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eDACM MIS ACCESS REQUEST FORM

**eDACM MIS** is a subsystem of eDACM; it stands for electronic Director of Acquisition Career Management (eDACM) Management Information System (MIS). eDACM MIS provides analytics and business intelligence on the acquisition workforce for DAWIA management.

**Note:** eDACM MIS does NOT provide access to DAU training or DAWIA career management. For help with these functions, you can reach the eDACM Support team at [edacm\\_support@navy.mil](mailto:edacm_support@navy.mil) or 717-605-2357.)

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**FORM INSTRUCTIONS**

For assistance, contact [dacmmis\\_helpdesk@navy.mil](mailto:dacmmis_helpdesk@navy.mil) . This email account is monitored during normal business hours.

**I. Contact Information:** The information in this section is used to define and maintain your account and to contact you with system notifications. Do not use personal information.

**II. Type of Request:** Complete either section A or B.

**A. Data Only Request.**

Use this section to request information on a onetime basis. Skip section II.B and continue to section III.

**Description:** If the information you need is provided by a canned report, you can request that report by name in the description of the request.

**Claimant or UIC(s):** These will be used to filter your report, i.e. the scope of your results will be limited based on your “need to know”.

**Data Fields:** Please indicate which elements you want included in your report.

**B. User Account Request.**

Use this section to request a user account. Software licenses are limited, but if your request is approved, you will be able to pull your own data. Skip section II.A and continue to section III.

**Type of Account:** You can create your own reports with “Ad Hoc Reports”, but these licenses are more limited. You can pull your own reports with “Canned Reports”. Most users only require “Canned Reports”.

**Claimant or UIC(s):** These will be used to filter the data you can access, i.e. the scope of your access will be limited based on your “need to know”.

**Other:** These options are only available to DACM and NACC staff.

**III. Information Assurance Requirements:** Indicate your completion of required training and compliance with policy. Training is located on Navy Knowledge Online at <https://www.nko.navy.mil/portal/home>.

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**IV. Justification and Approval**

**Justification:** Provide your “need to know” workforce data with a high level description of relevant responsibilities and/or duties.

**Approval:** For Command Career Field Managers, DAWIA Program Field Representatives, and DAWIA Program Managers, your approval authority is your DAWIA Program Director.

For all other personnel, your approval authority is Michelle LeBlanc (AWF Systems Manager) at [michelle.leblanc@navy.mil](mailto:michelle.leblanc@navy.mil)

**SUBMITTING THE FORM**

**Requestors:** Once you have completed the Access Request Form, send it to your Approval Authority via email.

**Approvers:** If you have approved a request, forward the signed form via email to [dacmmis\\_helpdesk@navy.mil](mailto:dacmmis_helpdesk@navy.mil).

Once your account is established, you will receive confirmation by email.



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**B. User Account Request:**

| <b>Type of Account</b>   |   |                            |   |
|--|---|----------------------------|---|
| <b>Ad Hoc Reports</b>  | <b>Claimant(s):</b>   |                            |   |
|  | <b>UIC(s):</b>  |                            |   |
| <b>Canned Reports</b>  | <b>Claimant(s):</b>   |                            |   |
|  | <b>UIC(s):</b>  |                            |   |
| <b>Other: <i>(For DACM/NACC Use Only)</i></b><br><table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"><b>Analytical Universe</b></td> <td style="width: 50%; vertical-align: top;"> <b>Enlisted Designation</b><br/><br/> <b>Employee Change History (ECH)</b><br/><br/> <b>User Management</b> </td> </tr> </table> |   | <b>Analytical Universe</b> | <b>Enlisted Designation</b><br><br><b>Employee Change History (ECH)</b><br><br><b>User Management</b> |
| <b>Analytical Universe</b>   | <b>Enlisted Designation</b><br><br><b>Employee Change History (ECH)</b><br><br><b>User Management</b> |                            |   |

If an eDACM MIS account is granted, I understand I may be contacted occasionally to verify continued justification for access. Failure to respond may result in termination of account. I agree to notify dacmmis\_helpdesk@navy.mil if my job duties change and account is no longer required.

Employee signature: \_\_\_\_\_

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**III. Information Assurance Requirements:**

You must read the “DoD Guidance on Protecting Personally Identifiable Information (PII),” dated August 18, 2006 and complete the refresher training annually.

*I have read, understand, and will comply with the DoD Memorandum, “DoD Guidance on Protecting Personally Identifiable Information (PII),” dated August 18, 2006, and DODD 8500.1 Information Assurance.*

Signature \_\_\_\_\_

*I have completed the most recent version of the annual Cyber Awareness Training Requirement or an equivalent Information Security Training Course. Training is located on Navy Knowledge Online at <https://www.nko.navy.mil/portal/home> .*

Signature \_\_\_\_\_

**IV. Justification and Approval:**

|   |
|---|
| Please provide justification for access to the DACM MIS and/or DAWIA workforce data |
|---|

|                             |                    |
|-----------------------------|--------------------|
| Approval Authority: (Print) | Signature:         |
| Phone:                      | Date: (MM/DD/YYYY) |