

## Command License Reviewer Appointee Designation Form

1. In accordance with DA CIO/G-6 and PD CHES policies and guidance, the following are requirements for assigned command license reviewers/designated appointees to comply and adhere to the accountability and sustainability of software license and maintenance in support of the Army Enterprise License Agreements:
  - a. Must be at the Command-level with direct or indirect reporting responsibilities to the command G-6 or G-8.
  - b. The respective command G-6 or G-8 must verify and sign the orders of appointment for the designated Command License Reviewer Appointee.
  - c. The designated appointee is responsible for, but not limited to; reviewing and approving or denying all requests for ELA licenses and/or maintenance routed to them on behalf of requesters who are members of their respective command. Also included in this responsibility will be any license reallocation requests, whether internal to the respective command or in conjunction with CHES and DA CIO/G-6.
  - d. The designated appointee will be responsible for adhering to all applicable Army and DoD software acquisition policies and memorandums.
  - e. The designated appointee will ensure subordinate agencies have appropriate information on expired and/or outdated application(s)/material(s), which is then uninstalled or destroyed in accordance with current Army and DoD policies and procedures.
  - f. The designated appointee is responsible for reviewing the authorized number of licenses their respective command via the CHES SharePoint License Tracking System (LTS) portal.
  
2. Command License Reviewer G-6 Appointee:

Signature:	
Name:	
Command:	
Enterprise Email:	
Duty Phone:	
Date:	

3. Command License Reviewer G-8 Appointee:

Signature:	
Name:	
Command:	
Enterprise Email:	
Duty Phone:	
Date:	

4. Verification of Command License Reviewer G-6 Appointee: I hereby officially appoint the aforementioned personnel as a designated appointee, and assign them as such until further notification by a designated representative or myself.

Signature:	
Name:	
Command:	
Enterprise Email:	
Duty Phone:	
Date:	

5. Verification of Command License Reviewer G-8 Appointee: I hereby officially appoint the aforementioned personnel as a designated appointee, and assign them as such until further notification by a designated representative or myself.

Signature:	
Name:	
Command:	
Enterprise Email:	
Duty Phone:	
Date:	

The Command G-6/G-8 or designated appointee will notify HQDA, CIO/G-6 or Computer Hardware Enterprise Software and Solutions (CHES) immediately of any changes to Command License Reviewer assigned personnel. POCs for this action are: CHES Helpdesk, [armychess@mail.mil](mailto:armychess@mail.mil)