DEPARTMENT OF THE ARMY
DEPUTY CHIEF OF STAFF, G-6
107 ARMY PENTAGON
WASHINGTON DC 20310-0107

DANI-NSU

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interim Guidance for the Management of Army 365 Licenses

1. References:

    a. Army Regulation 25-1 (Army Information Technology), 15 July 2019

    b. Department of Army Pamphlet 25-1-1 (Army Information Technology Implementation Instructions), 15 July 2019

    c. HQDA FRAGMENTATION ORDER (FRAGO) 1 to HQDA EXORD 188-21 (Army 365 Implementation), 18 August 2021

2. Purpose. This memorandum provides guidance for Army 365 licenses. The guidance applies to Army Commands (ACOMs), Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), Army National Guard (COMPO 2), Army Reserve (COMPO 3), Headquarters, Department of the Army (HQDA), and supported Commands where the Army is the Executive Agent. Subordinate commands will provision Army 365 licenses per guidance outlined within this memorandum.

3. Background. Army Senior Leaders directed 895K Army 365 licenses to be apportioned to ACOMs, ASCCs, DRUs, COMPO 2, COMPO 3, HQDA, and supported Commands. Additionally, the Deputy Chief of Staff, G-6, retained 55K licenses as an additional capability.

4. Scope. This interim guidance covers the allocation of the Army's 895K Army 365 licenses during the transition period from Defense Enterprise Email (DEE) to Army 365.

5. Defense Enterprise Provisioning Online (DEPO) Tool. DEPO is the authoritative data source and will be used to manage all Army 365 licenses. Army Component Managers (ACMs), Group Managers (GMs), and Entitlement Managers (EMs) will maintain their current roles and responsibilities using current DEPO and command guidance.

6. Army 365 License Authorization.

    a. The following users are granted Army 365 licenses during the transition from DEE to Army 365:

      (1) Army personnel with the rank of Corporal and higher with active DEE accounts.

      (2) Civilians with active DEE business accounts and higher.

      (3) Contractors who support the Department of the Army and have an Active Directory account.

      (4) Joint and sister service personnel assigned to Army organizations and Commands where the Army is the Executive Agent.

      (5) Local Nationals, foreign Nationals, foreign Military with an Army Common Access Card (CAC) or an alternate token and access to the Army network, with approval by the Foreign Disclosure Office for access to Army 365.

    b. During the transition period, new Army users issued a CAC will be provided a basic DEE Army email account per the current auto-provisioning policy. If a user requires a business DEE Army email account, they are considered eligible for an Army 365 license pending license availability in their organization.

    c. Military and Civilian personnel not provisioned an Army 365 license will retain their Army-provided email account.

    d. When a user moves to a new organization, it is the gaining organization's responsibility to issue or validate an Army 365 license from their allocation. Losing organizations will verify the license is returned to their command.

    e. All other personnel are considered exceptions and managed according to the interim guidance consideration described in paragraph 7.

7. Exceptions. The following exceptions may be authorized an Army 365 license based on the following conditions and approval by the first O6 Commander, or civilian equivalent, within the users' chain of command using DD Form 2875. Once approved, organizations will provide the DD Form 2875 to the organization's Group Manager for action.

    a. Army personnel in the rank of Specialist and below with appropriate justification by their chain of command.

    b. Civilian personnel with appropriate justification by their chain of command.

    c. Military personnel from other services assigned to Army organizations and Commands where the Army is the Executive Agent.

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    d. Contractors with appropriate justification by their chain of command.

    e. Cadets who are under contract will follow guidelines established by TRADOC.

    f. International Military Students will follow guidelines established by TRADOC.

    g. All other personnel to include local nationals, foreign nationals, foreign military with an Army CAC or an alternate token and access to the Army network, with appropriate justification by their chain of command.

8. Revoking Unused Army 365 Licenses. An unused Army 365 license is when a user fails to log in to email, Teams, SharePoint, or OneDrive for specified periods. Group Managers will remove Army 365 licenses from accounts that are unused for the period specified in the table below:

Personnel	Unused Period	Action
Contractors	45 days	Army 365 License Removed
Civilians	45 days	Army 365 License Removed
Active Military	45 days	Army 365 License Removed
COMPO 2 & 3	90 days	Army 365 License Removed

If operational requirements and Command priorities determine an exception is necessary, Commands may grant those exceptions.

