eCCS
enterprise **C**orrespondence **C**ontrol **S**ystem

WHS

NIPRNET Staff Action Control & Coordination Program (SACCP)

User Manual

Version History			
User Manual Version Number	**Date**	**Contributor Name**	**Action Summary**
3.3	2 July 10	Lolita Clayton	Updated with System Alert information
3.3	10 January 11	Lolita Clayton	Added File Name character limitations to Appendix
3.4	21 June 11	Danny Michael St. Elmo Laing James Cotton	Updated Screenshots and current changes to the system
3.5	19 Sept 11	James Cotton Lolita Clayton Elmo Laing	Included updates to reflect the following SCRs eCCS-02, 45, 103, 107, 131, & 167
3.6	5 Dec 11	James Cotton Elmo Laing Neil Adams Lolita Clayton	Incorporated Revisions
4.0	3 Feb 12	Lolita Clayton	Updated Reply Types &Organization acronym lists.

TABLE OF CONTENTS

SACCP

SACCP Defined

The **eCCS Staff Action Control and Coordination Program (SACCP)** is a web–based Action tracking system designed for processing digital Staff Actions packages (e.g., correspondence, executive notes, awards, data calls, directives, etc.). Processing and coordinating staff Action packages are critical functions necessary to sustain business within the Department of Defense (DoD).

Correspondence makes up the majority of Staff Actions and includes letters from the general public, requests from Congress, memoranda from other Federal Agencies, or files from the Secretary of Defense to a specific organization. SACCP capabilities increase the speed and efficiency of correspondence communication and information sharing within the Pentagon, National Capital Region (NCR), and DoD agencies worldwide.

SACCP is made up of the following four modules:

- **SACCP Inbox includes the following:**

  - **Actions**

  - **Tasks**

  Repository – storage location for all attachments that have been uploaded to Actions in SACCP that the logged in user has access to.

- **Reports** – provides users with PDF summaries of Action/ Task activity.

- **Preferences** –allows users to edit their default email notification choices, change the Inbox formatting from **Classic View** to **Grid View,** and change passwords.

Data Spillage Warning

SACCP resides on the DoD NIPRNET and is authorized to contain unclassified information only. Though Classified **Actions** and their associated **Tasks** can be _tracked_ in NIPRNET SACCP, only unclassified files and metadata can be stored in the NIPRNET SACCP.

- **Action –** the result or achievement toward which each associated Task is directed. Identified by a unique **Control Number.**

- **Task –** assignment(s) for a directorate or an individual user that support the completion of the Action.

- **Metadata** – information entered into SACCP manually by the user about an Action or file.

SACCP has an accompanying application on the SIPRNET. This application is the SACCP SIPRNET Repository. The SACCP SIPRNET is a repository for files classified as **Secret**. With access, the SACCP SIPRNET Repository can be used in conjunction with the tracking functionality provided by SACCP NIPRNET. If you have questions about whether a file should be uploaded to the SACCP NIPRNET repository, contact your Organization Controller or the eCCS Support Team at eccssupport@whs.mil or (703) 614-7744.

If you have knowledge of a data spill, immediately contact your Organization Controller AND the eCCS Support Team at eccssupport@whs.mil or (703) 614-7744.

ACCESSING SACCP

How to Connect

The following criteria must be met to access eCCS:

- A valid DoD **Common Access Card** (CAC) is required to access the eCCS login screen. Once at the login screen either the CAC or a username and password on rare occasions may be used to enter SACCP.

- The system must reside on an .MIL domain.

- The system must have Internet Explorer (IE) version 8.0 or above.

  o Use Compatibility mode for IE version 8.0. The **Compatibility View** button[ ]is located next to the Address bar in the IE browser. Click the button to quickly change between browser compatibility modes; there is no need to restart the browser.

Note:
*Duplicate icons are an indicator that Compatibility View is **not** being utilized.*

eCCS accounts should only be generated *after* a user has been trained on the system. Users may use the following address https://eccs.whs.pentagon.mil/saccp/ to login**.**

For eCCS access issues contact the eCCS Support Team at eccssupport@whs.mil or (703) 614-7744.

PII Disclosure

Personally Identifiable Information (PII) refers to information that can uniquely identify, contact, or locate a single person, or can be used with other sources to uniquely identify a single individual. Due to the nature of the public and private information that is or could be stored in SACCP, the bottom of each page is stamped, "For Official Use Only and Information Sensitive by Aggregation."

Some examples of PII include:

- Full name
- Job title
- Social security number
- EDIPI number
- Date and place of birth
- Mother's maiden name
- Driver's license number

eCCS Login

eCCS is a CAC enabled website. A user's CAC and **Personal Identification Number** (PIN) combination is required for access. eCCS uses **Single Sign–On** (SSO) authentication. Once a user is authenticated to eCCS, SSO allows them to move seamlessly between authorized modules (i.e., Repository, Reports, etc.), without having to re–authenticate.

The login screen includes the eCCS logo and the United States Government Information System standard consent banner. The banner indicates that by logging into eCCS the user is also providing consent for possible government data and communications monitoring, interception and disclosure.

- **Login Using CAC** – click the [**Login with CAC]** button to authenticate. You cannot gain access to eCCS without an active CAC card.
- **Login Using Password** – only for use by users requiring access to multiple directorates and eCCS Support personnel, still requires CAC authentication.
- **Links**
  - **eCCS Support Site** - link to a site containing articles and up-to-date eCCS information (https://eccs.whs.pentagon.mil/eccssptsite/)
  - **E-Mail eCCS Support Team** - opens an email addressed to eccssupport@whs.mil
  - **Register for eCCS Training** - link to the eCCS Calendar for training registration (https://esd.whs.mil/saccpcalendar/)
  - **eCCS Computer Based Training** - link to eCCS CBT modules (https://eccs.whs.pentagon.mil/cbt/)

To access SACCP:

1. Enter the following address – https://eccs.whs.pentagon.mil/saccp/ into the Internet Explorer browser.

2. In the **Login Using CAC** area, click **Login with CAC.**

3. In the **Select Certificate** window, choose the certificate that was issued by DOD CA–xx and click **OK.**

4. If the **Security Alert** window appears check the "**Do not show this dialog box again**," checkbox and click **Yes.**

5. The smart card dialog box may include a PIN prompt, if so type in the **PIN** and click **OK** to access the SACCP **Inbox**.
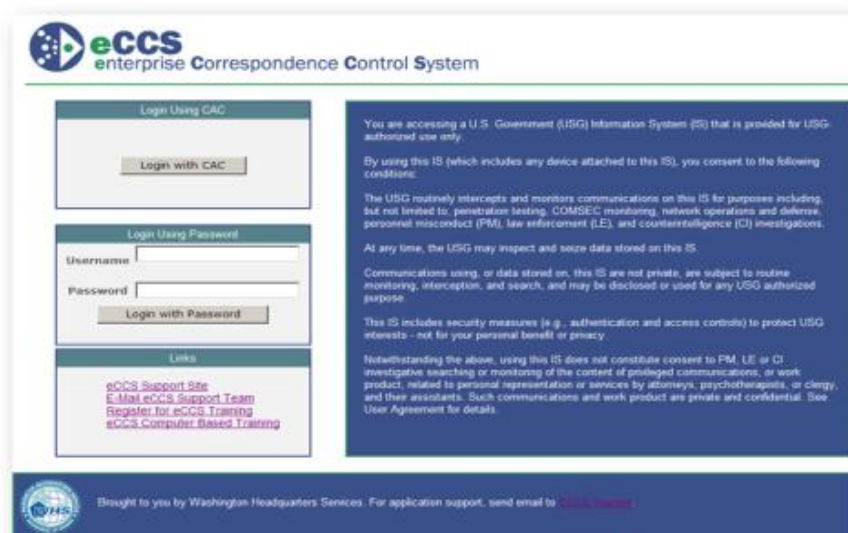

Figure 1: eCCS Login Screen

SACCP USER ROLES

SACCP roles empower organizations with the ability to manage certain SACCP functions. These capabilities improve the effectiveness and efficiency of Task management. The five SACCP user roles are:

1. **Organizational Administrator** – can add, change, and remove user accounts and Directorates for all organizations.

2. **Organization Controller** – can create and move Actions throughout SACCP on behalf of all users within their organization. They are exclusively responsible for deleting files uploaded in error upon request. The Organization Controller communicates training availability to their organization and authorizes the addition/edit/deletion of individuals and their roles within SACCP. There can be more than one Organization Controller and these individuals usually make up the Correspondence Control or Executive Secretariat of their organization.

3. **Sub–organization Controller** – has the ability to create and move Actions throughout SACCP for their Directorate and the Directorates that fall directly below it. The Organization Controller communicates training availability to their organizations and authorizes the addition/edit and deletion of individuals and their roles within SACCP.

4. **Directorate Controller** – has the ability to create and move Actions throughout SACCP for their Directorate only. The Organization Controller communicates training availability to their organizations and authorizes the addition/edit and deletion of individuals and their roles within SACCP.

5. **Action Initiator** – has the ability to **Initiate Actions**, **Edit Actions**, **Close Actions** and **Transfer Actions** that they have initiated regardless of the Status of associated Tasks. Has rights to **Assign**, **Reassign**, **Cancel**, **Change Suspense** date and **Complete** all Tasks that have been created in association with their Actions.

CORRESPONDENCE & SACCP

Each organization has its own workflow and each type of correspondence within that workflow may require a different process to handle. SACCP operates on the premise that correspondence, whether it is originating within an organization or assigned from an external organization, flows within a hierarchy and involves multiple players. SACCP provides these players with consistent, up–to–date information about their responsibilities by capturing information and storing files associated to an Action and its associated Tasks.

