

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

**Statement of  
Non-Availability  
(SoNA) Tutorial**



**August 2014**

# Introduction

- This briefing will introduce the Statement of Non-Availability (SoNA) process
- SoNAs must be created by using the CHES IT e-mart <https://chess.army.mil>
- You will learn:
  - How to Verify a Product
  - How to Access the SoNA Tool
  - How to Create a SoNA
  - How to View Successfully Submitted SoNAs
  - How to Submit a Goal 1 Waiver

# Table of Contents

- Introduction
- Approved Internet Browsers
- SoNA Process
  - How to Verify Product
  - Access to SoNA Tool
  - Creating a SoNA
  - View submitted SoNA



# CAUTION

## Please NOTE:

- The SoNA process runs best in Firefox, Internet Explorer 9 or 10 and Google Chrome.

### Not Recommended



# SoNA Process



## **NOTE:**

**Before submitting a SoNA request, you must verify the product is available through CHESS contract vehicles**

# How to Verify Product

- Prior to requesting a SoNA you **MUST** determine if CHES contracts can provide the required IT products.
  - CHES supports 3 Hardware contracts and a Software Agreements page
- If a product is not available from CHES because it has not been approved for use on the Army network by the US Army Network Enterprise Technology Command (NETCOM), the SoNA to purchase that product elsewhere does not authorize its use on the Army network.
- You **MUST** verify that your product is not on a CHES contract, DOD Enterprise License Agreement (ELA) or the [www.esi.mil](http://www.esi.mil) website.
- A SoNA cannot be processed without verification that the product is unavailable through CHES resources.

# How to Verify Product

- **Important Note Regarding Information Assurance (IA) Products:**  
Verify that your product and version is listed on the DoD Unified Capabilities Approved Product List (DoD UC APL)  
<https://aplots.disa.mil/processAPList.do>.
- For Information Assurance (IA) or IA enabled products not listed on the UC APL contact the CIO/G-6 Cyber Directorate Tools Management Team at [ArmyIATools@conus.army.mil](mailto:ArmyIATools@conus.army.mil) for additional guidance prior to requesting a CHES SoNA.

# How To Verify Product

## Hardware Products

- Utilize the CHES [RFQ Manager](#) tool to send a Request For Quotation (RFQ) to the ADMC-2, ITES-2H, or MFD vendors. This is required for SoNA approval.

**Note:** Utilize the CHES [RFI Manager](#) tool to send a Request For Information (RFI) to the ADMC-2, ITES-2H, or MFD vendors. An RFI is strictly for market research and is not justification for a SoNA.

## Software Products (*\*Note: No RFQ is needed for Software*)

- Enterprise Software Agreements (ESAs) are listed on the [Software Agreements](#) page. Please click on the associated ESA link to obtain additional product(s) information and vendor POC information. Contact the vendor to verify product availability.

OR

- Visit DOD ESI at [www.esi.mil](http://www.esi.mil)

# Access to SoNA Tool



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

**You will need to log in to access the SoNA Tool.**

## Login

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

### Account Information

Ignore certificate

Email

Password ([recover password](#))

