



DEFENSE INFORMATION SYSTEMS AGENCY

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IN REP
REFER

Provisioning Support Branch (GS2S5)

08 June 2004

DISA Provisioning Notice 02-04

SUBJECT Web-Based Expired Communication Service Authorization (CSA) Status Tracking System

REFERENCE: DSC Notice 11-01, Update to Web-Based Expired Communications Service Authorization (CSA) Status Tracking System

1. The DISA CONUS Customer Service Division (RN2) manages and maintains the master database of Expired CSA (ECSA) Status Tracking System for MAJCOMS/MACOMS/Major Claimants and Agencies (MMMCA) and assists customers in managing their expired actions. The database contains global circuit information for the Army, Navy, Air Force, and other DOD organizations. For easy access, this information is maintained on a DISA CONUS Customer Support Site.

2. The Expired CSA application was developed to allow DISA customers the ability to examine their data, extract data, download data query results, and interface with DISA CONUS Customer Service. DITCO provides a listing (to DISA CONUS) of all CSAs that have expired or will expire within 365 days. This listing is provided monthly and the ECSA database is updated with new data within the first 5 working days of each month. The date of update is posted on the WEB site. Status changes (from "no action" to "with action") will be reflected as soon as they are posted in the database. Customers are encouraged to take some time to browse through their accounts and become familiar with the site. The DISA CONUS web site for the ECSA database is as follows: <https://www.ditco.disa.mil/products/ASP/welcome.ASP>. Internet Explorer 6.0 (or higher) or Netscape 4.79 (or higher) must be used. A DISA Direct user ID and password are required to gain access to the web application. Registration will be done on DISA Direct and will be for the ECSA Role. After the role is approved, the following day you should be able to access the data.

DISA CONUS Customer Service POCs are as follows:

- AIR FORCE: Robert Harris/RN21/DSN 779-8960/Com'l 618-229-8960
- NAVY: Clay Hall/RN22/DSN 779-8990/Com'l 618-229-8990
- ARMY: Kathy Anderson/RN23/DSN 779-8844/Com'l 618-229-8844
- ALL OTHERS: Sandy Bakarich/RN24/DSN 779-8980/Com'l 618-229-8980
- SOW/RFP: Roderick Horn/RN21/DSN 779-8962/Com'l 618-229-8962

NOTE: DISA CONUS posts records in the web-based Expired CSA tool by each agency and divides agency records by MMMCA according to the PDC paying for the service.

3. After customers have reviewed the ECSA listing, there are three ways to remove circuits from the Expired/Expiring list. By taking action, customers have the opportunity to discontinue

unwanted services or initialize the re-award of needed requirements. Remember, customers will continue paying for services unless the appropriate provisioning action is taken.

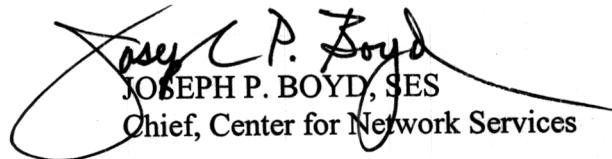
(a) Write the document for re-award action and submit to the appropriate provisioning organization. Follow the re-award procedures found in DDOE applications, DISAC 310-130-1, and DISA Notices.

(b) Write the document for change action (to move circuit path to common user system) and submit to the appropriate provisioning organization. Follow the change procedures in DDOE, DISAC 310-130-1 and DISA Notices.

(c) If the circuit/CSA is no longer required, write the discontinue action and submit to the appropriate provisioning organization.

4. This DISA Provisioning Notice supercedes "DSC Notice 11-01, Update to Web-Based Expired Communication Service Authorization (CSA) Status Tracking System" which will be rescinded effective immediately.

5. Your comments and suggestions for improvements are strongly encouraged. Ms. Marla Portz/RN24/DSN 779-8982/Com'l 618-229-8982 is the primary POC in support of the Expired/Expiring CSA Status Tracking System. Please direct questions concerning this DISA Provisioning Notice to Carla S. Dintelman/ RN12/DSN 779-8885/Com'l 618-229-8885 or e-mail dintelmc@scott.disa.mil. To view other notices and additional information about DISA CONUS, access the web site <http://www.disaconus.disa.mil>.


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