- **Action** – the result or achievement toward which each associated Task is directed. An Action is identified by a unique **Control Number**   An Action can be a project that is assigned to a specific organization. This term encompasses the project from initial assignment to the final signed documentation. In SACCP, the Status of an Action can be:
    - **Open**
    - **Closed**

    For example, Congress writes the Secretary of Defense requesting a report on this year's funding of the Iraq War. The request is received in the Executive Services Directorate (ESD), who assigns the Action to the USD (Comptroller). The Action is not closed until OUSD(C) returns a response to ESD, where it is signed by the Secretary of Defense and sent to Congress.

- **Task** – an assignment(s) for a directorate or an individual user that support the completion of the Action. A Task is a subset of an Action. It is the portion of the Action that is assigned to the directorate. In SACCP, the Task status can be:
    - **Working**
    - **Completed**
    - **Reassigned**
    - **Rejected**
    - **Canceled**

    Using the previous example, a Directorate Controller within OUSD(C) Tasks a specific Action officer to prepare a response letter. The Task is completed within SACCP when the Action Officer responds to the Directorate Controller with a completed response letter. The Directorate Controller then completes their Task to the Initiator (USD Comptroller).

SACCP is a bi–directional, one–stop communication tool for information related to a particular Action or Task. As Tasks are assigned down the hierarchy, individuals can respond to their Task to ask questions, provide information , or supply drafts for review. Others that have been tasked within the Action will have access to it. There can be multiple review cycles that are easily identifiable because of SACCP versioning capabilities. Additionally, users always know when a new Task has been assigned or if someone has updated to a shared Action because of SACCP generated email notifications. SACCP emails are sent directly to the applicable Outlook Inbox and include a link to the Action that it is referencing.

SACCP INBOX

The SACCP Inbox defaults to display basic information about all 'Open' Actions and 'Working' Tasks. Depending on the users role within the organization, the Actions they have access to will vary. If the user is part of an organization mailbox, they will have the ability to see all the Tasks assigned the organization, whereas an individual who is not associated to the organization mailbox will see only the Tasks that have been assigned directly to him or her.

Reading the Inbox

Within the **Inbox**, users have the ability to access the following options, via the main menu bar, from left to right:

1. **Pentagon Menu** – contains all of the SACCP modules that the user has access to, such as:
   a. **SACCP**
   b. **Repository**
   c. **Reports**
   d. **Preferences**

2. **Inbox** – displays a high–level overview of Actions and associated Tasks.

3. **Initiate Action** – a form used to initiate an Action.

4. **Help** – contains a PDF of the most current version of the SACCP Users Guide.

5. **Search** –Advanced and Basic search functionality to retrieve specific Actions and associated Tasks.

6. **Recent Actions** – contains a link to each of the last six Actions that were opened.

7. **Inbox Dashboard** – contains the Classic View or Grid View display choices for the Inbox. The **Total** number of Tasks in the Inbox that were assigned specifically to the user, the total number of Tasks that are **Upcoming** (due within the next seven calendar days), and the total number of Tasks that are **Overdue.**
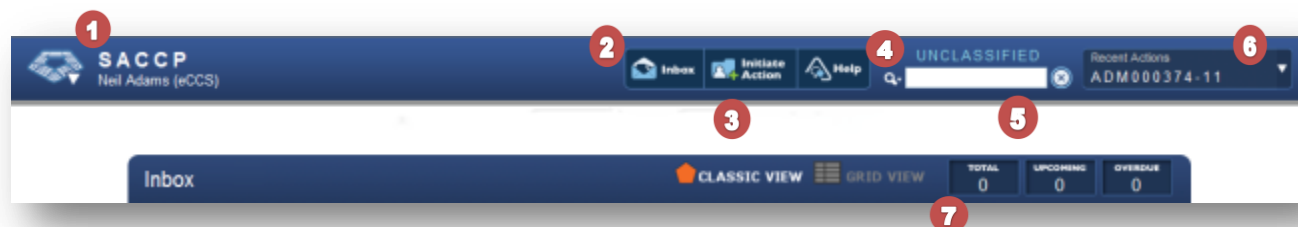

Figure 2: Inbox Header

System Alert

If a **System Alert** has been issued since the last time SACCP was accessed, a message will appear in red at the top of the screen indicating that, "A SYSTEM ALERT HAS BEEN ISSUED. CLICK HERE TO SEE THE MESSAGE." To access the message:

1. Click anywhere on the System Alert text. The System Message window will open containing information specific to SACCP updates, outages, reminders, etc.
2. Once read the user can disable the Alert, until a new Alert is issued, by clicking in the "**Don't show this again**," checkbox. If this checkbox has not been selected, the Alert will remain on the users screen for future access.
3. Click **OK**.

Pentagon Menu

The login name and the associated directorate pulled from the users CAC card are located in the upper left hand corner of the Inbox. To the left of the login name is the **Pentagon menu**. The Pentagon menu allows the user to navigate to the various modules that are part of the application. By default, you log into the **SACCP – Inbox**, however by clicking on the down arrow, users can select from the following modules:
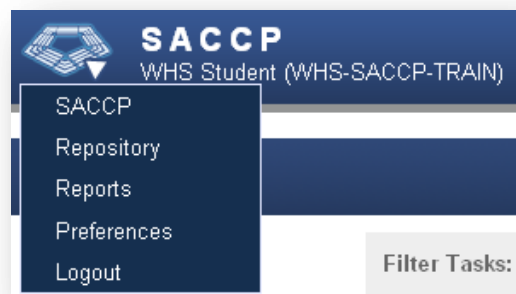
Figure 3: Pentagon Menu

- **SACCP** – sends the user to their inbox where the users will find all the Actions and Task they have access to.
- **Repository** – the storage location for all attachments that the logged in user has access to within SACCP. **Access to the Repository is an advanced privilege that must be granted by a Controller, otherwise this link will not appear**

- **Reports** – provides users with PDF summaries of Action/Task activity.

- **Preferences** – allows users to arrange their email notification, set their Inbox default view to either Classic View or Grid View, and change temporary passwords.
- **Logout –** allows users to seamlessly log out of SACCP.

The same navigation options are available at the bottom of each area. Click on the name to link to the associated area.

Figure 4: Alternate Option for Navigation

Initiate Action Button

The[**Initiate Action]** button allows users to generate an Action. Actions initiated through SACCP are assigned a Control Number for tracking and reference purposes. Actions are the container by which you can Task individuals or offices internal or external to the Tasking organization.

The **Control Number** begins with the acronym of the organization wherein the Action was initiated. The next set of numbers is sequentially assigned per organization in order. The sequence resets to zero at the beginning of each calendar year. The final two digits indicate the year that the Action was initiated.
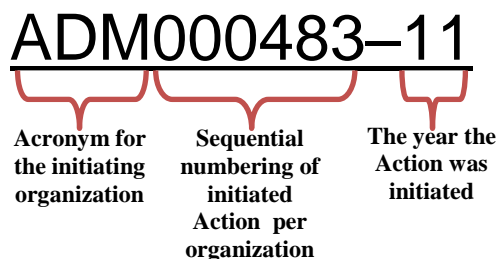
Figure 5: Initiate Action Button

ADM000483–11

Acronym for the initiating organization

Sequential numbering of initiated Action per organization

The year the Action was initiated

Figure 6: Control Number

Help Button

The **[Help]** button is a link to the SACCP user guide.

Advanced Search drop-down

Basic Search field

Search

SACCP has several different search features that assist users with finding Actions that they have access to (no matter its status) via the use of Control Numbers, tags, or any other **metadata** entered when creating or updating an Action. Only those users who have ever had access to files within an Action can access the associated files in the Repository. When searching for a specific file in the Repository, the Search functionality will help narrow down results. There are three search options:

- **Basic** – available at the top of the screen in SACCP and the Repository.
- **Inbox/Advanced** – accessed by clicking on the magnifying glass drop-down located beside the search actions field in the **SACCP** inbox.
- **Repository/Advanced** – accessed by clicking on the magnifying glass drop-down located beside the search repository field in the repository.

Basic Search: To use the Basic search functionality simply type in the search term in the **Search Actions** field at the top of the screen and hit enter. The results will be returned in the SACCP Inbox format. Click on the **Control Number** to access Action/ Task details. Search on information found in the following fields:

- **Control Number** – whole or partial entries can be searched.
- **Subject** – the Action title.
- **Recipient** – the organization, directorate, or individual that will receive the results of the completed Action.
- **Originator** – the organization, directorate or individual that was responsible for the initiation of the Action.
- **Route** – [Info] copy, [Coord]ination, For [Action], [AO]Action Officer or [Initiator].
- **Priority** – High, Medium, or Normal.
- **Action Status** – Open or Closed.
- **Task Status** – Working, Completed, Reassigned, Rejected, or Canceled.
- **Assigned From** – the organization, directorate, or individual that created the Task.
- **Assigned To** – the organization, directorate, or individual that was tasked.
- **Tags** – keywords created by the Initiator to help others search for the Action.
- **Closing Comments** – comments added when an Action is Closed by the Initiator.
- **Action References** – any information that was used as Reference for the Action including webpages and other SACCP Actions.
- **Security Classification** - the security classification of the Action.
- **Action Request Type** – categorizes the type of incoming request that resulted in the Action being created.
- **Action Reply Type** - categorizes the end result of the Action.

