Entity Print

Overview

The DAI Helpdesk Branch is responsible for the overall operation, maintenance and access control of the Resource Management Systems and interfaces. For technical assistance with Resource Management systems and tools, submit a RM Service Desk ticket.

Defense Agencies Initiative (DAI)

DAI is the official financial and time management system for the DoDEA. The Defense Agencies Initiative (DAI) is intended to transform the budget, finance, and accounting operations to achieve accurate and reliable financial information in support of financial accountability and effective and efficient decision-making throughout DoDEA.

DoDEA employees require DAI access based on required roles. New employees are required to request DAI access through their supervisor. Please consult your supervisor for any unique DAI access requirements.

Required Documents for a DAI Account

1. Completed DD Form 2875

The DoDEA employee complete sections 1-12; The DoDEA supervisor completes sections 13-17e
DD Form 2875 - Employee Time User

DD Form 2875 - Limited Timekeeper
2. Cyber Awareness Challenge Training Certificate

*Access required training*

*MC&FP employees do not have access to the DoDEA CSOD, the Cyber Awareness Challenge training certificate may be presented from the MC&FP training instance.*
3. Completed DD Form 577

As applicable. The DD Form 577 requires completion in the following order: The DoDEA employee completes sections 1-5, then the DoDEA supervisor completes 9-12, then the DoDEA employee completes 14-16a.
DAI Account Request Process

1. Email all required documents to HQSAAR2875@dodea.edu.
2. The request package will be routed for IT, Security, and RM processing.
3. The DAI Helpdesk team will email instructions the requesting employee via the HQSAAR2875@dodea.edu email address for self-registration and how to request DAI access.
4. The requesting employee completes the self-registration and requests DAI responsibilities, as applicable.

Budget Management Tool (BMT)

The Department of Defense Education Activity Resource Management is required to maintain financial information. The BMT is a multi-year resource tool that manages funding requests and execution.

To request BMT access, submit a RM Service Desk ticket.

Manpower Management Tool (MMT)

The Department of Defense Education Activity Resource Management is required to document and maintain manpower authorizations. The MMT is used to support manpower management. Please visit the Manpower page for DoDEA Manpower information.

To request MMT access, contact your Region/District Manpower Analyst.

DoDEA Travel Order Processing System (TOPS)

DoDEA Webapps TOPS

TOPS is the electronic system used to request, track progress of, and view Permanent Change of Station and Renewal Agreement Travel orders and initiate Transportation Agreements. TOPS must be accessed through the Microsoft Edge browser.

Employee Access:

1. Click “Login” (left navigation panel)
2. Click “Employee”
3. Click “Login with CAC”

TOPS Elevated Access Required Documents:

1. Completed DD Form 2875 - TOPS (The DoDEA employee completes sections 1-12, the DoDEA supervisor completes sections 13-17e.)
2. Cyber Awareness Challenge Training Certificate (Access required training)

TOPS Elevated Account Request Process:
1. Email all required documents to HQSAAR2875@dodea.edu.
2. The request package will be routed for IT, Security, and RM processing.
3. The DAI Helpdesk team will email access instructions to the requesting employee via HQSAAR2875@dodea.edu email address.

**For assistance with Permanent Change of Station and Renewal Agreement Travel orders or Transportation Agreements email the CHRA Overseas Entitlement Division.**

### DoDEA Allowance Processing System (DAPS)

DAPS is the electronic system used to request, track progress of, and view allowance requests.

All users must have a valid Common Access Card (CAC) and an area Active Directory designation to access DAPS. Current employees without a CAC and former employees may not access DAPS. A servicing Human Resources Specialist will generate requests.

**Employee Access:**

1. Click “Employee Login” (left navigation panel)
2. Follow prompts for CAC login

**DAPS Elevated Account Access Process Required Documents:**

1. Completed DD Form 2875 - DAPS (The DoDEA employee complete sections 1-12, the DoDEA supervisor completes sections 13-17e)
2. Cyber Awareness Challenge Training Certificate (Access required training)

**Elevated Access DAPS Account Request Process:**

1. Email all required documents to HQSAAR2875@dodea.edu.
2. The request package will be routed for IT, Security, and RM processing.
3. The DAI Helpdesk team will email access instructions to the requesting employee via HQSAAR2875@dodea.edu email address.

### FAQs

**Why did I receive a notification that my DAI account was temporarily deactivated?**
The most common reason for deactivation is an expired Cyber Awareness Challenge training. The Cyber Awareness Challenge training must be completed every 365 days.

**When I log into DAI, why does it say my E-business Suite account has expired?**

30 days or more lapsed between logging into DAI. The Department of Defense (DoD) security vulnerability requirement mandates DAI users to login every 30 days to avoid automatic deactivation, however we recommend logging into DAI once every pay period.

**Who do I contact when my account is expired, disabled, temporarily deactivated and or locked?**

Please send an email to the DAI Help Desk Branch at HQSAAR2875@dodea.edu.

**I’m a new Supervisor and I need to approve my employee’s timecard?**

New OTL Supervisors should submit to the CSR Payroll ticket box listing all employee names assigned to them.

**My name changed. what do I need to do to access DAI?**

Please send an email with your previous name and new name to the DAI Help Desk Branch at HQSAAR2875@dodea.edu.

**I received a new Common Access Card (CAC), how do I update my certificates for system access?**

Please send a digitally signed email to the DAI Help Desk Branch at HQSAAR2875@dodea.edu.

**What is the Manual Roles & Responsibilities (MR&R) form for DAI? Why do I have to complete this?**

A DoDEA employee who had DAI access at another agency and/or returning employees requesting the same DAI access must complete a MR&R Form. Once completed, the DAI Project Management Office can manually setup DAI access.

**How do I request access for Resource Management, Headquarters, or District access for TOPs and DAPs?**

The process begins with submitting a completed DD Form 2875 and Cyber Awareness Challenge Training Certificate to the RM DAI Help Desk Branch at HQSAAR2875@dodea.edu.

**How can I get help accessing the Headquarters or Resource Management link for TOPs and DAPs?**

Submit an RM Helpdesk Service Request.

**How do I get access to TOPs and DAPs without a Common Access Card (CAC)?**

Both systems require a CAC. Contact your Human Resources Specialist if you do not have a CAC and need to submit an action.

**How can I get assistance with a DAI Java coreform issue?**

Submit a RM Service Desk Request ticket.