag to the right side. ITAS user can save the change by clicking save icon.

Information Technology Approval System

Subject Area above is for pick and drags to the right side report.

Waiver ID	Waiver Subject	ATR Number (APMS ID)	Mission Area	Domain	Command	SubOrg	Waiver Status	Waiver Type	Category	Sub Category
20150621008557	A New Waiver Sample 1	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	Open	Inside CHES - Data Center, Inside CHES - Wireless, Inside CHES - OPTEMPO	Printing (OC 24)	Printing / Copier rental
									Services (OC 25)	Enterprise License Agreements
										Help Desk
									Supplies and Materials (OC 26)	Electronic/Communications Equip Depot Level Rptbl
20150621009885	AMC New Waiver June 21	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	Open	Inside CHES - Data Center, Inside CHES - Wireless	Printing (OC 24)	Printing / Copier rental
									Services (OC 25)	Enterprise License Agreements
										Help Desk
									Supplies and Materials (OC 26)	Electronic/Communications Equip Depot Level Rptbl
20150621009487	INCC - Internal National	DA011469	IRMA	IRMA Human Resources	HTM/C1	AC1 - CP	Open	Inside CHES - Data Center, Inside CHES - Equipment/Software (OC 26)	Printing (OC 24)	Printing / Copier rental
									Services (OC 25)	Enterprise License Agreements
										Help Desk
									Supplies and Materials (OC 26)	Electronic/Communications Equip Depot Level Rptbl

ITAS Ad Hoc with Financial

“ITAS Ad Hoc with Financial” report is a restricted report and not accessible by all ITAS users, not for authorized users.

For ITAS users who have no authority to view the financial information, the following page will be displayed.

Optional Filters

Command: --Select Value-- Domain: --Select Value-- Waiver Status: Open Category: --Select Value--
SubOrg: --Select Value-- ATR Number: --Select Value-- Waiver Type: contains any --Select Value-- Sub Category: --Select Value--

Apply Reset

This is the Financial Report. User does not have permission to the Financial Information.
[Analyze](#) - [Refresh](#)

For ITAS users who have the authority to view the financial information, the following page will be displayed.

Information Technology Approval System

ITAS Dashboard

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As: 754122

ITAS Ad Hoc without Financials | **ITAS Ad Hoc with Financials** | DoD CIO Quarterly Report

Optional Filters

Command: [Select Value] Domain: [Select Value] Waiver Status: Open Category: [Select Value]
SubOrg: [Select Value] ATR Number: [Select Value] Waiver Type: contains any [Select Value] Sub Category: [Select Value]

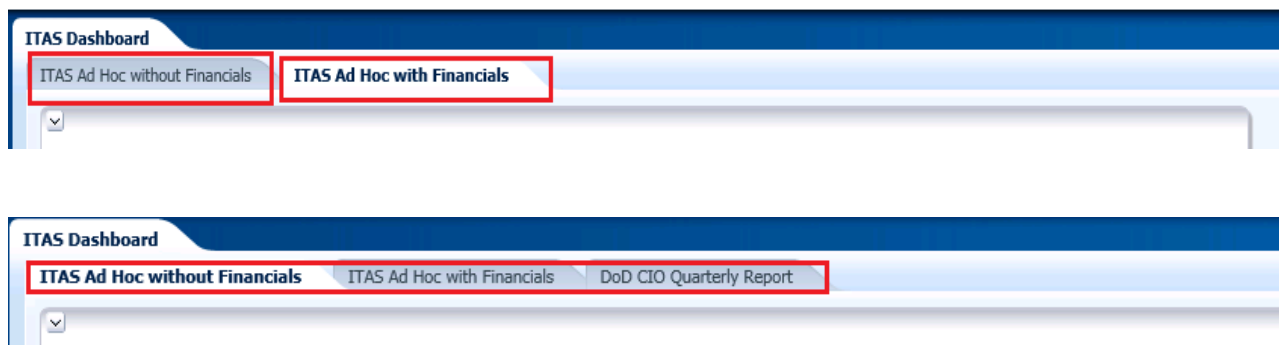
Apply Reset

ITAS Ad Hoc with Financials

Waiver ID	Waiver Subject	ATR Number (APMS ID)	Mission Area	Domain	Command	SubOrg	Funding Source	APL	APFN	MULP	Waiver Status	Waiver Type	Category	Sub Category	2013	2014	2015	2016
20150621008557	A New Waiver Sample 1	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command	AIWCF				Open	Inside CHESS - Data Center, Inside CHESS - Wireless, Inside CHESS - OTTEMPO	Printing (OC 24) Services (OC 25) Supplies and Materials (OC 26)	Printing / Copier rental Enterprise License Agreements Help Desk Electronic/Communications Equip Depot Level Rptbl		1460	2400	
20150621009885	AMC New Waiver June 21	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile Command					Open	Inside CHESS - Data Center, Inside CHESS - Wireless	Printing (OC 24) Services (OC 25) Supplies and Materials (OC 26)	Printing / Copier rental Enterprise License Agreements Help Desk Electronic/Communications Equip Depot Level Rptbl		1460	2400	
20150621035487	UNGS - Local National Staffing Suite 1	DA01469	BMA	BMA Human Resources Management	HQDA G1	AG1 - CP					Open	Inside CHESS - Data Center, Inside CHESS - Wireless, Inside CHESS - OTTEMPO	Equipment/Software (OC 31) Storage Devices (NAS/SAN/Tape/Optical Drives) [Investment > \$250,000 per item] Rentals/Utilities (OC 23) Services (OC 25) Supplies and Materials (OC 26)	Data Encryption Equipment - Tactical [Expense] Heat/Air Conditioning Help Desk Electronic/Communications Equip Depot Level Rptbl				
20150621131554	A New Waiver Sample 2	DA03676	BMA	BMA Logistics	AMC	AMCOM - U.S. Army Aviation and Missile	AIWCF				Open	Inside CHESS - Data Center, Inside CHESS - Wireless, Inside CHESS -	Printing (OC 24) Services (OC 25)	Printing / Copier rental Enterprise License Agreements		3860		3860