The following wildcards are accepted in the Basic search functionality:

- *****: Replaces unknown characters

  ➢ TO100038*–08: will return all Tasks for Control Numbers TO1000380–08 through TO1000389–08.
  ➢ TO10003**–08: will return all Tasks for Control Numbers TO1000300–08 through TO1000399–08.
  ➢ *10003*: will return all Tasks which contain any prefix or suffix associated with this exact numerical sequence.
  ➢ Fund*: will return all Tasks which contain fund and any suffix associated with fund (i.e., funds, funding, etc.).

- **+**: Indicates that the term has to be in one of the fields, need to use + before each required term
  ➢ open +normal would return all those Actions that are open OR with a priority of normal, produces same result as open, normal.
  ➢ +open +normal would return all Actions that are open and have a priority of normal or have those terms within any of the fields listed above.
  ➢ +open +Iraq +normal would return all Tasks that are open with a normal priority and have Iraq as a tag, subject, or within any of the fields listed above.

- **−**: Indicates that the term should be excluded when searching, need to use – directly before the term.

  ➢ +open −closed will return all Tasks that have "open" in a searched field and open Actions, but exclude closed Actions.
  ➢ +Afghanistan −Iraq will return all Tasks that have Afghanistan in a searched field, but exclude those items that include Iraq.
  ➢ +ABD −TSO will return all Tasks that have been assigned from or to the "ABD" Directorate and exclude those Tasks sent to or assigned from the "TSO" Directorate.

- **""**: Indicates a phrase that should be included in the search, surround the search phrase in quotes.
  ➢ "FY09 Budget Referendum" will return only items with that exact phrase in the searched fields.

Inbox/Advanced Search: The **Inbox/Advanced Search** functionality will improve the ability of SACCP to narrow results by pointing the search to specific fields. To access the **Inbox/Advanced Search**:

1. Click on the magnifying glass next to the Basic search box in SACCP. Choose what fields SACCP searches.
2. Populate the applicable field(s) and click the [**Search**] button. Clear all populated **Inbox/Advanced Search** options by clicking the [**Clear**] button.

Available search options include:

- **Control Number** – populate this field with the Control Number. Use wildcard to search whole or partial.
- **Classification**
  ➢ Unclassified
  ➢ Law Enforcement Sensitive
  ➢ Confidential
  ➢ Secret
  ➢ Secret/No Foreign
  ➢ Top Secret
  ➢ Top Secret/SCI

- **Role [Route]**
  - ➢ Initiator
  - ➢ Action
  - ➢ Action Officer
  - ➢ Coordination
  - ➢ Information Copy
- **Action Status**
  - ➢ Open
  - ➢ Closed
  - ➢ Archived
- **Priority**
  - ➢ High
  - ➢ Medium
  - ➢ Normal
- **Subject** – populate this field with all or part of the title that was given to the Action by the Initiator
- **Request Types**
  - ➢ All Other Items
  - ➢ Congressional
  - ➢ Congressional Reports
  - ➢ Deputy Secretary Item
  - ➢ Directive/Issuance
  - ➢ DoD IG Audit
  - ➢ Executive Secretary Item
  - ➢ FOIA Request
  - ➢ GAO Report
  - ➢ Information and Retention
  - ➢ Public Bulk
  - ➢ QFR/IFR
  - ➢ Secretary of Defense Item
  - ➢ Security Review
  - ➢ Special Assistant Item
  - ➢ White House Bulk
  - ➢ White House Item
- **Reply Types**
  - ➢ ADN – *Answer Note from the Deputy Secretary of Defense*
  - ➢ AMN – *Answer Note from the Military Assistant to the Secretary or Deputy Secretary of Defense*
  - ➢ Answer Note
  - ➢ ASN – *Answer Note from Secretary of Defense*
  - ➢ Comments and Recommendations
  - ➢ DPS – *Prepare Draft Reply for President's Signature*
  - ➢ DVPS – *Prepare Draft Reply for Vice President's Signature*
  - ➢ FAA – *For Appropriate Action*
  - ➢ Information and Retention
  - ➢ IO – *Information Only*
  - ➢ PDUSD – *Prepare Reply for PDUSD Signature*
  - ➢ PRD - *Prepare Reply for the Deputy Secretary of Defense's Signature*
  - ➢ PRE – *Prepare Reply for Executive Secretary's Signature*
  - ➢ Prepare Reply for ASD Signature
  - ➢ Prepare Reply for DASD Signature
  - ➢ Prepare Reply for DUSD Signature
  - ➢ Prepare Reply for PDASD Signature
  - ➢ PRS – *Prepare Reply for the Secretary of Defense's Signature*
  - ➢ PS – *Prepare Reply for President's Signature*
  - ➢ RD – *Reply Direct, at the appropriate level with the DoD component*
  - ➢ RDC – *Reply Direct by Component Head*
  - ➢ USD – *Prepare Reply for USD Signature*
  - ➢ VPS – *Prepare Reply for Vice President's Signature*
  - ➢ WHS – *Prepare Reply for White House Staff*

- **Originator(s)** – the organization, directorate, or individual that required that an Action be initiated.
- **Recipient(s)** – populate this field with the organization, directorate, or individual that will receive the results of the completed Action.
- **Tag(s)** – populate this field with keywords created by the Initiator to help others search for the Action.

- **References** – populate this field with any information that was used as reference for the Action including webpage's and other SACCP Actions.
- **Initiating User** – this drop-down will include all user options that are available to the user based on his/her organizational permissions. The system will return all of the Actions that were initiated by the selected user (the user has to have been the Action Initiator).
- **Initiating Directorate** – this drop-down will include the acronym for all directorate options that are available to the user based on his/her organizational permissions.
- **Signed By** – populate this field with all or part of the name of the individual who signed off on a completed Task.
- **Date Field**
  - ➢ **Suspense Date** – select or manually input the suspense date or date range for the Action.
  - ➢ **Closed Date** – select or manually input the date or date range within which the Action was closed.
  - ➢ **Signed Date** – select or manually input the date or date range within which a Task(s) was signed.
  - ➢ **Creation Date -** use the calendar or manually input the date when the search should begin.
- **From Date** – use the calendar or manually input the date when the search should begin.
- **To Date** – use the calendar or manually input the date the system will end the search on.
- **Add Date** – click this button to add additional date fields to narrow search results.
- **Clear** – click this button to clear all date fields.

Each field that is populated is added to the criteria that the system will seek to match. Items that match the criteria the closest will appear at the top of the search results. The total number that is captured by SACCP represents the total number of Tasks that met the search criteria.

Figure 8: SACCP Inbox Advanced Search Form

Advanced/Repository: To access the **Advanced/Repository Search**, click on the magnifying glass next to the Basic search box in the Repository module. Choose what fields SACCP will search (which will narrow results). Available search options include:

- **Title** – the title that was given to the file when it was uploaded to SACCP.
- **Summary** – information provided in the **Summary** field when a file was uploaded into SACCP.
- **Date Created** – the date the file was uploaded into SACCP.
- **Action Control Number** – the number assigned to the Action bu the system.
- **Tag** – keywords created by the person who uploaded the file into SACCP (this will assist others in the search for the file).
- **File Name** – the original name of the file before it was uploaded into the SACCP environment.

To narrow the search further, search more than one field at a time. Each field that is populated is added to the terms that the system will match. To do so, click on the [+] button to add additional fields. Remove Advanced Search fields by clicking on the [–] button.
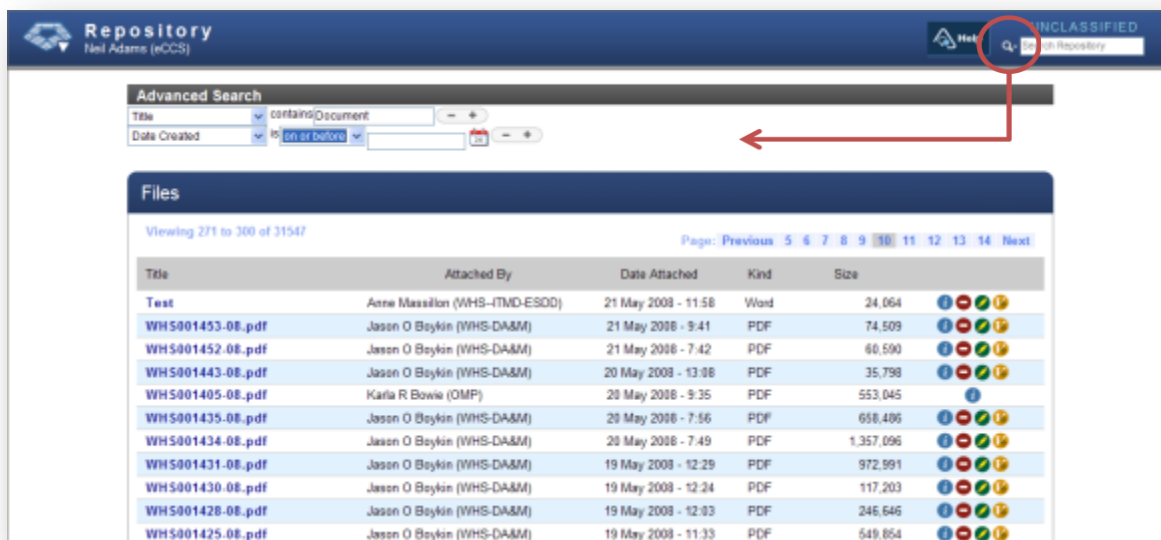
Figure 9: Repository

Note:
*For **Date Created**, first select Exact Date, the date On or Before the Action was created, the date On or After the Action was created, or choose a Date Range to search.*

Recent Actions

Figure 10: Recent Actions

The **Recent Actions** feature allows users to quickly access and view the six previous Actions accessed. Simply, click on the arrow on the top right corner of the **Recent Actions** area and the previously accessed Actions will display by Control Number. Click on the Control Number to open the Action.

