



Unclassified

Continental U.S. Field Command

Defense Information Systems Agency

Central Address Directory

Unclassified

Objectives

This presentation provides a step by step overview of the Central Address Directory located in the Registration Center on the DISA Direct home page. It's designed to show the various screens and options which are available to you.

The Central Address Directory (CAD) contains Point of Contact (POC) information that is utilized throughout DISA Direct.

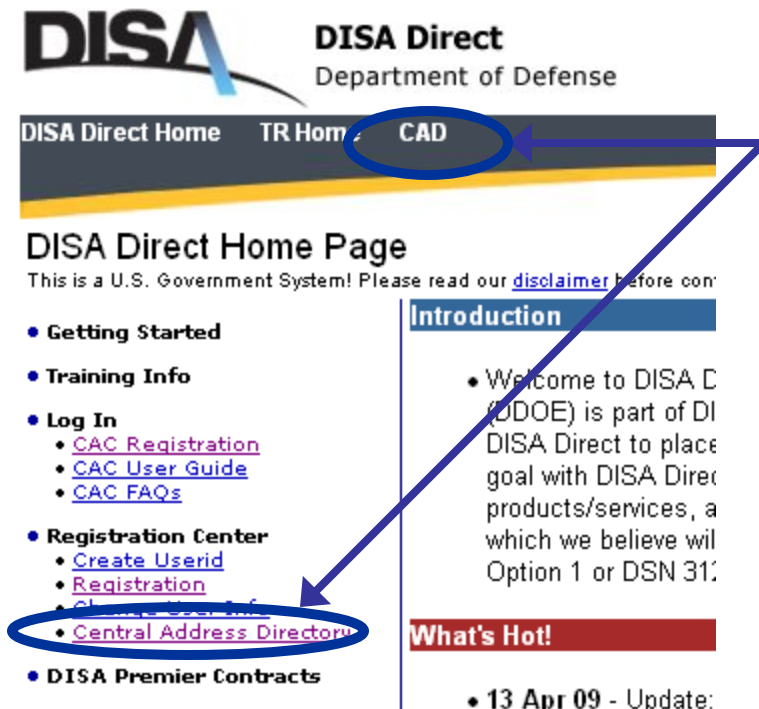
POC information is added to the CAD:

- **When individuals create a User ID via DISA Direct**
- **Named as a POC in the TR**

Central Address Directory

The Central Address Directory (CAD) is a software application used for the storage and retrieval of POC, Special POC, Communications Control Office (CCO), and Communications Management Office (CMO) information.

The CAD links, located on the DISA Direct home page, allow users to review, enter or update POC information. CAD info is utilized when preparing a Telecom Request.



CAD Record Types

There are four types of CAD records:

- **Point of Contact (POC)**
- **Special Point of Contact (POC)**
- **Communications Control Office (CCO)**
- **Communications Management Office (CMO)**

Points of Contact

- **Point of Contact (POC).**
 - A POC is an individual who has created a userid and password on DISA Direct and/or is designated as a point of contact within a TR.
- **Special Point of Contact (POC).**
 - Special POCs are office listings instead of individuals. These are used within a TR where a position title is more appropriate than a person as a POC. A drop down menu is provided containing commonly used positions (i.e., Node Site Coordinator, Circuit Actions, Supervisor on Duty, etc.).

- exercises direct technical supervision over assigned GIG trunks and circuits.
- must have the capability to test and monitor the trunk or circuit, ascertain that the trunk or circuit meets specified technical parameters, assess operational status, and perform other such functions required to establish and maintain user-to-user communications.
- responsible for initially activating the trunk/circuit, accepting leased service on behalf of the U.S. Government, and submit appropriate completion reports required by the service order issuing authority.

- is a facility or office that is assigned administrative responsibility for GIG trunks/circuits when it is not possible to assign a GIG facility as the CCO.
- serves as the focal point for day-to-day monitoring of service performance, accepts service on behalf of the U.S. Government, and submits applicable completion reports.

Central Address Directory

DISA Direct Home Page

This is a U.S. Government System! Please read our [disclaimer](#) before continuing.