Login

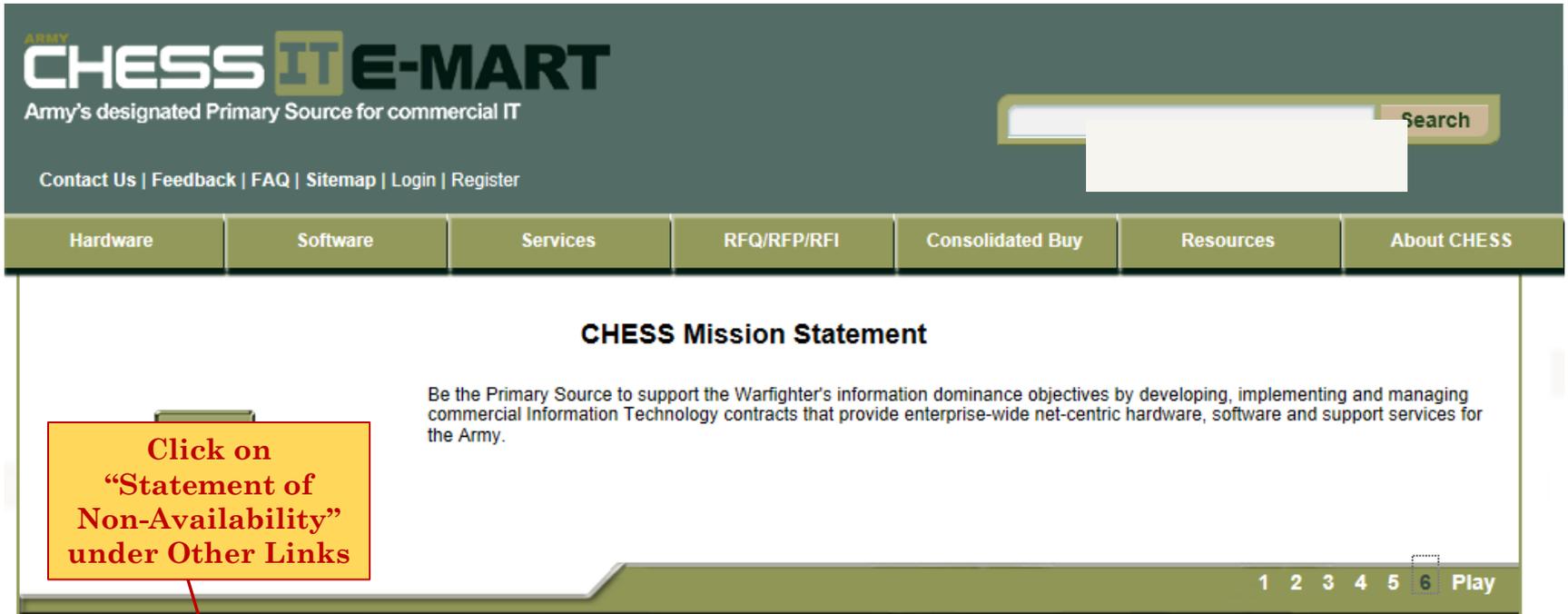
**Username and Password Log in Screen**

**NOTE: Email address must be a "us.army.mil" address**

**CAC Log in Screen**

<https://chess.army.mil>

# Step 2: Access SoNA Link



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Hardware Software Services RFQ/RFP/RFI Consolidated Buy Resources About CHESSE

**CHESSE Mission Statement**

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

1 2 3 4 5 6 Play

**Click on  
"Statement of  
Non-Availability"  
under Other Links**

**Hardware**



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

**Software**



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

**Services**

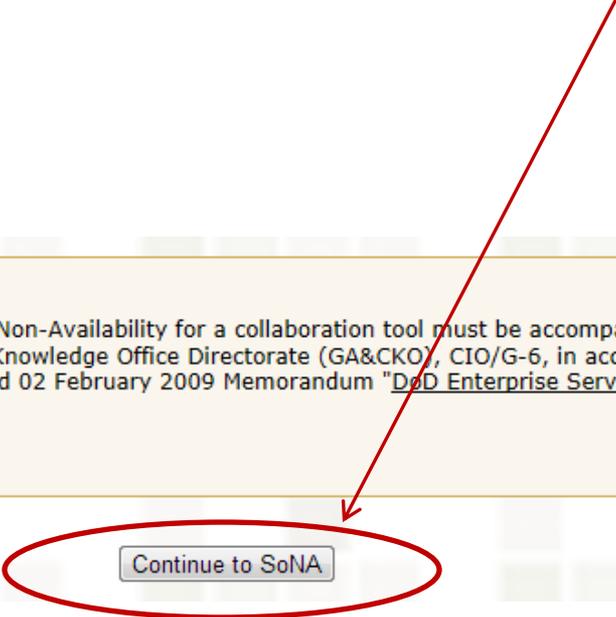


- ITES-2S Contracts
- ITS-SB Contracts
- Request for Proposal: RFP
- Request for Information: RFI

# Step 3 – Begin Request Process

- After you have verified that the desired product is not available on a CHES contract vehicle, you may begin the SoNA request process.
- Scroll to the bottom of the “SoNA Request” page (<https://chess.army.mil/CMS/a/WVRS>) and click “Continue to SoNA”

**IMPORTANT NOTE:** Requests for a CHES Statement of Non-Availability for a collaboration tool must be accompanied by approval of the Knowledge Management Division, Governance, Acquisition and Chief Knowledge Office Directorate (GA&CKO), CIO/G-6, in accordance with 06 Feb 2008 Memorandum, "Employment of Collaboration Capabilities Procedures," and 02 February 2009 Memorandum "DoD Enterprise Services Designation--Collaboration, Content Discovery, and Content Delivery."