Inbox – Dashboard View

From the Inbox dashboard the user can modify the view of their Inbox. The user can view the Inbox in the **Classic View** or the **Grid View**. Users are able to set their default Inbox view in the **Preferences** module. Users are also able to temporarily change their view using the icons in the Inbox Dashboard, however the view will return to the default selection at the end of the current SACCP session.

Classic View: Displays your Inbox organized by Action. The Classic View provides a visual indicator (an Orange Pentagon⬠) to let you know if the Action contains a Task that is new or has recently been updated.

Click **CLASSIC VIEW** to open the Classic View of the Inbox.
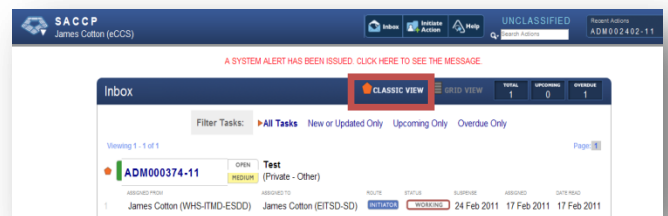
Figure 11: Inbox Classic View

Grid View: Displays your Inbox in a spreadsheet view, with the **Action Number** as the identifier. Each row represents a single Task. The user is able to filter and sort the view to display only the information that they need in the format that makes the most sense for their job function.

Click **GRID VIEW** to open the Grid View of the Inbox.
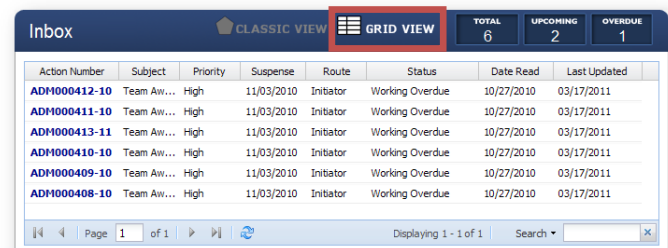
Figure 12: Inbox Grid View

The Inbox dashboard also provides the **Total** number of Tasks assigned to the logged in user, the number of Tasks with an **Upcoming** suspense date (due within seven days), and the number of Tasks whose suspense date has lapsed – **Overdue**.
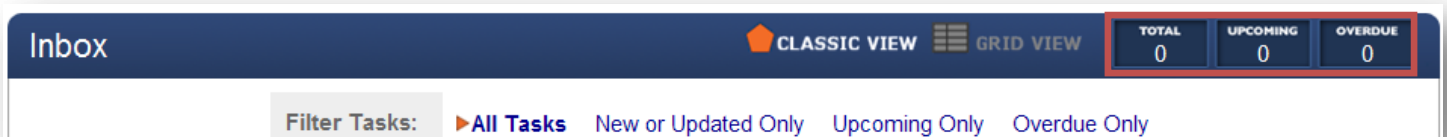

Figure 13: Inbox Dashboard & Tasks Totals

Inbox – Classic View

Classic View - Filter Tasks

Actions are automatically sorted from the most current to the oldest based on the date and time stamp. However Actions can be filtered based on four categories:

- **All Tasks** – shows all 'Open' Actions that contain Tasks that are in 'Working' status that have been assigned to the logged in user or the office the user belongs to.
- **New or Updated Only** – shows only the Task/Actions that are new or have been updated since the user's last login to SACCP. Actions that contain new or updated Tasks can be identified by an orange Pentagon symbol located to the left of the Control Number.
  - ➢ Action contains a new Task – the orange pentagon appears and there is no **Date Read** date stamp.
  - ➢ Action contains an updated Task – the orange pentagon appears but the **Date Read** date stamp has already been captured.
- **Upcoming Only –** shows only the Tasks that are due within the next seven days.
- **Overdue Only** – shows only the Tasks whose suspense date(s) have lapsed.

Classic View – Actions

The colored tab located to the left of the Control Number represents the security classification of the Action:

- **Orange** – Top Secret
- **Red** – Secret
- **Blue** – Confidential
- **Green** – Unclassified

To the right of the Control Number, the top segment states the Action status:

- **Open** – Only those with **Initiate Action** permission can initiate an Action.
- **Closed –** Only the initiator of an Action and those with advanced functional roles have permission to **Close** it.

By default, when opening the Inbox users will only see Actions that are 'Open.' To pull 'Closed' Actions use the **Search** functionality or **Recent Actions** links. The Action/ Task groupings are differentiated by alternating bluish-gray/white shading.

The lower segment states the priority of the Action. How you handle the priority of the Action will depend on your Organizations business rules
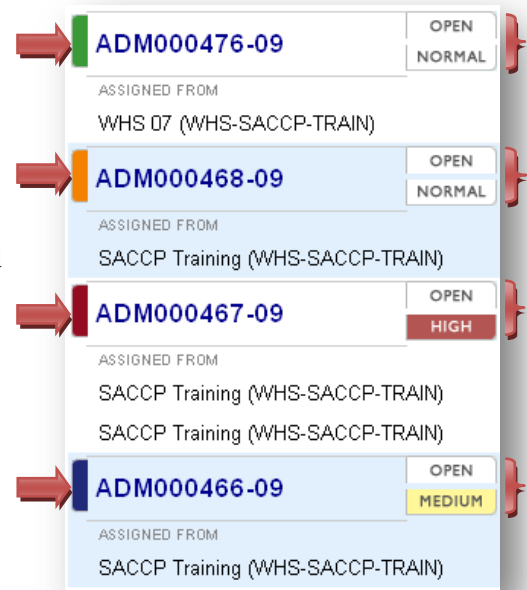
- **Normal**
- **Medium**
- **High**

Figure 14: Security Classifications

Note:
Use the mouse to hover over images such as the color-coded Security Classification tab, the Route, Task status or orange pentagon symbol for descriptive text.

Classic View – Tasks

Each Task is listed underneath the associated Control Number. For each Task, the following fields are displayed:

- **Assigned From** – who assigned the Task.
- **Assigned To** – who the Task was assigned to.
- **Route** – the role assigned for this Task.
- **Status** –the Task status.
- **Suspense** – the due date.
- **Assigned** – when the Task was assigned to the recipient.
- **Date Read -** when the Action was opened for the first time after the Task was assigned.

By default, when opening the Inbox users will only see Tasks that are in 'Working' status. To pull Tasks that have been Completed, Rejected, Reassigned, or Canceled, use the **Search** functionality or **Recent Actions** links.
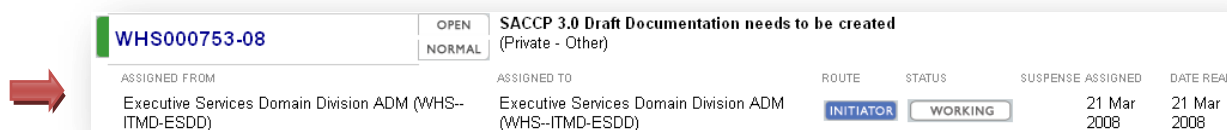
Fgure 15: Classic View Inbox – Task

The border surrounding the Task **Status** compares the current date to the suspense date.

- **Grey** – no suspense date was selected. `WORKING`
- **Green** – suspense date is greater than 7 calendar days away from the current date. `WORKING`
- **Yellow** – suspense date is 7 calendar days or less from the current date. `WORKING`
- **Red** – suspense date has past. `WORKING`

Inbox – Grid View

Grid View- Navigation Basics

Gridding, like a spreadsheet, is comprised of rows, columns, and cells. A column is a vertical line on the spreadsheet. Columns are defined by headings such as **Action Number** or **Status**.

A row is a horizontal line on the spreadsheet. Rows are defined by individual **Action Control** numbers. A total of up to 20 rows are viewable in the gridded Inbox view per page. Each gridded Inbox contains up to 500 rows!

A cell is represented as a box on the worksheet. Cells are defined by the column and row at which they intersect.

Use the scroll bars that appear at the far right and at the bottom of the gridded Inbox (when applicable) to move quickly vertically and horizontally.

Figure 16: Gridded Inbox Columns/Rows

Grid View - Shortcuts

Within the grid view the user has the ability to navigate using links that are included at the bottom of the grid. The following figure lists the clickable links and their purpose

Button	Purpose
◄◄	Return to the first page
◄	Go back one page at a time
▷	Proceed forward one page at a time
▷�||	Proceed to the last page
↻	Refresh the Grid View
Page 1 of #	Enter the page number to go to
Displaying # - # of #	Number of Tasks viewable on the current page out of the total number in your Inbox

Figure 17: Grid Inbox Navigation

Grid View - Keyboard Shortcuts

To take advantage of keyboard shortcuts, you must click inside the grid. With keyboard shortcuts the user has the ability to navigate to the Inbox more efficiently with one-button navigation.

- Arrow keys - Move one cell up or down
- Page Up - Move up the grid
- Page Down - Move down the grid
- Home - Move to the beginning of the row
- Ctrl End - move to the end of the worksheet

Figure 18: Keyboard Shortcuts

Grid View - Auto-Sort

The Grid View is automatically sorted to mimic the Classic View, however now you can quickly sort your data, column-by-column, in ascending or descending order.

A single click of the column header will automatically sort the column and all associated data. The column will sort in ascending order on the first click and descending on the second.

