



ADOBE JOINT ENTERPRISE LICENSE AGREEMENT (JELA) III ORDERING GUIDE
PoP 30 September 2021 – 29 September 2022

OVERVIEW: Adobe JELA III is available as a three-year license purchase agreement (LPA). The period of performance (POP) for the three-year period is 30 Sep 21 - 29 Sep 22 and each subsequent option will follow the same one-year model. The products available for purchase in the agreement are listed in attached product list and are provided on a monthly basis. **NOTE:** All items available on Adobe JELA III are term licenses and expire at the end of period purchased. Customers are responsible for the removal of Adobe JELA III subscription files. Available software on the Adobe JELA III must be purchased via the Air Force Materiel (17-1205, Information Technology (IT) Asset Management (ITAM), paragraph 5.2.1, issued October 2016, 2018, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 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3482, 3483, 3484, 3485, 3486, 3487, 3488, 3489, 3490, 3491, 3492, 3493, 3494, 3495, 3496, 3497, 3498, 3499, 3500, 3501, 3502, 3503, 3504, 3505, 3506, 3507, 3508, 3509, 3510, 3511, 3512, 3513, 3514, 3515, 3516, 3517, 3518, 3519, 3520, 3521, 3522, 3523, 3524, 3525, 3526, 3527, 3528, 3529, 3530, 3531, 3532, 3533, 3534, 3535, 3536, 3537, 3538, 3539, 3540, 3541, 3542, 3543, 3544, 3545, 3546, 3547, 3548, 3549, 3550, 3551, 3552, 3553, 3554, 3555, 3556, 3557, 3558, 3559, 3560, 3561, 3562, 3563, 3564, 3565, 3566, 3567, 3568, 3569, 3570, 3571, 3572, 3573, 3574, 3575, 3576, 3577, 3578, 3579, 3580, 3581, 3582, 3583, 3584, 3585, 3586, 3587, 3588, 3589, 3590, 3591, 3592, 3593, 3594, 3595, 3596, 3597, 3598, 3599, 3600, 3601, 3602, 3603, 3604, 3605, 3606, 3607, 3608, 3609, 3610, 3611, 3612, 3613, 3614, 3615, 3616, 3617, 3618, 3619, 3620, 3621, 3622, 3623, 3624, 3625, 3626, 3627, 3628, 3629, 3630, 3631, 3632, 3633, 3634, 3635, 3636, 3637, 3638, 3639, 3640, 3641, 3642, 3643, 3644, 3645, 3646, 3647, 3648, 3649, 3650, 3651, 3652, 3653, 3654, 3655, 3656, 3657, 3658, 3659, 3660, 3661, 3662, 3663, 3664, 3665, 3666, 3667, 3668, 3669, 3670, 3671, 3672, 3673, 3674, 3675, 3676, 3677, 3678, 3679, 3680, 3681, 3682, 3683, 3684, 3685, 3686, 3687, 3688, 3689, 3690, 3691, 3692, 3693, 3694, 3695, 3696, 3697, 3698, 3699, 3700, 3701, 3702, 3703, 3704, 3705, 3706, 3707, 3708, 3709, 3710, 3711, 3712, 3713, 3714, 3715, 3716, 3717, 3718, 3719, 3720, 3721, 3722, 3723, 3724, 3725, 3726, 3727, 3728, 3729, 3730, 3731, 3732, 3733, 3734, 3735, 3736, 3737, 3738, 3739, 3740, 3741, 3742, 3743, 3744, 3745, 3746, 3747, 3748, 3749, 3750, 3751, 3752, 3753, 3754, 3755, 3756, 3757, 3758, 3759, 3760, 3761, 3762, 3763, 3764, 3765, 3766, 3767, 3768, 3769, 3770, 3771, 3772, 3773, 3774, 3775, 3776, 3777, 3778, 3779, 3780, 3781, 3782, 3783, 3784, 3785, 3786, 3787, 3788, 3789, 3790, 3791, 3792, 3793, 3794, 3795, 3796, 3797, 3798, 3799, 3800, 3801, 3802, 3803, 3804, 3805, 3806, 3807, 3808, 3809, 3810, 3811, 3812, 3813, 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3980, 3981, 3982, 3983, 3984, 3985, 3986, 3987, 3988, 3989, 3990, 3991, 3992, 3993, 3994, 3995, 3996, 3997, 3998, 3999, 4000, 4001, 4002, 4003, 4004, 4005, 4006, 4007, 4008, 4009, 4010, 4011, 4012, 4013, 4014, 4015, 4016, 4017, 4018, 4019, 4020, 4021, 4022

