

## 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**

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

#### **PRIMARY**

Name:

E-mail Address:

Telephone:

DSN:

#### **ALTERNATE**

Name:

E-mail Address:

Telephone:

DSN:

2. EDA POCs are responsible for the following activities:
  - a) As EDA POC, I accept the role as trusted agent for my Command/Service/Agency. I will comply with DISA policy regarding security functions I perform in support of EDA.
  - b) I am responsible for and accountable to my community of users.
  - c) I will monitor and periodically inspect my user community for compliance with regards to access and security procedures. I will suspend, inactivate, delete, revoke user accounts for any reason, that is in violation with EDA access rules.
  - d) I will document requests for system access using a DD Form 2875 or *equivalent*. Prior to authorizing access, I will validate users need-to-know and required activities with regards to EDA Document types.
  - e) I will be responsive to user requests within my community. I will take action on requests with 2-4 business days.
  - f) Ensure that EDA user IDs are removed and passwords disabled within 48 hours of notification that a user no longer requires EDA access.
3. Individuals have been briefed on the EDA POC role and responsibilities as defined in the EDA POC Roles and Responsibilities document.

Signatures on agreement letter signify understanding and acceptance of these roles and responsibilities.

\_\_\_\_\_  
Command/Service/Agency Manager

\_\_\_\_\_  
Signature (Primary EDA POC)

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Signature (Alternate EDA POC)

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