The direction of the arrow head next to the column heading is the visual indicator of the sorting direction. When the arrow head is pointing up, the column has been sorted in ascending order. When pointing down, the column has been sorted in descending order.

Grid View - Filter

The Grid View allows the user to filter their Inbox so that the desired information is arranged an order that is best for that particular user.

1. Hover over the right edge of any column (the same options exist for all columns), a drop-down arrow will appear.
2. Click the drop-down arrow. The drop-down list appears. Hover over **Columns.**
3. Click the checkbox next to the **Column** heading(s) that you want to remove.
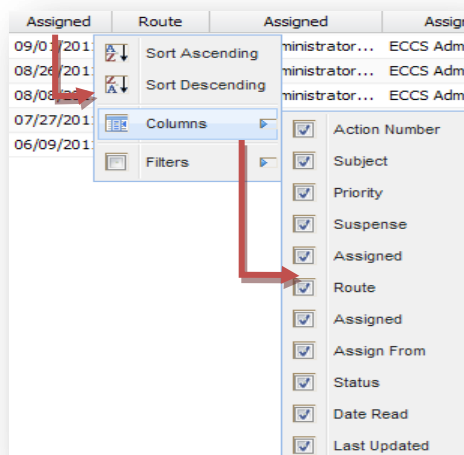
When a column heading *is checked*, the column *is viewable* in the Inbox.   Column headings that are unchecked are not viewable in the Inbox.

Add columns back to the Inbox by repeating Step 1 and un-checking the Column heading.

Figure 19: Filter Gridded Inbox

Grid View- Column Resizing

Make column details easier to read by resizing the column. Resizing a column can be done manually or automatically.

Manually Resize a Colum

1. Locate the appropriate column header. Move the cursor to the right edge of the column heading. The cursor will change to a "cross" shape.
2. While holding down the left mouse button, drag the column bar to the appropriate width.

Automatically Resize a Colum

1. Locate the column and move the cursor to the right edge of the column heading.,
2. The cursor will change to a "cross" shape. Double click. The column will automatically expand to the longest entry in the column.
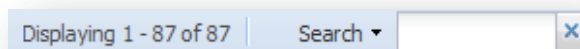
Grid View- Inbox Search

The Gridded Inbox search <u>only</u> applies to items listed on the *current* Gridded Inbox page (up to 500 entries).

1. In the lower right corner of the Grid View, populate the open-text Search field with your search term(s).
2. Click **Enter**. The system will query all **Inbox** fields on the current page to respond to your Search criteria. Your view will then be narrowed by only those Actions and associated information that contains matching data.

INITIATING AN ACTION

The **Initiate Action** form is made up of three parts; 1) Basic information about the Action, 2) Assignment of Tasks to the appropriate individuals or entity, and 3) The attachment of any necessary documentation relevant to that Action. SACCP supports sending and receiving Actions and Tasks internal and external to the initiating organization.

An "Initiator" is the individual who creates the Action in SACCP and closes it when appropriate. The ability to **Initiate Actions** is an advanced right in SACCP. All of the Tasks associated with an Action do not have to be **Complete** to allow the Initiator to **Close** the Action. The Initiator may **Close** the Action despite Tasks that are in **Working** status.

The Initiator does not assign the **Initiator** Route to themselves. The Route of **Initiator** is a system generated route that is given to the user that creates the Action. The Action is used to track all associated Tasks.

When an Action is initiated, a Control Number is assigned to the Action. The Control Number is the unique identifier for the Action and all associated Tasks. The Control Number remains the same throughout the life of the Action, even if it's Tasked to another organization. For example, even if OSD Tasks are assigned to Policy or the Comptroller's Office, the Action will maintain an OSD Control Number.

New Action

In the first section of a newly initiated action the initiator will populate and provide basic information about the Action. To get started click the [**Initiate Action]** button located at the top, center of the SACCP Inbox. All required fields in the **Initiate Action** form are identified by an asterisk (*).

Figure 21: Initiate Action – Action Details Area

1. In the **Initiate Action** form, use the organization's business rules to determine if the Action should be marked as "Public," or "Private." **Public** Actions are accessible to anyone in the organization who has enough information to search for it regardless of whether or not they have been Tasked. **Private** Actions can only be seen by people who have been Tasked within the Action. The Initiator will use the drop-down options to define why an Action is marked **Private**.

   - Public
   - Private – Acquisition Sensitive
   - Private – Awards
   - Private – Close Hold
   - Private – HIPAA

   - Private – Need to Know
   - Private – Nominations
   - Private – Other
   - Private – PII

2. Enter the **Originator(s), Recipient(s)**, and the **Subject** of the Action.

> *Note:*
> *If multiple items (i.e., names, organizations, etc.) are entered into* ***Initiate Action*** *fields, use semicolons to separate them (i.e.,* ***Recipient****: Senator McCain; Senator Gill).*

3. Select a **Request Type** from the drop-down menu. Request types categorize the type of incoming request that resulted in an Action being created, for example – FOIA, GAO, Congressional, etc.

   - All Other Items
   - Congressional
   - Congressional Reports
   - Deputy Secretary Item
   - Directive/Issuance
   - DoD IG Audit
   - Executive Secretary Item
   - FOIA Request
   - GAO Report

   - GAO Report
   - Information and Retention
   - Public Bulk
   - QFR/IFR
   - Secretary of Defense Item
   - Security Review
   - Special Assistant Item
   - White House Bulk
   - White House Item

4. Select **Reply Type** from the drop-down menu. Reply types categorize the end result of the Action.

   - ADN – *Answer Note from the Deputy Secretary of Defense*
   - AMN – *Answer Note from the Military Assistant to the Secretary or Deputy Secretary of Defense*
   - Answer Note
   - ASN – *Answer Note from Secretary of Defense*
   - Comments and Recommendations
   - DPS – *Prepare Draft Reply for President's Signature*
   - DVPS – *Prepare Draft Reply for Vice President's Signature*
   - FAA – *For Appropriate Action*
   - Information and Retention
   - IO – *Information Only*
   - PDUSD – *Prepare Reply for PDUSD Signature*

   - PRD - *Prepare Reply for the Deputy Secretary of Defense's Signature*
   - PRE – *Prepare Reply for Executive Secretary's Signature*
   - Prepare Reply for ASD Signature
   - Prepare Reply for DASD Signature
   - Prepare Reply for DUSD Signature
   - Prepare Reply for PDASD Signature
   - PRS – *Prepare Reply for the Secretary of Defense's Signature*
   - PS – *Prepare Reply for President's Signature*
   - RD – *Reply Direct, at the appropriate level with the DoD component*
   - RDC – *Reply Direct by Component Head*
   - USD – *Prepare Reply for USD Signature*
   - VPS – *Prepare Reply for Vice President's Signature*
   - WHS – *Prepare Reply for White House Staff*

5. Choose the **Priority** level of the Action.
   - Normal
   - Medium
   - High

6. Choose the Action's **Security Classification** (Note: Classified or Confidential information cannot be entered in SACCP, but SACCP can be used to track classified Tasks).
   - Unclassified
   - Law Enforcement Sensitive
   - Confidential
   - Secret
   - Secret/No Foreign
   - Top Secret
   - Top Secret/SCI

7. Select the **Records Series** type (populate this optional field based on existing records management business processes).
   - 212-01.0 Permanent
   - 212-02 Non-Permanent

8. Enter the **Date of Correspondence.** This captures the date that a critical Action document was created (i.e., an Action memo that was generated on a certain date). Choose the date by clicking on the calendar icon and selecting a date, or by typing it in the field (MM/DD/YYYY).

9. Enter the **Date of Receipt** of the correspondence. This captures when the aforementioned correspondence was received by the office of the initiator. Choose the date by clicking on the calendar icon and selecting a date, or by typing it in the field (MM/DD/YYYY).

10. Enter the Action **Suspense Date** (due date). Choose a date by clicking on the calendar icon and selecting a date, or by typing it in the field (MM/DD/YYYY).

11. If desired, provide **Tags**. By entering search tags, or keywords, in the Basic Search feature, users can help identify topics and themes within the content. When others conduct a search using tags, they are more likely to find relevant Actions. Using tags, or keywords, can set specific content apart from others Actions that contain more general content.

    For example, regarding a memo about 2009 White House State Dinner menu, tags such as "Marcus Samuelsson," "meatless menu," and "Indian Cuisine" could be used to increase the chance that search engines will find it. Create tags for Actions and files that are uploaded into SACCP. Each tag can be a word or phrase of up to 25 characters each. Add more tags by clicking on the [+] button, which will produce additional fields or remove existing tags by clicking on the [–] button.

    Referencial keywords, as exampled above, are excellent Tags. Ineffective tags are those that do not make the Action distinguishable from others. Do not duplicate information already included in Action fields like Subject or Orginator. Those fields are already searchable and including duplicate information from those fields makes the Tag redundant and of no use.

12. If desired, select the **Reference Type**. References can be used to tie the Action to a variety of sources including webpage's and other SACCP Actions. If a reference type is selected, the coinciding open field becomes mandatory. Reference types include:
    - **SACCP Action** – populate this field with the Control Number of the associated Action.

- **Website** – populate this field with the website URL *(i.*e., www.google.com).

- *Other* – populate this field with all other references (i.e., SME names and contact information) , periodicals, books, white papers, etc.).

Add more references by clicking on the [+] button, which will produce additional fields or remove existing references by clicking on the [–] button.

Assign Task

The second section of the Initiate Action form allows the Initiator to assign Tasks. By assigning Tasks, the Initiator defines who has access to the Action and associated correspondence. The system will allow you to assign the same Task to as many recipients as needed, however only one Route and Suspense Date can be selected at a time. Subsequent routes and multiple dates will have to be added after the Action has been initiated via the [**Assign Task]** button.

