**Workflow Questions**

1. If the DLA Transaction Services DODAAD Web maintenance application had a workflow manager as described in the WORD document above would your Component make use of that feature? YES If the answer is yes then answer the following questions:
2. How many review and approval levels are appropriate to your Component and what are they? It depends. M=MAJCOM, HQMC (I&L, P&R). L=
3. What is the minimum data that the initiator of a request for a new DODAAC must provide via the Web entry screen?

Type Request (new)

Commanding Officer

Supply Officer

UIC

AUTH CODE

MAJCOM

TAC1 (7 elements)

TAC2 (7 elements)

TAC3 (7 elements)

TAC4 (7 elements, as applicable)

CCP

APOD

WPOD

POC fields

And for contractor DoDAACs, the additional info:

CTR #

CAGE

CAO

SPONSOR

EXP

1. If the DAAS application contained a Web updatable table identifying your Components review and approval process, how would you propose that table be kept up to date? (CSP, each review level self maintenance, etc?) CSP responsibility as changes occur.
2. What are the minimum levels of data elements that are needed during an ADD in the review and approval table (Component code, review level, Major Command/Bureau Code, approving official name, phone #, email address, DODAAC area of responsibility, alternate reviewer, etc)? Same as for new above (item 3).
3. What are the minimum levels of data elements that are needed during an UPDATE in the review and approval table (DoDAAC, review level, address lines, approving official name, phone #, email address, DODAAC area of responsibility, alternate reviewer, etc)? Same as for new above (item 3).
4. What standard status (work to review, approved, rejected due to …) messages that should be generated to customers and reviewers during the workflow tracking process?

Returned for more info

Approved and forwarded to

Declined due to

Approved and check DAASInq (with hyperlink)

Pending review at (name of office)

1. What types of suspense times are applicable? 3 days per level & then it gets returned back to previous level
2. What types of metrics should the system maintain routinely maintained?

Archived requests

Requests per MAJCOM

Requests by authority code

Time per Request data

Number returned per MAJCOM

Number declined