



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

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MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT), ASA (ALT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION & LOGISTICS MANAGEMENT),  
ASN (RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
DIRECTORS, DEFENSE AGENCIES  
DIRECTORS, DOD FIELD ACTIVITIES

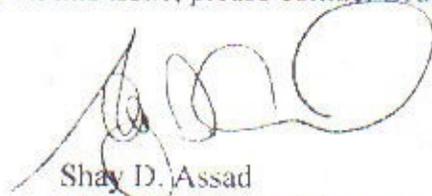
SUBJECT: Registration for Electronic Document Access (EDA)

The Electronic Document Access (EDA) system is an online repository for contracts, signature cards, personal property government bills of lading, and other document types. EDA serves as the Department's primary tool for distributing and sharing contracts and contract data. Posting of contract actions to EDA is required by Defense Federal Acquisition Regulation Supplement (DFARS) Procedures, Guidance and Information 204.201 (1)(i)(I). Deployment of EDA has enabled extensive cost savings through avoiding the costs of mailing documents and maintaining extensive physical files. This also supports prepopulation of data in Wide Area WorkFlow (WAWF). Several ongoing efforts, including the Procurement Data Standard, are increasing the data available within EDA and will eventually enable it to provide a complete data picture of the contract. In order to enable these efforts it is vital that we improve the quality of our contract data and investigate and correct deficiencies.

Within EDA there is an application called Contract Deficiency Reports (CDR) which is designed so that a contract error can be identified, reviewed, and assigned to the responsible agency by contacting the Administering Contracting Officer (ACO) or the Procuring Contracting Officer (PCO) for correction. The CDR application can track history on a CDR, and has an automated e-mail feature that sends reminders to the person that the CDR was last assigned, stating that corrective action has not been completed. It is critical that initiators can assign a CDR to the appropriate person responsible for the contract. This allows the CDR to be resolved quickly so that interest payments can be avoided. As the person responsible for the contract action is the contracting officer, these

issues cannot be addressed without all of the PCO's and ACO's obtaining EDA accounts. Therefore, I direct all contracting officers to create accounts in EDA. A signed Defense Department (DD) 2875 and Rules of Business Form are required to be completed before approval. Part III of the DD Form 2875 must be validated by the submitter's Security Manager. Certificate or Common Access Card based access is the preferred registration method.

For detailed information on EDA and the CDR process please visit the EDA homepage at <http://eda.ogden.disa.mil>. There is also a training link where you can find the CDR module that explains the entire CDR process. Resources are available to assist you at the above link should you need assistance with access or have other questions. If you do not know who your EDA Electronic Business Point of Contact is please contact EDA at the Business Transformation Agency, [EDAMail@bta.mil](mailto:EDAMail@bta.mil) or the EDA Help Desk at 1-866-618-5988. For any other questions on this issue, please contact Bruce Probert, [bruce.probert@osd.mil](mailto:bruce.probert@osd.mil), 703-602-8032.



Shay D. Assad  
Director, Defense Procurement  
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