- Getting Started
- Training Info
- Log Off (KIMBERLM)
 - [CAC Registration](#)
 - [CAC User Guide](#)
 - [CAC FAQs](#)
- Registration Center
 - [Create Userid](#)
 - [Registration](#)
 - [Change User Info](#)
 - [Central Address Directory](#)
- DISA Premier Contracts
- Order Entry
 - [Request Routing](#)
 - [Telecom Request](#)
- Order Status
 - [PAWS](#)
 - [Track TR](#)
- Inventory and Billing
 - [Telecommunications](#)
 - [Inventory Billing Information \(TIBI\)](#)
 - [FY09 Billing Prices](#)
 - [FY08 Billing Prices](#)

Introduction

• Welcome to DISA Direct; DISA Direct (DDOE) is part of DISA's Network Operations Center (NOC). DISA Direct to place orders and manage the order process. Our goal with DISA Direct is to provide a single point of contact for all products/services, and perform the order process, which we believe will further streamline the order process. To get started call the 24hr DISA Direct Customer Contact Center at CONUS Only 800-554-3476 Option 1 or DSN 312-850-4700.

Use the links to go to the Central Address Directory

referred to as DISA Direct Order Entry tool. All persons requiring access to the various DISA Direct tools. Our face orders to acquire these existing capabilities, coming in the future, DISA Direct Customer Contact Center at CONUS Only 800-554-3476

What's Hot!

- **13 Apr 09** - Update: March 2009 CC&O as displayed in TIBI. All financial transactions for March 31st have been restored and verified for accuracy. These transactions will be available on the April CC&O report. Again, thank you for your patience during this time. If you have any question regarding billing, please contact Customer Support for your agency at the following numbers:
Army DSN 779-9591, CML 618-229-9591;
Air Force DSN 779-9210, CML 618-229-9210;
Navy DSN 779-9718, CML 618-229-9718;
Other DSN 779-9519, CML 618-229-9519;
DISA DSN 779-9206, CML 618-229-9206.
- **01 Apr 09** - Distance Calculator. The Distance Calculator has been revised to include over 3,400 new, corrected, or deleted locations. The current version is Version 3.0, Revision 28. Revisions to the Distance Calculator will be posted approximately once per month.

Central Address Directory

The **Central Address Directory (CAD)** contains Point of Contact (POC) information that is utilized throughout DISA Direct. POC information is automatically added to the CAD directory for those individuals that create a Userid via DISA Direct.

[CAD Add](#)

Create POC, Special POC (i.e., Circuit Actions), Communications Control Office (CCO), or Communications Management Office (CMO) record for persons that DO NOT have a DISA Direct userid established.

[CAD Copy](#)

Copy a POC, Special POC, CCO or CMO record with similar information to create a new record.

[CAD Search](#)

Search the directory to review or edit records.

[CAD Admin](#)

Edit or delete records. Search for duplicate records.

**Only available to
Authorized Directory
Official (ADO)**

CAD records are added when an individual creates a user ID and when a POC is created in a Telecom Request (TR).

Central Address Directory

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Create POC, Special POC (i.e., Circuit Actions), Communications Control Office (CCO), or Communications Management Office (CMO) record for persons that DO NOT have a DISA Direct userid established.

[CAD Copy](#)

Copy a POC, Special POC, CCO or CMO record with similar information to create a new record.

[CAD Search](#)

Search the directory to review or edit records.

A blue callout box with a black border and rounded corners. A line extends from the top-left corner of the box, pointing towards the "CAD Search" link in the text above.

Clicking on CAD search

CAD Record Type to Search

Central Address Directory (CAD) Search

You can search for a record in any one of the four sections

Select a record type:

[Point of Contact \(POC\)](#)

[Special POC \(i.e. Circuit Actions\)](#)

[Communications Control Office \(CCO\)](#)

[Communications Management Office \(CMO\)](#)

To start off searching for a POC. Click on the Point of Contact link.