Figure 22: Initiate Action – Assign Tasks Area

1. In the **Recipients** field, type the name of the office or individual that is being Tasked. While typing, a drop-down menu will appear. SACCP will automatically provide first names, last names, and organizations that match what is being typed. Select the appropriate name or organization from the list of options that SACCP provides.

   Recipients can be an office or individual. If operating within an organization *and* if the name of the individual is known, users have the option to select that person. However, if the specific individual is unknown or the user is Tasking outside of their own Organization, options include selecting the name of the Organization or Directorate. The Task will then be received by the mailbox for that entity and Tasked accordingly.

   Assign Tasks to more than one person or office at a time as long as each person or office has the same Suspense Date and Route. Add more recipients by clicking on the [+] button, which will produce additional fields or remove existing recipients by clicking on the [–] button. Use the **Assign Task** option (located on the **Summary** and **Distribution** tabs) once the Action has been initiated to add additional routes and/or multiple suspense dates.

2. Select how the tTasks will be routed. Available routes include:
   - **For Action** – standard way of sending a Task, select this Route option if the recipient needs to process the Task or provide a response.
   - **To Action Officer** – select this Route if the recipient is the Action Officer for the Task.
   - **For Coordination** –this Route refers to an official coordination request to an external organization.
   - **Information Copy** – select this Route if the Action is for information only and no Action is required on the part of the recipient.

3. Enter the **Suspense Date** (due date) of the Task. The Task suspense date *can* be different from the Action suspense date so feel free to select dates that are appropriate for each Task. Choose a date by clicking on the calendar icon and selecting a date or by typing it in the field (date format – mm/dd/yyyy).

4. Provide **Directions** on how the recipient needs to complete the Task.

Attach Files

The final section of the Initiate Action form allows the Initiator to attach relevant files. The files can be in any format (Excel spreadsheet, PowerPoint presentation, Word document, PDF, etc.). Documents may consist of the incoming request and any back–up or supporting documentation that may be required for completion of the assigned Tasks.

As the Task files are completed, reviewed, and edited, new versions can be uploaded without disturbing the integrity of the original files.

Figure 23: Initiate Action – Attach Files Area

Add Attachment

1. Select the file's **Security Classification** from the drop-down menu. The default **Security Classification** is 'Unclassified.' * **Only Unclassified and/or Law Enforcement sensitive information can be uploaded to SACCP.**

2. Populate the **Title** of the file.

3. Provide a **Summary** of the file.

4. When an uploaded file corresponds to a source document Tab, use the **Tab** drop-down to identify which. Tab options include:
   - Tab A
   - Tab B
   - Tab C
   - Tab D
   - Tab E
   - Tab F

- Tab G
- Tab H
- Other

5. If desired, provide **Tags**. Entering search tags, or keywords, in the Basic Search feature will help identify topics and themes within content. Using tags, or keywords, can set a specific Action apart from other similar Actions.

6. The **Initial Version** field will default to "1." this field is editable.

7. In the File section, click on the [**Browse]** button and select the file to be attached and click Open.

8. When done, click **Initiate Action**.

When the [Initiate Action] button has been selected, the system compiles all of the **metadata**, assignments, and files; sends an email to the person(s) Tasked; and generates a Control Number.

WARNING

Once a file has been saved to the Action, only the Organization Controller has the rights to remove it. Otherwise, it is PERMANENTLY attached to the Action.

To version a file that is attached to the Action, first open the file, make necessary modification, save the file on a local drive, then upload the updated document using SACCP versioning functionality.

ACTION DETAILS

Once an Action has been created, there are three available tabs through which information can be viewed about the Action and manipulated as necessary – **Summary**, **Distribution**, and **History**.

Summary Tab

The **Summary** tab is a succinct view of the Action, describes the Task that has been assigned to the user and any Tasks that the user has assigned to others. The Summary tab is the default landing page whenever an Action is opened. When an email is sent notifying you that you have a new/updated Task or Action, the link within the email brings you to the Summary tab of the Action.

Action Details:

The first section of the Summary tab provides you with detailed information about the Action. The "*i*" stands for information that allows the user to view the individuals contact information.

Figure 24: Summary Tab – Action Details/ User Contact Information

Edit Action Information

Open the Action you would like to edit by clicking on its Control Number in your Inbox. This will bring you to the Summary screen. From there, you can modify the metadata by clicking on the [**Edit Action**] button " " from the Action detail toolbar. After all of the modifications have been completed, click the **"Save Action"** button in the lower left hand corner of the Edit Action form (*Figure 25*)

Figure 25: Edit Action Form

Transfer Action

Transfering an Action transfers Initiator control of the Action to another individual or directorate. The original initiator of the Action will remain listed as "Initiated By" in the Action Details panel. However, once the Action is transferred the original initiator will no longer have access to the Action. The Action will no longer be listed in the inbox of the original initiator unless they are given access.

Select the **Transfer Action** Button [Transfer Action] to open the Transfer Action form (*Figure 26*). You can select a Directorate or an Individual to Transfer the action to. After you have selected a Directorate or an individual, click on the [**Transfer**] button to transfer the Action.
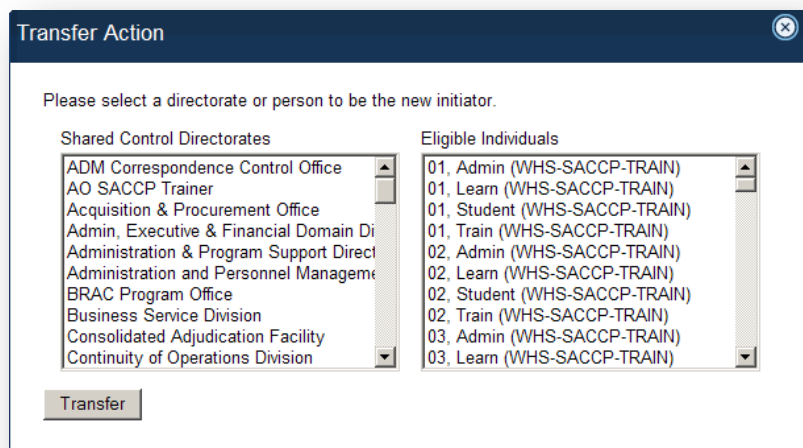
Figure 26: Transfer Action window

Close Action

Closing an Action removes it from your Inbox, but you can always retrieve closed Actions using the **Search** feature. To close an Action from the Summary tab, click on [**Close Action**] button " [Close Action] " on the upper right side of the screen.

1. Enter any closing remarks related to the Action in the Close Action form (*Figure 27*). These remarks will be posted at the top of the **Summary** page of the Action when the Action is **Closed**.

2. You are also given an Attachments area for adding a final attachment before closing. For instructions on attachments see the Attachments section later in this chapter.

3. Select the [**Close Action**] button to close the Action.

Figure 27: Close Action Form

Assessing a Task

When someone assigns a Task to you, you will receive an email notification from SACCP with a subject line that reads*:*

"SACCP: You've been assigned a new Task with control number XXX000000-00"

Within the email notification is a link that brings you to the Summary tab of the Action. Your first step is to assess whether or not the Task belongs to you. Review the information on the Summary Tab, read the instructions in the Task Assignment section, and open any attached files.

My Task: The second section of the summary page shows an abbreviated version of the distribution or workflow of the Tasks within the Action (the entire distribution can be found on the **Distribution** tab). The first segment displays the Task assigned to you, your suspense date, and any additional instructions on how to complete your Task.
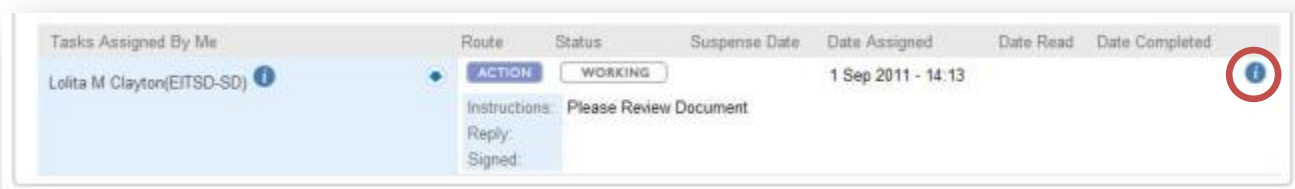

Figure 28: Task Information Icon

The second segment - **Tasks Assigned by Me**, displays Task information if you assign Tasks to other individuals. You can view the instructions you provided, along with any replies (a **Reply** is added when those you have assigned sub-Tasks to, **Complete** their Task(s), by clicking on the information icon ⓘ on the right side of the Task). Clicking on the icon again will hide the instructions and replies.

For contact information, include an email and telephone number when available, for those that you have Tasked, simply hover over the information icon ⓘ on the right side of the individual's name. The **Show Person Info** window will open with the user's information (*Figure 24*).   Tasked user contact information can be found on the Action Summary and Distribution tabs.

