

## Gaining Access to Defense Agencies Initiative (DAI) for Oracle Time and Attendance (OTL) and Financial Function - Government Purchase Card (GPC)

Welcome to DoDEA! Whether you are a new or current employee, below are instructions for gaining access to DAI to be able to process time cards and other functions for you and or your employees depending on your roles and responsibilities.

**Step 1. Determine Roles Within DAI.** Review the below chart to determine what roles, documentation, and training you need based on work responsibilities and location. This chart tells you what roles to request on your DD2875 – System Authorization Access Request (SAAR) and when you self-register in DAI. You can have multiple roles within DAI and if you are a supervisor, you will also need a DD577 – Appointment/Termination Record – Authorized Signature as well since you are approving worked (time) performed (i.e. Govt. funds). You can request both time and labor and GPC access on the same request. There is no need to submit a separate DD2875 for time and labor and GPC access.

REQUIRED DAI ROLES												
	Ensure required DAI role(s) marked "X" below is/are listed on your DD2875 - SAAR form for DAI access in the justification block #13.											
RESPONSIBILITIES/WORK LOCATION	Employee Time User DoDEA	OTL Supervisor Approver DoDEA	Limited Timekeeper DoDEA	Limited Timekeeper DoDEA Ungraded	Super Timekeeper DoDEA	Super Timekeeper DoDEA Ungraded	HR CSR DoDEA	OTL CSR DoDEA	iProcurement Requisition Approver DoDEA & Project Inquiry DoDEA	DD577	DD2875	Comments/Additional Instructions
Responsible for entering & maintaining my own time.	X										X	
Supervisor and responsible for approving my employees timecards.		X								X	X	
Located at a school and responsible for entering timecards for others.			X								X	If you select this role, you DO NOT NEED "Employee Time User". This role also allows you to update your own timecard
Located at a school and responsible for entering timecards for others that are wage workers. (site an example of a wage worker)				X							X	Only for Regions with Wage Workers
Located at a District or Regional office and assist timekeepers with completion of timecards.					X						X	
Located at a District or Regional office and assist timekeepers with completion of timecards for wage workers. (site an example of a wage worker)						X					X	Only for Regions with Wage Workers
Customer Service Representative (CSR) at a Regional office and responsible for managing personnel records.							X				X	
CSR at a Regional office responsible for tracking timecards for the Region I support.								X			X	
Government Purchase Cardholder									X		X	
GPC AO											X	GPC Approving Official (no DD577 required - processed via PCOLS)
GPC BO/ABO											X	GPC Billing Official//Alternate Billing Official (no DD577 required - processed via PCOLS)

**Step 2. Visit DoDEAs OTL Webpage for Training.** Please visit DoDEA’s OTL homepage to take training for DAI OTL based on your roles and responsibilities you determined from the above chart. This page contains a variety of training resource ranging from PDF instruction to videos on how to maneuver within DAI based on your roles.

The webpage is located here: <http://www.dodea.edu/Offices/ResourceManagement/DAITraining.cfm>

Please ensure you have taken the Cyber Awareness Challenge – Information Assurance within the last 12 months.

The training webpage is located here: <https://intranet.hq.ds.dodea.edu/ETP/training/cac/slides.cfm>

### **Step 3. Process and Route DD2875 and DD577 (if needed) to Gain Access to DAI.**

#### **Required Documents to Accompany the DD2875.**

1. All requests need to include a *signed* copy of the Cyber Awareness Challenge – Information Assurance training certificate completed within the last 12 months.

2. For Local Nationals (LN) (non-US Citizens), all requests need to include a copy of the local background check on file with the local military or civilian authority. ***Ensure the document is translated in English and signed/certified by an installation security official.*** If a satisfactory background check cannot be determined; access will not be granted.

#### **DD2875.**

1. Requestor (Employee) completes all blocks in Part I (block 1-12), to include a current date (within 12 months) for IA training course (Cyber Awareness Training – Information Assurance); block 10. Ensure block 11 is digitally signed then forward to Supervisor. ***Note: Do not print and rescan the document. Please forward the original digitally signed document to ensure that other required signatures can be digitally signed as well.*** Ensure that Part II, block 13 only reflects the required roles as listed in the above chart. Additional information such school name, rational, etc. is not needed.

