MEMORANDUM FOR: Defense Automatic Addressing System (DAAS), DoD Activity Address Directory (DoDAAD) System Access Control Point (SACP)

SUBJECT: DoD Activity Address Directory (DoDAAD) Central Service Point (CSP) and/or Monitor Letter of Appointment

REFERENCES: (a) DLM 4000.25, Defense Logistics Management System (DLMS), Volume 6,

 Chapter 2

In accordance with the reference, Component/Agency XXX hereby designates the Primary and Alternate CSPs listed below to add, delete or modify our assigned XX series DoD Activity Address Codes (DODAACs). They are responsible for the currency and accuracy of our DoDAACs/RICS, and for maintaining records to support the proper assignment, modification or deletion of each DoDAAC/RIC.

Official Mailing Address: XXX

Primary CSP: Name Email phone number (Comm & DSN)

Alternate CSP(s): Name Email phone number (Comm & DSN)

 The following are hereby removed as CSPs for this Component/Agency:

 Name: (First, MI. Last)

 Additionally, the following personnel are delegated Monitor responsibilities, under management of the CSPs, for the Series/MAJCOMs listed. These Monitor(s) are hereby authorized to modify our assigned XXX series DODAACs and X\_ series RICs for the MAJCOMs listed. They are responsible to the CSP for the currency and accuracy of our DoDAACs/RICS, and for maintaining records to support the modifications of each DoDAAC/RIC. To facilitate their roles, they require the Access Level and Type of Change rights as designated below:

List MAJCOM(s) or Range(s) of responsibility:

Monitors: Name Email phone number (DSN XXX)

 Name Email phone number (DSN XXX)

List MAJCOM(s) or Range(s) of responsibility:
Monitors: Name Email phone number (DSN XXX)

 Name Email phone number (DSN XXX

 Additionally, the following are hereby removed as Monitors for this Component/Agency:

 Name: (First, MI. Last)

If these are any additional questions or concerns, please contact me at 999-999-9999, email XXX@XXX.XXX

 XXXXX X. XXXXXX

Authorized Agency Representative

***Instructions:***

1. A new letter listing all CSPs and/or Monitors is required for any additions and promptly following any deletions. CSPs and Monitors may not appoint themselves, but CSPs can appoint Monitors.

Please note in the letter any CSP or Monitor restrictions (e.g., limitation by DoDAAC series or Type Address Code).

If no Monitor assignments apply for your Service/Agency, do not include the portion of the letter related to Monitors.

1. NOTE: the most recent letter submitted by your Service/Agency will supersede any and all previous copies; therefore, it is critical that the letter submitted includes all personnel authorized.
2. The letter must be dated and physically or digitally signed (*digital signature is preferred*) and must include the contact information for the person signing the letter.
3. The person signing the letter should send it as a PDF to EBSO.DoDAAD@dla.mil. If it is not feasible for the person signing the letter to send it, the person signing the letter must be included in the forwarding email.
4. Once the Appointment letter is reviewed and approved by the SACP, the SACP will notify the appointees via email with the link to the SAR process.