Assign a Task

You can add additional Tasks to an Action that has already been initiated at any time. There are two ways of accessing the **Assign Task** feature(s):

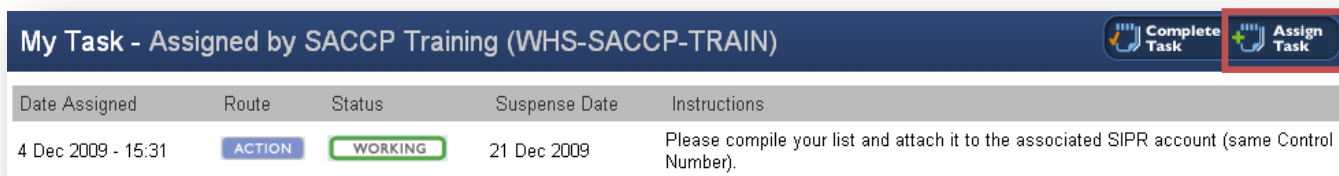1. From the **Summary** tab, click the [**Assign Task**] button located on the **My Task** toolbar.

Figure 29: Summary Tab – sub- Task

2. Click on the **Distribution** tab. Next to the **Recipient**, click the drop-down menu to expand the menu bar that allows you to assign the Task to another recipient.
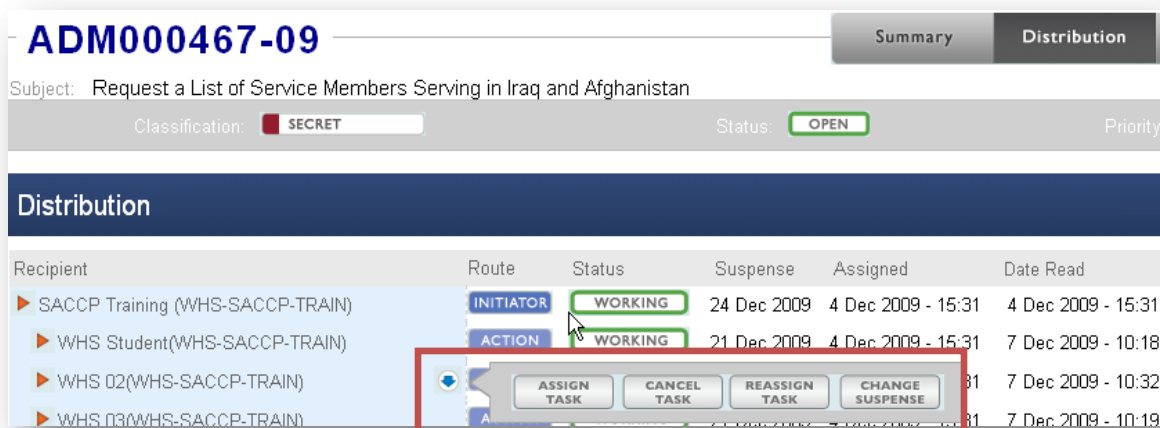

Figure 30: Distribution Tab - Task Options

Either of these options will bring up the **Assign Task** page as seen below. (Note: You may need to open additional fields in order to view the proper distribution routes)

1. Enter the **Recipients** name that you would like to Task. Open additional fields in order to add multiple recipients by clicking the [**+**] button. The recipient is the person/organization that is due the end–result of the Action.

2. Click the appropriate **Route** for the recipient of this Task.

3. Give the Task a **Suspense Date**.

4. Provide the **Instructions** that the recipient would need to follow in order to complete his/her Task.

5. If a SACCP date stamp is required upon completion of this Task, click in the **Signature Required** checkbox.

6. Click the [**Assign Task**] button. This will send an email to the recipients, letting them know that a Task has been assigned to them.

Figure 31: Assign Task Form

Modify a Sub - Task

You can edit any of the Tasks that you have assigned to others in the Summary or Distribution screens. Click the blue drop-down arrow beside the applicable name (*Figure 29*). There are three ways that the initiator can modify a Task after the Task has been assigned to a particular user:

1. **Change suspense** – changes the suspense date of the recipients' Task, not the entire Action. Click change suspense. Provide the new suspense date and reason for the change. Click 'Change Suspense Date to complete the change. The recipient will receive an email notification.

2. **Cancel Task button**– cancel the Task created for that particular recipient.

3. **Reassign Task button** – reassign the Task to another recipient. Click on the Reassign Task button. A Taskpop-up window will appear. Provide the reason for the reassignment, (Misrouted, Unavailable or Other). Enter the new recipient's name or office. Suspense Date, Instructions and Signature Required fields will convey from the original Task. You are able to edit these fields if needed. Click the Reassign Task button to reassign. An email notification will be sent to the new Task recipient.

Reject a Task

If someone assigns you a Task, but upon review you believe you have received it in error, you can reject the Task. To access the [**Reject**] button;

1. Click on the [**Complete Task**] button in the "My Task" Action pane.

2. Select the [**Rejected**] radio button from the Complete Task form (*figure 32*).

3. Complete a message on why the Task is being rejected.

4. Click the [**Complete Task**]button. When you reject a Task, an email is sent to notify the person who assigned the Task that their Task has been updated.
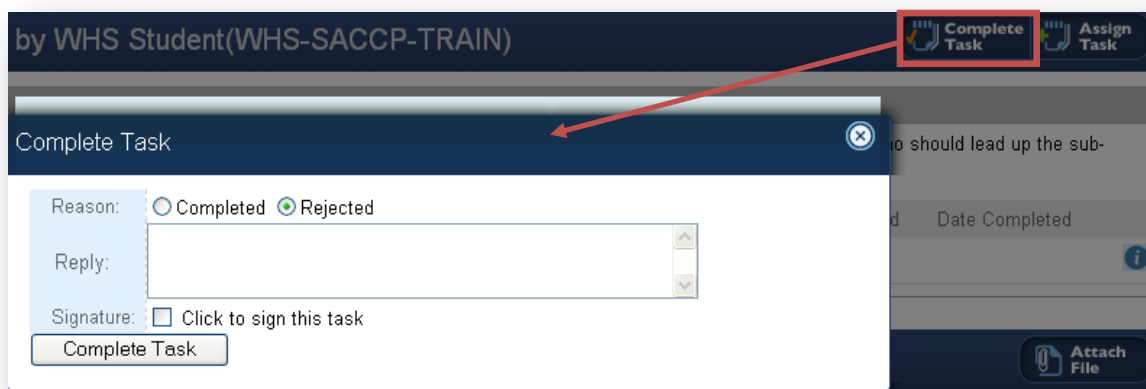
Figure 32: Complete Task Form

Complete a Task

Once you have satisfied the requirements of your Task, then you can return the Task as complete.

1. Click on **Complete Task** from the **My Task** pane.

2. Select the **Completed** radio button from the Complete Task form (*figure 32*)

3. If desired, provide a message with any additional instructions or completion remarks in the **Reply** field.

4. Click in the **Signature** check box to "sign" the Task. This signature involves a capture of your name, EDIPI number, date and time stamp for the completion.

5. Click the [**Complete Task**]button. When you complete a Task, an email is sent to notify the person who assigned the Task of your completion.

Figure 33: Summary Tab – Attachments

Edit an Attachment

1. In the **Summary** tab of the Action, under the **Attachmen**t area, click on the [**Information**] button to show more information about the file you've attached.

2. The **Summary** tab of the Action, under the **Attachment** area, click on the pencil button to edit the attachment details of the file you've attached. Make any necessary changes.

3. Click the [**Save File]** button to save the changes made to the attachment.

Add an Attachment

You can add attachments at any time to an Action that has already been initiated but requires additional files.

1. Select the file's **Security Classification** from the drop-down menu. You can only upload *Unclassified* and *Law Enforcement Sensitive* information into NIPR SACCP.

2. Create the **Title** of the file.

3. If desired, provide a **Summary** of the file.

4. Reference another Action by entering the Control Number of the other Action in the **'Actions'** field. To add additional references, click the [+] button and to remove an Action click the [−]button.

5. The **Actions** area is automatically populated with the **Control Number** by SACCP after the action has been successfully initiated.

6. If desired, enter a **Tag**. You can add more tags by clicking on the [**+**] button, which will produce as many fields as you need.

Figure 34: Add Attachments Form

7. SACCP will automatically enter the **version** of the file that you are attaching to the Action (i.e. if this is a new file, the system will enter version 1).

8. In the **File** section, click on the [**Browse]** button and select the file to be attached and click **Open**. You can attach more than one file to an Action. To do so, click on the [+] button and select another file.

9. When done, click **Add Files**.

Add a Note

The Notes section displays messages that have been attached to the Action. It displays the date and time that the message was added, who wrote it, and the note text. Notes can be used to address the entire distribution list for a particular Action.

Figure 35: Notes Form

1. Click **Add Note.**

2. Select who you want to receive the note:

- **Everyone** – everyone that is listed on the **Distribution** tab as being part of the Action.

- **Organization Only** – everyone listed on the **Distribution** tab that is a part of the same organization as the **Notes** author.

- **Specific Recipients** – select specific individuals from the SACCP distribution list.

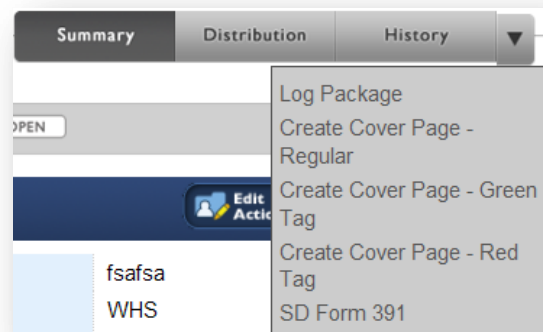3. Type in the **Note** you would like to send.

4. Click **Send Message**.

Summary Options

The drop-down menu next to the **History** tab provides the following options:

Figure 36: History Tab Drop–down

Log Package: **Log Package** can be used to keep track of a physical package. Depending on your organization's business processes, the logging of packages may be required when the files are classified and cannot be uploaded into the system, or when there is a signature sheet being circulated for original signatures. To log a package in proceed with the following steps:

1. Click on the down arrow next to the **History** tab.

2. Click on **Log Package** – the Action Details pane will populate with your user name in the **Package Holder** field and the current date and time in the **Package Logged In** field.

