



DEFENSE INFORMATION SYSTEMS AGENCY

P.O. Box 4502
ARLINGTON, VIRGINIA 22204-4502

IN REPLY
REFER TO:

Provisioning Support Branch (GS2S5)

9 SEP 2004

DISA Provisioning Notice 03-04

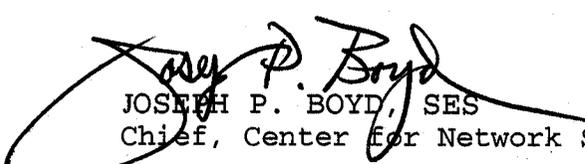
SUBJECT: Use of DISA Direct Order Entry (DDOE) for Submission of Telecommunication Requests (TRs)

1. DISA released DDOE into production in December 1999 enabling DISN customers to order telecommunication services and equipment via the World Wide Web. However, in order to fully utilize the benefits of this tool, all internal DISA provisioning activities must support and actively use DDOE in concert with our customers. This applies to all requests generated within DISA for telecommunications products and services to include requests for all DISA backbone build-out and expansion.

2. By 01 October 2004, all DISA Activities not currently using DDOE must transition to DDOE as their primary means of preparing and submitting their telecommunication requests. The only exception to this mandate is when the requestor must use the "legacy system" for security reasons.

3. The DISA Direct Team will provide additional DDOE orientation and training to the DISA Provisioning Communities and DISN Service Managers during the September 13 - 17 2004 timeframe. The DISN Service Managers are requested to register on DDOE and establish routing matrices in order to review and approve all TRs submitted via DDOE containing one or more of their PDCs. The DISA Direct home page is located at www.disadirect.disa.mil.

4. The POC for this notice is Mr. Willie Elder, GIG Combat Support, Provisioning Support Branch (GS2S5), (703) 882-0027 or DSN 381-0027.


JOSEPH P. BOYD, SES
Chief, Center for Network Services