DoD CIO Quarterly Report

“DoD CIO Quarter Report” is accessible for ITAS Ad Hoc with Financial” report is a restricted report and only accessible by ITAS OBIEE Admin user. An unauthorized users cannot see the report tab.



For the authorized users, the DoD CIO Quarterly Report will be displayed. The ITAS user can specify the filter conditions in order to view a report for a specified Fiscal Year, waiver type and for a particular period.

Information Technology Approval System

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ITAS Ad Hoc without Financials
ITAS Ad Hoc with Financials
DoD CIO Quarterly Report

Optional Filters

Waiver Status
Closed

Funding FY (All Column Values)

Waiver Type
contains any
--Select Value--

End Date
Between

Apply
Reset

DoD CIO Quarterly Report

Waiver # and Date of Obligation Approval (MMDDYYYY)	Description of the Obligation	Data Center Unique ID	Unique Investment Identifier (UII)	Treasury Code	Funding FY	Item Type	Quantity	Unit Cost	Obligation Total
Waiver#1939606262015	ATW4 - Full Notifications Tests	14521		2021	2016	Supplies and Materials (OC 26)	20	30	600
Total Sum of Obligations									600
Waiver#2686807272015	CLONE - AAA - Test Waiver 6	16342	123456789	2021	2014	Rents/Utilities (OC 23)	2	200	400
						Services (OC 25)	2	100	200
						Supplies and Materials (OC 26)	2	121	242
					2015	Rents/Utilities (OC 23)	1	200	200
						Services (OC 25)	1	100	100
						Supplies and Materials (OC 26)	1	121	121
Total Sum of Obligations									1263
Waiver#3973307282015	ATW22 - A Test Waiver, PC Data Center	17325	123789458	2021	2015	Printing (OC 24)	4	15	60
Total Sum of Obligations									60
Waiver#5949807232015	Kevin test data center memo	14521		2021	2015	Supplies and Materials (OC 26)	1	30	30
Total Sum of Obligations									30
Waiver#7071107022015	ATW7 - Front to back testing	16408		2021	2015	Printing (OC 24)	30	10	300
						Services (OC 25)	10	40	400
						Supplies and Materials (OC 26)	20	20	400
					2016	Printing (OC 24)	15	10	150
						Services (OC 25)	5	40	200
						Supplies and Materials (OC 26)	10	20	200
Total Sum of Obligations									1650

Information Technology Approval System

ITAS User Roles Definitions

Base User – Default user role that enables the user access to ITAS to view waiver submissions.

ITAS Submitter – Default user role that enables the user to submit a waiver.

SubOrg Admin – This role enables the user to approve/reject in the Workflow Module as well as approve new user's requests within their SubOrg. View rights to resource information for their SubOrg.

SubOrg Analyst - View rights to resource information for their Command. View only rights for items in workflow.

SubOrg G-8 – This role enables the user to approve/reject in the Workflow Module as well as assign SubOrg Admin's and individual system owners. View rights to resource information for their Command.

Command Analyst - View rights to resource information for their Command. View only rights for items in workflow.

Command Admin – This role enables the user to approve/reject in the Workflow Module as well as assign SubOrg Admins and approve new ITAS accounts within their Command. View rights to resource information for their Command.

Command G-8 – This role enables the user to complete waiver resource information and approve/reject in the Workflow Module. View rights to resource information for their Command.

Command Information Assurance Reviewer – This role enables the user to review and provide comment on waivers forwarded to them in the Workflow Module.

Command IT Waiver Lead Approver – This role enables the user to approve/reject in the Workflow Module. View rights to resource information for their Command.

NETCOM Reviewer – This role enables the user to approve/reject in the Workflow Module.

ARCYBER/2nd Army Reviewer – This role enables the user to approve/reject in the Workflow Module.

G-3/5/7 Reviewer – This role enables the user to approve/reject in the Workflow Module.

EIEMA Domain Admin – This role allows an EIEMA Domain Admin review rights for waivers forwarded to them.

HQDA CIO Admin – This role enables the user to approve/reject in the Workflow Module as well as assign Admin's at all levels as well as the ability to approve all new user accounts.

HQDA CIO Lead – This role allows an individual assigned to this group to review/approve/reject waivers forwarded to them.