

DISABLING OF ACCOUNTS AFTER 30 DAYS INACTIVITY

The requirement for disabling accounts after 30 days due to non-use is a Security Technical Implementation Guideline (STIG) requirement mandated by Defense Information Systems Agency (DISA). The STIG stipulates that all accounts are to be disabled after 30 days of inactivity/no access.

After 45 days of inactivity, your account will be deleted and you will have to re-register using the Pre-Registration URL noted below.

The DLA Chief Information Officer (CIO) reiterated the 30-day requirement in a DLA policy letter dated 6 November 2014. Due to our security requirements, DLA is not able to implement policies or settings to the MEDALS application without any processes to disable accounts that are inactive.

If you find that your account is disabled and you are under the 45-day deletion window, please contact the DLA Enterprise Helpdesk (EHD) group by e-mailing the [DLA Enterprise IT Helpdesk](#). Include the name of the application/system and your User-Id/Name as this speeds up the ability to find your account. If your account is inactive, but not deleted, you can be reinstated by our Account Management shop.

If you find that your account is deleted after contacting the DLA EHD, you will have to register for access via the following URL: <https://public.logisticsinformationservice.dla.mil/PreRegistration/>. After the Profile/Registration page is filled out, the system proceeds to the Logistics Information Services Access Control Web Registration page. You select the levels of access you're requesting for each system on this page. After clicking the 'Next' button, the next page lists the 2875's you just requested at the bottom left of the page. Click the "Print <app name>" to open a PDF of the 2875, finish filling it out, save, and forward through your normal chain of command.

A good practice is to set a calendar reminder to log-in to these accounts before they expire if you know you will be gone past the 30-day Inactive mark or the 45-day Account Deletion mark.