9. After the transition to Army 365 is complete, new users who meet license eligibility criteria are authorized an Army 365 license. Guidelines for Army 365 licensing tiers are found in Enclosure A – Army 365 Defense Enterprise Office Solutions (DEOS) License Tier Determination Criteria.

10. Monitoring Usage Metrics.

    a. Per Reference C., FRAGO 1 to HQDA EXORD 188-21, paragraph 3.c.3.n., G-6 establishes and facilitates a monthly Army 365 usage review working group to recommend to Army Senior Leaders license requirement adjustments.

    b. Commands provide monthly Army 365 license tier usage to HQDA DCS, G-6 to inform future license procurement decisions. Send updates to HQDA DCS, G-6 Army Fusion Cell; COL Joseph Gardner, joseph.n.gardner.mil@army.mil.
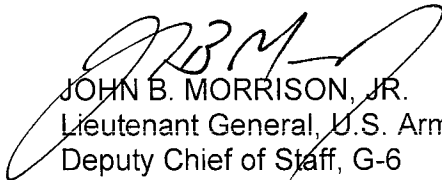
11. The proponent for this interim guidance is the Deputy Chief of Staff, G-6. This interim guidance remains in effect until it is rescinded or superseded.

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12. The point of contact for this guidance is COL Joseph Gardner, (703) 695-8763 or joseph.n.gardner.mil@army.mil.

Encls   JOHN B. MORRISON, JR.
                                       Lieutenant General, U.S. Army
                                       Deputy Chief of Staff, G-6

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Enclosure
Army 365 Defense Enterprise Office Solutions (DEOS)
License Tier Determination Criteria

DEOS License Tiers are expected to be implemented in 1QFY22.

There are four license entitlement tiers in Army 365; Economy, Basic, Business, and Enterprise. Each organization is apportioned several Army 365 licenses by tier, and it is the organization's responsibility to manage and distribute licenses within their approved capacities. The following guidelines help organizations determine what tier of Army 365 license a user should have and screen for possible exceptions to provide an Army 365 license.

Economy License Criteria:
Answering "Yes" to any one of the below criteria may qualify for an Economy License

1. A Non-Person Entity (NPE) that requires Journal/CAPSTONE (NPE doesn't typically require a license)

2. Volunteer users (including some local nationals) without a Common Access Card (CAC) (have CAC equivalent that gives access to DEE) - user name and password access

3. Non-Governmental Organizations (NGOs) (like Red Cross) - same as volunteer uses above

4. Non-Federal Government (NFG) personnel - these are State government employees supporting Guard/Reserve and other Army commands

5. Bring Your Own Approved Device (BYOAD) - contractors (and others) bring their device that is CAC enabled

Basic License Criteria:
Assumes all Economy License criteria are met
"Yes" responses to any of these criteria may qualify for a Basic License

1. Web-based only: Needs Exchange Online (EXO), Teams, SharePoint Online, One Drive, Web Applications

2. Demonstrated need to upload and download files (e.g., contract requires deliverables/artifacts provided regularly)

3. Company level command teams (CPT/1SG) and above that need a minimum of Basic license (if not awarded a higher license already)

4. Battalion level staff officers/NCOs and above that require Basic license minimum

Business License Criteria:
Assumes all Basic License criteria are met
"Yes" responses to any of these criteria may qualify for a Business License

1. Assigned a Government-furnished equipment (GFE), with MS Windows 10 (WIN10), and on Non-classified Internet Protocol Router Network (NIPRnet) or Defense Research and Engineering Network (DREN)

2. Has an Active Directory account

3. Requires use of desktop applications

4. Contractors with a contractual requirement for GFE

Enterprise License Criteria:
Assumes all Business License criteria are met
"Yes" responses to any of these tools may qualify for an Enterprise License

User requires additional Enterprise Management Tools like Power BI Pro, Audio Conference, Advanced AUDIT & Compliance, Threat Intel, ADD P2, and Defender

Exceptions:
Users without an Army 365 license provisioned with a tier upgrade to Business and Enterprise require approval by the first O6 Commander, or civilian equivalent, within the users' chain of command.