ADOBE JOINT ENTERPRISE LICENSE AGREEMENT (JELA) III ORDERING GUIDE

PoP 30 September 2021 – 29 September 2022

OVERVIEW: Adobe JELA III awarded as a three-year blanket purchase agreement (BPA). The period of performance (PoP) for the base period is 30 Sep 21 – 29 Sep 22 and each subsequent option will follow the same one year model. The products available for purchase in the agreement are listed in **attached product list** and are prorated on a monthly basis.

NOTE: All items available on Adobe JELA III are term licenses and expire at the end of period purchased. Customers are financially responsible for the renewal of term licenses for subsequent PoPs. Available software on the Adobe JELA III, must be purchased via IAW Air Force Manual 17-1203, Information Technology (IT) Asset Management (ITAM), paragraph 3.2.1, dated October 2016. **NOTE: All AF Creative Cloud requirements must obtain Air Force Public Affairs Agency (AFPAA) approval IAW AFH 35-115, Visual Information, Paragraph 5.1.2. Renewal Creative Cloud purchases do “not” require re-approval by AFPAA, unless your software quantity and/or title(s) has changed.**

****AIR FORCE AUTHORIZES USE OF FRL OFF-LINE PRODUCTS ONLY ON THE NETWORK****

*****SEE THE PRODUCT LIST TO THE LEFT ON THE ATTACHED DOCUMENT.*****

Frequently Asked Questions

1. Are any of the licenses on the Adobe JELA III perpetual?

Only the Air Force owned licenses on the JELA III are perpetual. All other licenses are term and expire at the end of the purchased option period. Customers with requirements to extend term licenses past the purchased option period will provide funding and interact directly with Emergent to renew licenses. To increase license quantity, the customer will first need to get re-approval from AFPAA. See ordering steps below.

2. What if my required product is not a part of the Adobe JELA?

Refer to IAW AFMAN 17-1203, paragraph 3.2, for the AF software acquisition ordering precedence.

3. Does the Adobe JELA include a Home Use Program (HUP)?

No, the Adobe JELA does not include a provision for the personal use of Adobe software. The software is only authorized on government approved devices.

4. Is Creative Cloud licensed per device or per user?

Creative Cloud licenses are specifically for named users; therefore, per named user on their given device(s).

Creative Cloud Products – NEW Purchases only

STEP 1: MAJCOM/COCOM Customer – Complete the attached *Adobe Creative Cloud Authorization Request* form (PDF) to the left of the guide.

STEP 1a: MAJCOM/COCOM Customer – Send the completed *Adobe Creative Cloud Authorization Request* form (PDF) to your Wing PA office for approval. Contact your MAJCOM/COCOM SBA for assistance to locate your PA office: <https://usaf.dps.mil/sites/AFMSLic/Lists/SBA%20Listing/AllItems.aspx>

STEP 1b: Local/PA – Send the signed authorization form to the MAJCOM/PA for approval and signature.

STEP 1c: MAJCOM/PA – Send signed authorization form to AFPAA for approval.

STEP 1d: AFPAA – If the request is approved, forward the approved request form to MAJCOM/COCOM Customer and the SEAMLS Team (AFLCMC.HICA-SEAMLS@us.af.mil).

STEP 2: SEAMLS Team – Send email to MAJCOM/COCOM Customer to request the name and email address of the GPC holder that will purchase the software. Once SEAMLS has received the requested GPC holder information, then SEAMLS will send the Emergent Ordering Guide to the MAJCOM/COCOM Customer.

STEP 2a: The customer will proceed to STEP 4.