CAD Search Criteria

You have several fields which you can use to conduct your search. You can search on just one field or use several fields to help narrow the selection.

Central Address Directory (CAD)

Search POC

Search

Reset

Enter search criteria and select **Search** to determine if record exists in CAD.

Use the pull downs to fill in the selected fields.

Last Name:

First Name:

Rank/Title: All

Agency: All

Organization: All

User E-mail:

Organization E-mail:

Country: All

Site: All

Search Facility Codes

Search Facility

Facility Code: All

CAD Search Criteria

Central Address Directory (CAD)

Search POC

Search

Reset

Enter search criteria and select **Search** to determine if record exists in CAD.

Last Name:

Rank/Title:

Agency:

Organization:

User E-mail:

Organization E-mail:

After the search criteria has been entered click on the Search button.

CAD Search Results

Here you get a summary of the search criteria you used.

Any ARO can edit/update a record by clicking on the associated edit button.

Central Address Director

Search Criteria

Last Name	Rank/Title	Agency	Organization	User E-mail	Org E-mail
Starts with student	All	All	All	All	All

Search Results

View records:

#	Edit	Name	Agency	Organization
1	<input type="button" value="Edit"/>	Mr. Student, Joe	DISA	DISA CONUS
2	<input type="button" value="Edit"/>	Mr. Student, Joe	DISA	DISA CONUS

CAD Record Detail

A separate window is opened showing the POC information.

To return to the previous screen click on the close window button.

CAD Record Detail - Microsoft Internet Explorer provided by DISA

POC Agency/Organization Information
Agency: Defense Information Systems Agency (DISA)
Organization: DISA CONUS

POC Information
Name: Mr. Student, Joe
Phone # Cmcl: 618-123-0000
DSN: 779-0000
Pager:
Fax:
User E-mail Address: student_joe@here.disa.mil
Org E-mail Address: every_body@here.disa.mil
Address: 123 Phone Dr
Swansea, IL 62221
United States

Information Updated By: Joe Student
Last Transaction Date: 3/21/03 2:08:54 PM

Close Window

CAD Record Edit

Central Address Directory (CAD)

Edit POC

By clicking on the edit button in the previous screen the edit page comes up.

You can now edit/update the detailed information on this record. Just point and click on the associated area and fill in the information.

POC Agency/Organization Information

(M) Agency:

(M) Organization:

If your agency and/or organization is not listed, please contact DISA Direct Team, Direct@scott.disa.mil.

POC Information

(M) Rank/Title:

(M) Name:

	Intl Access (5)	Area/Cntry (4)	Exchange (5)	Phone (6)	Extension (10)
(M) Cmcl. Phone:	<input type="text"/>	<input type="text" value="618"/>	<input type="text" value="123"/>	<input type="text" value="0000"/>	<input type="text"/>
DSN Phone:	<input type="text"/>	<input type="text"/>	<input type="text" value="779"/>	<input type="text" value="0000"/>	<input type="text"/>
Pager:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(M) User E-mail:

Org E-mail:

Unclassified CAD Edit

(M) User E-mail:
Org E-mail:

Select if International Address (Do not select if using an APO, FPO, or US Zip5 Code)

For US Addresses, enter a 5-digit Zip code to retrieve the corresponding city and state.

(M) Address Line 1:

Address Line 2:

(M) City/Installation: State: **Illinois**
(The USPS prefers **Belleville** as the city for this zip code.)

(M) Zip Code: -

Country: **United States**

When you edit/update a record, your information is reflected at the bottom of the page.

Once all the information is updated, you hit the submit button.

Information Updated By:

Student Name01

Cmcl. Phone: 618-229-8888

DSN Phone: 779-8888

CAD Record Add

Any authorized role official can add a record to CAD.

Now to add a new record to the CAD you click on the CAD Add link.

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[CAD Add](#)

Create POC, Special POC (i.e., Circuit Actions), Communications Control Office (CCO), or Communications Management Office (CMO) record for persons that DO NOT have a DISA Direct userid established.

[CAD Copy](#)

Copy a POC, Special POC, CCO or CMO record with similar information to create a new record.