Continue to SoNA

# Creating a SoNA



# Step 1 - Create



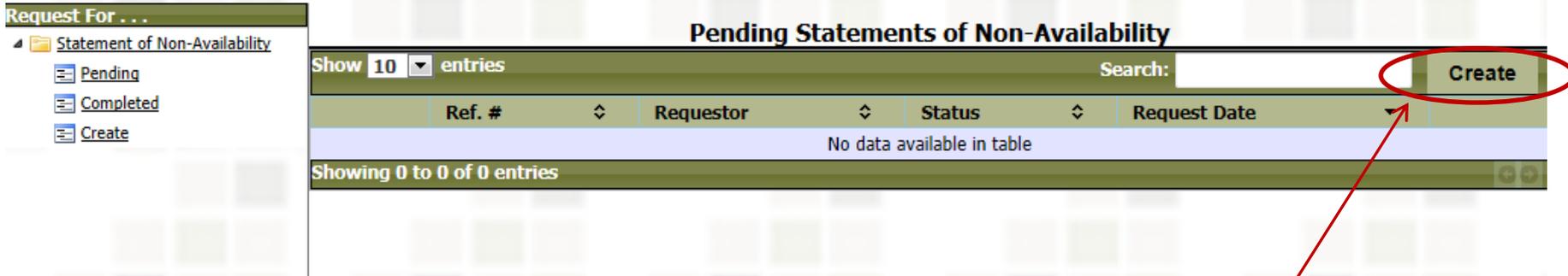
**ARMY CHESSE IT E-MART**  
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Welcome: Joanna Corcoran  
Last Login: Fri, 08 Aug 2014 14:32:24 GMT

**Search**

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



**Request For . . .**

- Statement of Non-Availability
  - Pending
  - Completed
  - Create**

### Pending Statements of Non-Availability

Show **10** entries Search:

Ref. #	Requestor	Status	Request Date	<b>Create</b>
No data available in table				

Showing 0 to 0 of 0 entries

Click "Create" to start the SoNA process

# Step 2 – Select a Category

Request For ...

- Statement of Non-Availability
  - Pending
  - Completed
  - Create

## Create Statement of Non-Availability Request

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.

Statement of Non-Availability Item

Statement of Non-Availability Item Type Select a category ▼

Vendor

Manufacturer

Product

Quantity

Total Price

(Do not use , or \$)

Date Required

(Please provide 7 days notice)

Statement of Non-Availability Request Reason

Have you submitted an RFQ?  Yes  No

RFQ #

Justification

Characters left: 2000

**From the Drop Down Menu select a category:**

1. Bundled
2. Hardware
3. Services
4. Software

**\*NOTE: Bundled = Multiple Products from the Same Vendor**

Create

# Step 3 – Input Requestor Information

- Request For . . .
- Statement of Non-Availability
    - Pending
    - Completed
    - Create

## Create Statement of Non-Availability Request

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.

Statement of Non-Availability Item

Statement of Non-Availability Item Type: Software

Vendor: Puppet Labs

Manufacturer: Puppet Labs

Product: Puppet Enterprise

Quantity: 200

Total Price: 18600.00

(Do not use , or \$)

Date Required: 08/08/2014

(Please provide 7 days notice)

Statement of Non-Availability Request Reason: Item not available through CHES contracts

Have you submitted an RFQ?  Yes  No

RFQ #: N/A

Justification: The required Puppet Enterprises subscription license is not available through CHES contracts nor it is listed on the software agreements list on the CHES IT e-mart

Characters left: 1835

Once your category is selected input the remaining information

Make sure to choose a Request Reason from the drop down menu

Please provide Justification

RFQ's are not submitted for Software Products  
NOTE: Please include an RFQ# if the category you choose requires one

Create

# Step 4 – Create SoNA

## Request For ...

Statement of Non-Availability

Pending

Completed

Create

## Create Statement of Non-Availability Request

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.