2. Supervisor review for accuracy and complete blocks 17 – 20b; Supervisor digitally signs block 18 and forwards the DD2875 along with the signed IA training certificate to the Information Assurance Officer (IAO) with a CC: to the employee for validation. ***Remember for LNs; ensure the local background check is included.***

Email address: [IAWG@hq.dodea.edu](mailto:IAWG@hq.dodea.edu)

3. IAO validates, digital signs block 22, and forwards the DD2875 to the Security Office, with a CC: to the employee, for clearance validation in Part III.

Email address: [SMD2875PSAAR@hq.dodea.edu](mailto:SMD2875PSAAR@hq.dodea.edu)

4. Security Office validates clearance information, completes Part III; block 28 -32, digitally signs block 31, then forwards the DD2875 and IA certificate to the HQSAAR inbox with a CC: to the employee. ***Remember for LNs, the Security Office cannot validate without the local background check.***

Email address: [HQSAAR2875@hq.dodea.edu](mailto:HQSAAR2875@hq.dodea.edu)

#### **DD577 (Supervisor Role).**

1. Employee (Appointee) fills out Section I, Block 1 thru 5. Block 6 “Certifying Officer” is checked. Block 7 and 8 already contains standardize DoDEA verbiage for DAI OTL Supervisor (Do Not Change).

2. The Appointing Authority is the Appointee’s Supervisor. The Employee (Appointee) fills out Section II, Block 9-11 and sends to the supervisors for signature (Block 13 and 12). The supervisor digitally signs and returns to the appointee. ***NOTE: The Appointee does not sign the DD577 before the Supervisor.***

3. Appointee fills out Section III, Block 14 and 15; digitally signs block 16a and saves the document. Block 16.b (manual signature) is not needed. Employee keeps a copy for their records and emails the completed DD577.

Email Address: [HQSAAR2875@hq.dodea.edu](mailto:HQSAAR2875@hq.dodea.edu)

**Step 4. Self -Registration and Request Responsibilities in DAI.** Once your SAAR request and DD577 (if needed) have been completed, you will need to self-register in DAI and then select your roles as listed on the SAAR. To do so, please refer to the OTL training page listed in step 1. Direct links to the instruction is listed below:

**DAI User Self Registration:**

[http://www.dodea.edu/Offices/ResourceManagement/upload/R12\\_WI\\_UMX\\_DAI\\_User\\_Self\\_Registration-Audit.pdf](http://www.dodea.edu/Offices/ResourceManagement/upload/R12_WI_UMX_DAI_User_Self_Registration-Audit.pdf)

**DAI User Request a DAI Responsibility:**

[http://www.dodea.edu/Offices/ResourceManagement/upload/R12\\_WI\\_UMX\\_Request\\_DAI\\_Responsibility.pdf](http://www.dodea.edu/Offices/ResourceManagement/upload/R12_WI_UMX_Request_DAI_Responsibility.pdf)

Once this process is complete, you will have access to DAI with the roles and responsibilities requested.

**Questions or Assistance.**

1. For inquires related to time card issues please contact your supporting timekeeper and CSR.
  - a. If you are supported by HQ please contact [OTLServicesBranch@hq.dodea.edu](mailto:OTLServicesBranch@hq.dodea.edu)
2. For DAI access inquires please email: [HQSAAR2875@hq.dodea.edu](mailto:HQSAAR2875@hq.dodea.edu)

**Modification to Existing Accounts:**

Below are situations when a new SAAR is required to be processed

- Additional Roles Requested
- Reduction in Roles
- Official Name Change
- Cyber Awareness Training Expiration

Existing employee modifies their DAI SAAR form indicating in the justification block, #13 the roles required, no longer required and justification for the modification. All signatures from supporting offices are required IAW the process instructions above

Example of Justification on SAAR form:

<p><b>13. JUSTIFICATION FOR ACCESS</b></p> <p>DAI Operation Time and Labor Access:</p> <ul style="list-style-type: none"><li>- DoDEA Notifications</li><li>- Employee Time User DoDEA</li></ul> <p>Modification needed to remove responsibility 'OTL Supervisor Approver DoDEA' from DAI profile; access no longer needed. First line supervisor has been updated due to position change.</p>
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**Deactivation of an Existing Account:** For employees departing DODEA, the employee is required to complete a deactivation SAAR to remove DAI access. Employee must complete Part I and supervisor must sign Part II. This form does not need to be routed to IA or Security for signature or verification. Justification for block, #13 must provide the official end date of employee’s term. Use the following statement “Departing on May, 12<sup>th</sup> 2017”. It is the supervisor’s responsibility to ensure this form is returned to the [HQSAAR2875@hq.dodea.edu](mailto:HQSAAR2875@hq.dodea.edu) inbox for processing.