STEP 3: SEAMLS Team – will **NOTIFY EMERGENT** the customer is **AUTHORIZED TO RECEIVE A QUOTE** for each individual order. Emergent will acknowledge receipt of email.

STEP 4: Customer will access www.sewp.nasa.gov and follow the steps in the Emergent Ordering Guide to create an account and submit QUOTE REQUEST to complete the purchasing process. **Only military and civilian customers can order via NASA SEWP.** It is recommended that the customer complete the SEWP training provided on the NASA SEWP site. Send all NASA SEWP site inquiries to help@sewp.nasa.gov.

STEP 5: MAJCOM/COCOM Customer – Provides order confirmation/proof of purchase to your BSLM/USLM, MAJCOM/COCOM SBA, and AFLCMC.HICA-SEAMLS@us.af.mil for license accountability. MAJCOM/COCOM SBA Listing: <https://usaf.dps.mil/sites/AFMSLic/Lists/SBA%20Listing/AllItems.aspx>

STEP 6: SEAMLS Team – Request software user(s) contact info from customer and provide Air Force Center for Electronic Distribution of Systems (AFCEDS) download instructions.

STEP 7: MAJCOM/COCOM Customer – Submit software download request in AFCEDS: <https://ceds.gunter.af.mil/AISHome.aspx?AIS=63>.

STEP 8: SEAMLS Team – Approved software download request in AFCEDS. *NOTE-Downloads will not be approved without order confirmation or approval from your MAJCOM/COCOM SBA.

Creative Cloud Products – Renewal ONLY

STEP 1: MAJCOM/COCOM Customer – Send existing order confirmation/proof of purchase to the SEAMLS Team (AFLCMC.HICA-SEAMLS@us.af.mil). Inform the team if you need to decrease or increase your order.

STEP 1a: If your software quantity is the same or has decreased, the SEAMLS Team will send an email to MAJCOM/COCOM Customer to request the name and email address of the GPC holder that will purchase the software. Once SEAMLS has received the requested GPC holder information, then SEAMLS will send the Emergent Ordering Guide to the MAJCOM/COCOM Customer. Proceed to STEP 3.

STEP 1b: MAJCOM/COCOM Customer - If your software quantity has increased and/or if you need to purchase an additional software title(s), please email the AFPAA/AOX office (afpaa.aox@us.af.mil).

STEP 2: SEAMLS Team – will **NOTIFY EMERGENT** the customer is **AUTHORIZED TO RECEIVE A QUOTE** for each individual order. Emergent will acknowledge receipt of email.

STEP 3: Customer will access www.sewp.nasa.gov and follow the steps in the Emergent Ordering Guide to create an account and submit QUOTE REQUEST to complete the purchasing process. **Only military and civilian customers can order via NASA SEWP. It is recommended that the customer complete the SEWP training provided on the NASA SEWP site. Send all NASA SEWP site inquiries to help@sewp.nasa.gov.**

STEP 4: MAJCOM/COCOM Customer – Provides order confirmation/proof of purchase to your BSLM/USLM, MAJCOM/COCOM SBA, and AFLCMC.HICA-SEAMLS@us.af.mil for license accountability. (MAJCOM/COCOM SBA Listing: <https://usaf.dps.mil/sites/AFMSLic/Lists/SBA%20Listing/AllItems.aspx>)

STEP 5: SEAMLS Team – Request software user(s) contact info from customer and provide Air Force Center for Electronic Distribution of Systems (AFCEDS) download instructions.

STEP 6: MAJCOM/COCOM Customer – Submit software download request in AFCEDS: <https://ceds.gunter.af.mil/AISHome.aspx?AIS=63>.

STEP 7: SEAMLS Team – Approves software download request in AFCEDS. *NOTE-Downloads will not be approved without order confirmation or approval from your MAJCOM/COCOM SBA.

NON-Creative Cloud Products – New Purchases ONLY

STEP 1: MAJCOM/COCOM Customer – Send the SEAMLS Team (AFLCMC.HICA-SEAMLS@us.af.mil) your software requirements to include the software title(s) and quantity.