### Statement of Non-Availability Item

Statement of Non-Availability Item	Software
Type	
Vendor	Puppet Labs
Manufacturer	Puppet Labs
Product	Puppet Enterprise
Quantity	200
Total Price	18600.00
<small>(Do not use , or \$)</small>	
Date Required	08/08/2014
<small>(Please provide 7 days notice)</small>	
Statement of Non-Availability Request Reason	Item not available through CHES contracts
Have you submitted an RFQ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
RFQ #	N/A
Justification	The required Puppet Enterprises subscription license is not available through CHES contracts nor it is listed on the software agreements list on the CHES IT e-mart
	Characters left: 1835

Once the form is completed click "Create"

Create

# Step 5 – SoNA Successfully Created

**A Statement of Non-Availability was successfully created with the item Id number 216683949. Please remember that you must click the "Submit Request For Approval" button to complete the request.**

Hardware	Software	Services	RFQ/RFP/RFI	Consolidated Buy	Resources	About CHESS
----------	----------	----------	-------------	------------------	-----------	-------------

**Request For . . .**

- ▶ Statement of Non-Availability
  - ▶ Pending
  - ▶ Completed
  - ▶ **Create**

**Once your SoNA is created you will see this screen.**

**Unless you need to Add another Item your SoNA has been successfully created.**

**To Add another Item follow additional Steps 6 - 10**

### Create Statement of Non-Availability Request

Update your contact information, if everything is up to date then add another item or submit the Statement of Non-Availability

**Requesting User's Information**

First Name:

Last Name:

Email address:

Commercial Phone Number:

DSN Phone Number:

Major Command:

Installation:

**Request: 216683949**

Product Name	Reason	Qty	Price
Puppet Enterprise	Item not available through CHESS contracts	200	\$18,600.00

# NOTE

- Send all supporting SoNA documentation to [armychess@mail.mil](mailto:armychess@mail.mil) or have CHES RFQ number on hand at the time you submit your SoNA request.
  - Reference the SoNA Reference Number in the subject line of any emails related to your request.

# Step 6 – Add Another Item

A Statement of Non-Availability was successfully created with the item Id number 216683949. Please remember that you must click the "Submit Request For Approval" button to complete the request.

- Hardware
- Software
- Services
- RFQ/RFP/RFI
- Consolidated Buy
- Resources
- About CHESSE

### Request For ...

- Statement of Non-Availability
- Pending
- Completed
- Create

### Create Statement of Non-Availability Request

Update your contact information, if everything is up to date then add another item or submit the Statement of Non-Availability

Requesting User's Information

First Name:

Last Name:

Email address:

Commercial Phone Number:

DSN Phone Number:

Major Command:

Installation:

Request: 216683949

Product Name	Reason	Qty	Price
Puppet Enterprise	Item not available through CHESSE contracts	200	\$18,600.00

To add additional items to your SoNA click "Add another Item"

# Step 7 – Select a Category

Cancel Adding another Item

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.

Statement of Non-Availability Item

Statement of Non-Availability Item Type	Hardware
Vendor	
Manufacturer	
Product	
Quantity	
Total Price	
<small>(Do not use , or \$)</small>	
Date Required	08/08/2014
<small>(Please provide 7 days notice)</small>	
Statement of Non-Availability Request Reason	Select a reason
Have you submitted an RFQ?	<input type="radio"/> Yes <input type="radio"/> No
RFQ #	
Justification	

Characters left: 2000

From the Drop Down Menu select a category:

1. Bundled
2. Hardware
3. Service
4. Services
5. Software

Add An Item

# Step 8 – Input Requestor Information

Cancel Adding another Item

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.

### Statement of Non-Availability Item

Statement of Non-Availability Item Type

Vendor

Manufacturer

Product

Quantity

Total Price

(Do not use , or \$)  
Date Required   
(Please provide 7 days notice)

Statement of Non-Availability Request Reason

Have you submitted an RFQ?  Yes  No

Characters left: 1960

Add An Item

Once your category is selected input the remaining information

Make sure to choose a Request Reason from the drop down menu

Please provide Justification

Since the category selected was Hardware please include RFQ information

# Step 10 – Additional Item Added

**A Statement of Non-Availability item was successfully added.**

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

**Request For . . .**

- Statement of Non-Availability
  - Pending
  - Completed
  - Create

### Create Statement of Non-Availability Request

Update your contact information, if everything is up to date then add another item or submit the Statement of Non-Availability

**Requesting User's Information**

First Name:

Last Name:

Email address:

Commercial Phone Number:

DSN Phone Number:

Major Command:

Installation:

Request: 216683949

Product Name	Reason	Qty	Price
Puppet Enterprise	Item not available through CHESS contracts	200	\$18,600.00
WiMax Server	Item not available through CHESS contracts	1	\$49,000.00

Once your additional item has been added your screen will show the product under your previously submitted product

# View submitted SoNA



# Step 1 – Pending Folder

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

Request For . . .

