

Trusted Agent Application/Responsibilities

1. In accordance with DA CIO/G-6 and PL CHES guidance and policies, the following are requirements for Trusted Agents assigned to comply and adhere to the accountability and sustainability of Army owned products and services in support of Enterprise License and Maintenance Agreements:
 - a. Trusted Agent must be either at the Command-level or be physically assigned to a Network Enterprise Center (NEC).
 - b. Trusted Agent must be assigned on orders or by employment as an Information Management Officer (IMO), Information Assurance (IA) Officer, Systems Administrator or assigned duties within the Army Knowledge Management/Information Technology or IA field of expertise.
 - c. The respective NEC Director or Command Signal Officer/IMO must verify/sign the orders of appointment for the Trusted Agent.
 - d. Trusted Agent is responsible for, but not limited to, direct downloads or CHES Help Desk distribution of Software, license keys and product information available from the Enterprise License Agreement (ELA) provider, CHES or other applicable Internet/Intranet links.
 - e. Trusted Agent will be responsible for ensuring the software distribution is in compliance with current Army and DoD policies and procedures.
 - f. Trusted Agent ensures their IMO(s)/Users are provided with valid Software distributed via the CHES Help Desk or Website, and remain in compliance with all Army and DoD regulations pertaining to Information Management and/or software license agreements.
 - g. Trusted Agent must ensure software is provided only to NEC/agencies/personnel authorized to install and remove software on government owned and operated systems.
 - h. Trusted Agent is responsible for sustaining update(s)/upgrade(s) to Software application support for their requesting IMO/Users.
 - i. Trusted Agent will ensure NEC/agencies have appropriate information on expired and/or outdated application(s)/material(s), which is then de-installed or destroyed in accordance with current Army and DoD policies and procedures.
 - j. Trusted Agent will maintain accountability of all Software distribution within their area of responsibility, and immediately report any misuse of the software applications to their Signal/CIO-G-6/IMO, CHES and HQDA CIO/G-6.

2. TrustedAgent(Primary):

Signature:	
Name:	
Unit/Organization/Address:	
Product(s):	
Email:	
Duty Phone:	
Date:	

3. Trusted Agent(Alternate):

Signature:	
Name:	
Unit/Organization/Address:	
Product(s):	
EEmail:	
Duty Phone:	
Date:	

4. Verification of Trusted Agent: I hereby officially appoint the aforementioned personnel as a Trusted Agent, and assign them as such until further notification by a designated representative or myself.

Signature:	
Name:	
Unit/Organization/Address:	
Duty Phone:	
Date:	

The NEC Director or Command Signal/IMO will notify HQDA, CIO/G-6 or Computer Hardware Enterprise Software and Solutions (CHESS) immediately of any changes to Trusted Agent assigned personnel. POCs for this action are: Army CHESS Helpdesk at armychess@mail.mil or 888-232-4405.