

Letter of Appointment/Agreement for Centralized Site

Submit to your Approving Authority (EDA Executive or assigned EDA POC)

Executive EDA POCs submit to the EDA HELPDESK

MEMORANDUM FOR DECC OGDEN AND ELECTRONIC DOCUMENT ACCESS (EDA) SYSTEM

FROM:

SUBJECT: EDA POC Appointment

The following individuals are appointed as primary and alternate Electronic Document Access Point of Contact (EDA POC) respectively.

PRIMARY

Name:

Mailing Address:

E-mail Address:

Telephone:

DSN:

ALTERNATE

Name:

Mailing Address:

E-mail Address:

Telephone:

DSN:

EDA POC responsibilities include:

1. Point of Contact - Assist Users
 - a. User Community
 - b. EDA Help Desk
 - c. Command/Service/Agency, Activity/Organization or Company
 - d. EDA Program Management Office
2. Authorize EDA Access
 - a. Confirm user Command/Service/Agency (CSA) Organization or Company affiliation
 - b. Verify user identity - Obtain user's signed DD Form 2875. The ROB/AUP will be digitally signed upon registration.
3. Facilitate User Account Administration
 - a. Account administration
 - b. Process pending registrations
 - c. Maintain user accounts (add, change)
 - d. Delete user accounts when access is no longer needed
 - User leaves program
 - User's account is interactive (has not logged into EDA in more than 180 days)
 - User's employment is terminated
 - e. Process password resets
 - f. Process Government Support Contractor
 - g. Assign EDA POCs
 - h. Assign CDR POCs
 - i. Special roles

4. Retain User Account Access Documentation
 - a. User Account Access
 - b. System Authorization Access Request - DD2875
5. Manage User Community
 - a. Audit account administration
 - b. Monitor user community for the following Security Sensitive Events
 - All failed login attempts greater than 3 per day for an individual user
 - The addition of any and all EDA users in your user community. Ensure that the user is properly documented and authorized.
 - c. Report any Security Sensitive Events to the EDA IAM for investigation.
 - d. Semi-annually review access to the EDA system for users to confirm continued need for access
 - e. Respond to audit requests

Command/Service/Agency Manager

Signature (Primary EDA POC)

Signature (Alternate EDA POC)

FOR OFFICIAL USE ONLY