- Statement of Non-Availability
  - Pending**
  - Completed
  - Create

### Pending Statements of Non-Availability

Show  entries Search:

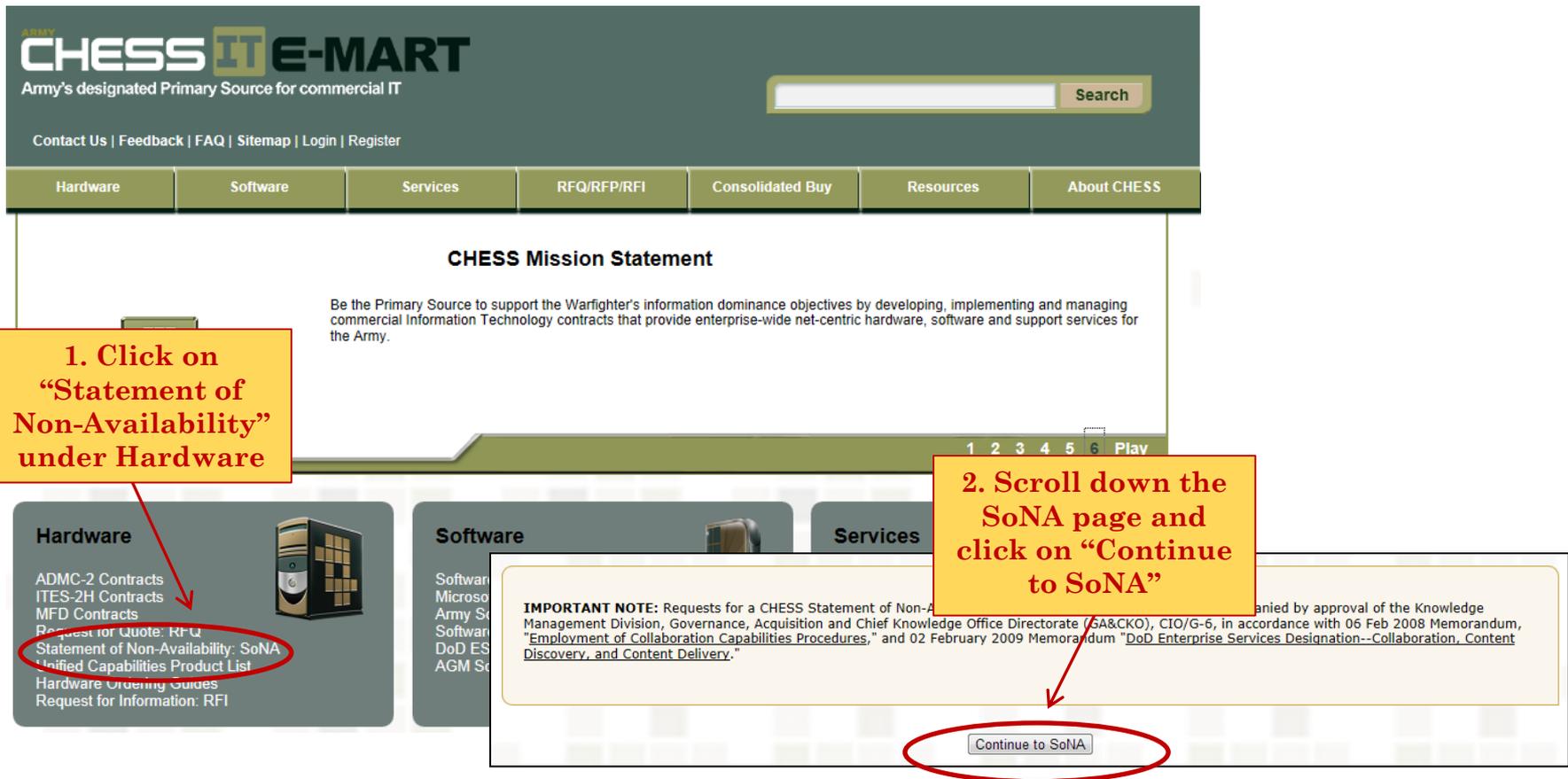
	Ref. #	Requestor	Status	Request Date	
▶	216683949	Joanna Corcoran	PENDING	2014-08-08	<input type="button" value="Cancel All"/>

Showing 1 to 1 of 1 entries

Once your SoNA has been submitted click the "Pending" tab to see a list of your recently submitted SoNAs

# Re-Access to SoNA Tool

- If you had left the SoNA page you will need to ensure you are logged in to the CHES IT e-mart and will have to re-access the SoNA Tool.