[CAD Search](#)

Search the directory to review or edit records.

CAD Record Type to Add

Central Address Directory (CAD)

Add

When *CAD Add* is selected, the role official must specify the type of record to be added (POC, Special POC, CCO, or CMO).

Select a record type:

[Point of Contact \(POC\)](#)

[Special POC \(i.e. Circuit Actions\)](#)

[Communications Control Office \(CCO\)](#)

[Communications Management Office \(CMO\)](#)

CAD Record Add

Once the type of record is selected, the role official will be required to enter search criteria to ensure the record does not already exist. Follow the same steps as covered in the CAD search.

Central Address Directory (CAD)
Add POC Search

Enter search criteria and select **Search** to verify the record does not already exist in CAD.

Last Name:

Rank/Title:

Agency:

Organization:

User E-mail:

Organization E-mail:

CAD Record Detail

Central Address Directory (CAD)

[Add POC](#)

If there is no match to your search, you are taken to Add POC Page. Now all you have to do is enter the appropriate information.

Don't forget that items marked (M) are mandatory.

POC Agency/Organization Information

(M) Agency:

(M) Organization:

If your agency and/or organization is not listed, please contact DISA Direct Team, Direct@scott.disa.mil.

POC Information

(M) Rank/Title:

First Middle Initial Last

(M) Name:

	Intl Access (5)	Area/Cntry (4)	Exchange (5)	Phone (6)	Extension (10)
(M) Cmcl. Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN Phone:		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pager:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Fax:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

(M) User E-mail:

Org E-mail:

CAD Record Copy

Copy allows an authorized role official (ADO, APO, or ARO) to copy POC, Special POC, CCO, or CMO information, create a new record, and make the appropriate changes to the record.

Now to copy a record to CAD you click on the CAD Copy link.

Central Address Directory

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[CAD Add](#)

Create POC, Special POC (i.e., Circuit Actions), Communications Control Office (CCO), or Communications Management Office (CMO) records for persons that DO NOT have a DISA Direct userid established.

[CAD Copy](#)

Copy a POC, Special POC, CCO or CMO record with similar information to create a new record.

[CAD Search](#)

Search the directory to review or edit records.

CAD Record Type to Copy

Central Address Directory (CAD)
Copy

When *CAD Copy* is selected, the role official must specify the type of record to be copied (POC, Special POC, CCO, or CMO).

Select a record type:

[Point of Contact \(POC\)](#)

[Special POC \(i.e. Circuit Actions\)](#)

[Communications Control Office \(CCO\)](#)

[Communications Management Office \(CMO\)](#)

CAD Record Search

Once the type of record is selected, the role official will be required to enter search criteria for the record to be copied. Follow the same steps as covered in CADS search.

Central Address Directory (CAD)
Copy POC

Enter search criteria and select **Search** to verify the record does not already exist in CAD.

Last Name:

Rank/Title:

Agency:

Organization:

User E-mail:

Organization E-mail:

CAD Record to Copy

Here you get a summary of the search you used.

Any authorized official can copy a record by clicking on the associated copy button.

Search Criteria

Last Name	Rank/Title	Agency	Organization	User E-mail	Org E-mail
Starts with student	All	All		All	All

Possible Records

View records:

#	Copy	Edit	Name	Agency	Organization
1	<input type="button" value="Copy"/>	<input type="button" value="Edit"/>	Mr. Student, Joe	DISA	DISA CONUS
2	<input type="button" value="Copy"/>	<input type="button" value="Edit"/>	Mr. Student, Joe	DISA	DISA CONUS

From this point on you do the same thing as when you edit a CAD record.

We hope this presentation will assist you in gaining a better understanding of the various offerings and to use this site to research the various products and services as well as ordering these services.

If you have any further questions concerning DISA Direct please call our DISN Customer Contact Center at:

**DSN 312-850-4790, CMCL 614-692-4790 or
Toll Free 800-554-DISN (3476)**

DCCC@csd.disa.mil

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www.disa.mil
www.disaconus.disa.mil

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