STEP 2: SEAMLS Team – Send email to MAJCOM/COCOM Customer to request the name and email address of the GPC holder that will purchase the software. Once SEAMLS has received the requested GPC holder information, then SEAMLS will send the Emergent Ordering Guide to the MAJCOM/COCOM Customer.

STEP 2a: The customer will proceed to STEP 4.

STEP 3: SEAMLS Team – will **NOTIFY EMERGENT** the customer is **AUTHORIZED TO RECEIVE A QUOTE** for each individual order. Emergent will acknowledge receipt of email.

STEP 4: Customer will access www.sewp.nasa.gov and follow the steps in the Emergent Ordering Guide to create an account and submit QUOTE REQUEST to complete the purchasing process. Only military and civilian customers can order via NASA SEWP. It is recommended that the customer complete the SEWP training provided on the NASA SEWP site. Send all NASA SEWP site inquiries to help@sewp.nasa.gov.

STEP 5: MAJCOM/COCOM Customer – Provides order confirmation/proof of purchase to your BSLM/USLM, MAJCOM/COCOM SBA, and AFLCMC.HICA-SEAMLS@us.af.mil for license accountability. MAJCOM/COCOM SBA Listing: <https://usaf.dps.mil/sites/AFMSLic/Lists/SBA%20Listing/AllItems.aspx>

STEP 6: SEAMLS Team – Request software user(s) contact info from customer and provide Air Force Center for Electronic Distribution of Systems (AFCEDS) download instructions.

STEP 7: MAJCOM/COCOM Customer – Submit software download request in AFCEDS: <https://ceds.gunter.af.mil/AISHome.aspx?AIS=63>.

STEP 8: SEAMLS Team – Approved software download request in AFCEDS. *NOTE-Downloads will not be approved without order confirmation or approval from your MAJCOM/COCOM SBA.

NON-Creative Cloud Products – Renewal ONLY

STEP 1: MAJCOM/COCOM Customer – Send existing order confirmation/proof of purchase to the SEAMLS Team (AFLCMC.HICA-SEAMLS@us.af.mil).

STEP 2: SEAMLS Team – Send email to MAJCOM/COCOM Customer to request the name and email address of the GPC holder that will purchase the software. Once SEAMLS has received the requested GPC holder information, then SEAMLS will send the Emergent Ordering Guide to the MAJCOM/COCOM Customer. Then, the customer will proceed to STEP 4.

STEP 3: SEAMLS Team – will **NOTIFY EMERGENT** the customer is **AUTHORIZED TO RECEIVE A QUOTE** for each individual order. Emergent will acknowledge receipt of email.

STEP 4: Customer will access www.sewp.nasa.gov and follow the steps in the Emergent Ordering Guide to create an account and submit QUOTE REQUEST to complete the purchasing process. **Only military and civilian customers can order via NASA SEWP. It is recommended that the customer complete the SEWP training provided on the NASA SEWP site. Send all NASA SEWP site inquiries to help@sewp.nasa.gov.**

STEP 5: MAJCOM/COCOM Customer – Provides order confirmation/proof of purchase to your BSLM/USLM, MAJCOM/COCOM SBA, and AFLCMC.HICA-SEAMLS@us.af.mil for license accountability. MAJCOM/COCOM SBA Listing: <https://usaf.dps.mil/sites/AFMSLic/Lists/SBA%20Listing/AllItems.aspx>

STEP 6: SEAMLS Team – Request software user(s) contact info from customer and provide Air Force Center for Electronic Distribution of Systems (AFCEDS) download instructions.

STEP 7: MAJCOM/COCOM Customer – Submit software download request in AFCEDS: <https://ceds.gunter.af.mil/AISHome.aspx?AIS=63>.

STEP 8: SEAMLS Team – Approved software download request in AFCEDS. *NOTE-Downloads will not be approved without order confirmation or approval from your MAJCOM/COCOM SBA.

**ADOBE PRODUCT LIST FOR BASE YEAR
29 September 2021- 30 September 2022
ON THE ATTACHED LIST TO THE LEFT**

***** THE INDIVIDUAL COST FOR THE SINGLE CREATIVE CLOUD PRODUCTS LISTED AT \$330.00 WILL BE APPLIED DURING PURCHASE. *****