The screenshot shows the CHES IT E-MART website interface. At the top, there is a search bar and navigation links. Below the navigation bar, the "CHES Mission Statement" is displayed. The main content area is divided into three columns: Hardware, Software, and Services. The Hardware column contains a list of links, with "Statement of Non-Availability: SoNA" circled in red. The Software column contains a list of links, with "Continue to SoNA" circled in red. Two yellow callout boxes provide instructions: "1. Click on 'Statement of Non-Availability' under Hardware" and "2. Scroll down the SoNA page and click on 'Continue to SoNA'".

**1. Click on "Statement of Non-Availability" under Hardware**

**2. Scroll down the SoNA page and click on "Continue to SoNA"**

**Hardware**

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

**Software**

- Software
- Microsoft
- Army S
- Software
- DoD ES
- AGM S

**Services**

**IMPORTANT NOTE:** Requests for a CHES Statement of Non-Availability are required by approval of the Knowledge Management Division, Governance, Acquisition and Chief Knowledge Office Directorate (SA&CKO), CIO/G-5, in accordance with 05 Feb 2008 Memorandum, "Employment of Collaboration Capabilities Procedures," and 02 February 2009 Memorandum "DoD Enterprise Services Designation--Collaboration, Content Discovery, and Content Delivery."

[Continue to SoNA](#)

# Step 2 – Line Item Detail

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 Last Login: Fri, 08 Aug 2014 14:32:24 GMT

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

**Request For ...**

- Statement of Non-Availability
  - Pending
  - Completed
  - Create

**Pending Statements of Non-Availability**

Show 10 entries Search:  Create

Ref. #	Requestor	Status	Request Date	
216683949	Joanna Corcoran	PENDING	2014-08-08	<b>Cancel All</b>
<b>Statement of Non-Availability Item(s)</b>				
Product Name	Manufacturer	Quantity	Status	
Puppet Enterprise	Puppet Labs	200	PENDING	<b>Cancel</b>
WiMax Server	Airspan	1	PENDING	<b>Cancel</b>

Showing 1 to 1 of 1 entries

Once you are on the Pending Tab click the line item you want additional information for and the rows below will appear.

# Step 3 – Additional Details

**Request For . . .**

- Statement of Non-Availability
  - Pending
  - Completed
  - Create

### Pending Statements of Non-Availability

Show 10 entries Search:  Create

Ref. #	Requestor	Status	Request Date	
216683949	Joanna Corcoran	PENDING	2014-08-08	<b>Cancel All</b>

Statement of Non-Availability Item(s)

Product Name	Manufacturer	Quantity	Status	
Puppet Enterprise	Puppet Labs	200	PENDING	<b>Cancel</b>
WiMax Server	Airspan	1	PENDING	<b>Cancel</b>

Showing 1 to 1 of 1 entries

For additional detailed information about a particular line item double click the line (it will highlight yellow) and the SoNA information will display below.

User Information		Statement of Non-Availability Status	
Requesting User	Joanna Corcoran	Statement of Non-Availability Number	216683949
Email address	<a href="mailto:jcorcoran@fourincorp.com">jcorcoran@fourincorp.com</a>	Statement of Non-Availability Status	PENDING
Commercial Phone Number	703-806-9087	Cancel Reason	
DSN Phone Number	No DSN phone number provided	Date Submitted	8/8/2014 2:38:39 PM
Major Command	U.S. ARMY CRIMINAL INVESTIGATIVE COMMAND, (CID)	Date Responded	
Installation			

Statement of Non-Availability Item(s)

Item ID Number	Product Name	Item Status
216683949	Puppet Enterprise	PENDING
216683949	WiMax Server	PENDING

# Questions



For information about using  
IT e-mart, contact the  
CHES Support Team  
at [armychess@mail.mil](mailto:armychess@mail.mil)  
or toll free at: (888) 232-4405  
M-F 0800-1700 EST