

March 28, 2016

## MEMORANDUM FOR EDA POCs

### SUBJECT: EDA POC Responsibilities

This memorandum emphasizes the responsibilities of each EDA Point of Contact (POC) assignee and the importance of fulfilling each of these responsibilities for their user community. The confidentiality and integrity of EDA system relies on each POC's diligent compliance to these duties. 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
    - o Ensure 2875 is accurately completed/updated
    - o Specifies requested role(s)/accesses and permissions
  - c. Validate user document access requirements – based on “Need to Know”
  - d. Verify user DoDAACs
  - e. Approve user registrations
  
3. Facilitate User Account Administration
  - a. Account administration
  - b. Process pending registrations
  - c. Maintain user accounts (add, change)
  - d. Archive user accounts when access is no longer needed
    - o User leaves program
    - o User's employment is terminated
  - e. Process password resets
  - f. Process Certificate (CAC) resets
  - g. Process Government Support Contractor Access Requests
  - h. Assign EDA POCs
  - i. Assign CDR POCs
  - j. Grant special roles (as needed).

4. Retain User Account Access Documentation
  - a. User Account Access Requests (add, update, delete)
  - b. Annotate changes in the comments section of user's account.
  - c. System Authorization Access Request - DD 2875
  
5. Manage User Community
  - a. Audit account administration
  - b. Monitor user community for the following Security Sensitive Events
    - o 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. Annually (account activation anniversary) review access to the EDA system for users to confirm continued need for access
  - e. Respond to audit requests

For more information please consult the EDA POC Responsibilities page in the EDA User's Guide in the EDA application. Click on EDA USER's GUIDE (upper right hand corner of the EDA Document Selection Screen).

On a semi-annual basis, the EDA PMO will review a sample of users to verify EDA POCs are managing their user community.

Annually the EDA PMO will review this policy and revise as needed. Additionally, the EDA PMO will distribute this policy to each EDA POC annually.

We thank you for your dedication, commitment and support of the EDA System. Please contact the EDA PMO if you have any questions or concerns.

Elizabeth Comacho-Hart  
Program Manager EDA/WAWF  
Defense Logistics Agency