3. When you are done with the package and are sending it to another individual, click on **Log Package** again – the **Action Details** pane will populate with the date and time in the **Package Logged Out** field.
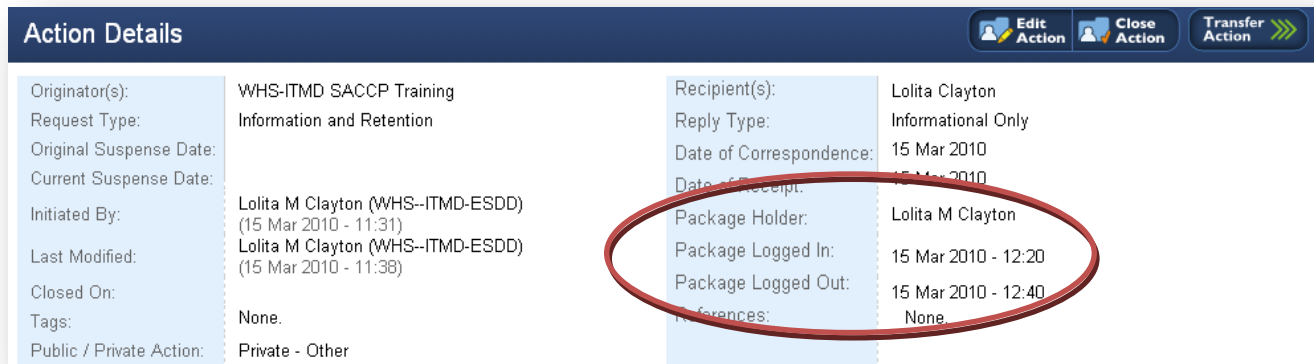

Figure 37: Summary Tab – Package Log Details

Create Cover Page: Provide a printable cover sheet that includes the Action details and can be attached to hard copy packages. "**Red Tag**," indicates that the package should move up to Executive Secretary Rear within a day (24 hours) and will include a red banner at the header and footer of the form. "**Green Tag**," indicates that the package should move up to ESR within two hours and will include a green banner in the header and footer of the form. The cover page is a non–editable PDF however it can be modified by hand once it is printed. The Cover Page automatically generates a bar code duplication of the Control Number for those organizations that use bar code scanning devices. In addition, if any of the Tasks associated with the Action are routed **For Coordination**, the Cover Page will include a **Signature** and **Date** line for each person that is listed as part of that route. For an example of the Cover Page see Appendix A.

SD391: The SD391 is the standard DoD form for OSD correspondence. Whenever you receive a Task with an OSD Control Number, the Tasked organization will be required to provide an SD391 with their response. SACCP stores a PDF version so that you can quickly create a SD391 for submission of hard copy packages to ESD. The SD391 has the following fields: Tasked Agency, Suspense Date, Agency Name, Action Officer Name, Telephone Number and the OSD Control Number. For guidance on filling out the SD391, please refer to DoD 5110.4. For an example of the SD391 form see Appendix B.

Distribution Tab

The **Distribution tab** allows the user to review and modify the entire workflow of the Action.

1. Once you have clicked on the Distribution tab, to modify the workflow, click the blue drop-down arrow beside the user's name.

2. You'll then be given four options that would allow you to modify your tasks and the tasks you have assigned. These buttons function the same way as listed in the previous section.

   - **Assign Task** button allows the current user to add another user to the work flow of the Action.

   - **Cancel Task** allows you to cancel the Task to that particular recipient.

   - **Reassign Task** button allows you to reassign the Action to another recipient.

   - **Change Suspense** button allows you to change the recipient's suspense date of the Task and not the entire Action.

Figure 38: Distribution Tab – Blue Drop-down

History Tab

The History Tab provides a read only view of any changes made to the Action. It details the date and time of the modification, who made the change, what the modification was, and who the change affects.

Figure 39: History Tab

REPOSITORY

The Repository is the storage location for all the files attached to Actions in SACCP. Access to the Repository is an advanced permission and must be granted. Those that do not have access to the Repository will not see the link as an option. It provides users with the ability to see all the attachments for Actions and Tasks within their organization that they have access to, in one place.

- **Organization Controllers** are able to view all files their organization has access to.

- **Directorate Controllers** are able to view all files in their directorate, but not other directorates in their organization.

- **Sub–Organization Controllers** are able to view all files in their directorate as well as any sub–directorates, but not other directorates in their organization.

Only those users who have been tasked within an Action can access associated files in the Repository if the Action has been classified as **Private**. If an Action is **Public**, all associated documents are available to anyone within the organization.

Figure 40: Repository

Access Repository

1. Login to eCCS via CAC.

2. Using the Pentagon menu in the upper left hand corner, select [Repository.]

Note:
*You can add a version to a file while in the **Repository** view and it will update the associated attachment in the Action with the newest version!*

Repository Options

For each file in the Repository, there are four possible options: **Information**, **Delete**, **Edit** and **Add Version**. The options that you will see are based on your permissions in SACCP.

Information

Allows you to see the Summary of the file, the file name, the format of the file, the file's classification, the Action associated with the file, the tags of the file (if any), and a listing of the version(s) of the file that allows you to access each version.

Delete

Allows you to delete the file (including all versions) from the repository and therefore from the Action to which it was originally attached. Deleting a file directly from the repository removes it from the Action and the repository.

Note: This action can only be done by Organization Controllers.

To delete a file:

1. Click on the red – icon next to the file.

2. Confirm that you want to delete the file by clicking **Yes**.

Edit

Allows you to edit the basic information about the file – the security classification, the title, summary, location, what Action(s) it is attached to, and any file tags. In order to edit the file itself, use the add version option, below.

Note: This action is only available to the user that originally uploaded the document.

To edit information about a file:

1. Click on the pencil icon next to the file.

2. Make any required changes. To add tags or associated Actions, click on the [+] button. If you need to delete a tag or Action, click on the[**–**] button.

3. Click save.

Add Version

Allows you to add a new version of a file. SACCP is built to ensure the integrity of all files by not allowing users to directly edit someone else's work. Instead, the user can download a copy of the latest version, make any necessary edits or suggestions and attach the file as the current version with previous version still available.

To add a version to a file:

1. Click on the [**V+]** icon next to the file.

2. The new version number is automatically updated with the next number. If desired, add comments about any changes you made.

3. Click on [**Browse]** to attach your version of the file.

4. Click [Save].

To delete a version of a file:

1. Click on the **[i]** icon next to the file.

2. Next to the version you would like to delete, select the subtraction icon.

Repository Search

Like the SACCP Inbox search, the Repository has a search feature with two components: Basic and Advanced. Unlike the Inbox search feature, the Repository search will return files rather than Actions.
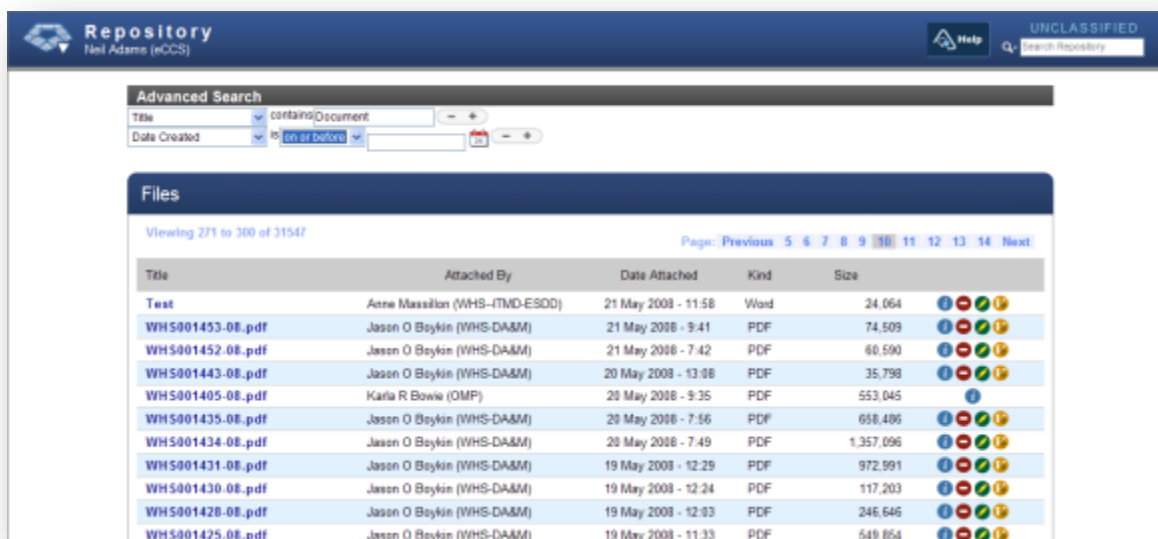
Figure 41: Repository – Advanced Search

Basic Search: To use the Basic search functionality simply type in your search term in the **Search Actions** field at the top of the screen and hit enter. You can search on information found in the following fields:

- **Control Number** – whole or partial entries can be searched.
- **Subject** – the Action title.
- **Recipient** – the organization, directorate, or individual that will receive the results of the completed Action.
- **Originator** – the organization, directorate or individual that was responsible for the initiation of the Action.
- **Route** – Info Copy, Coordination, For Action, or Action Officer.
- **Priority** – High, Medium, or Normal.

- **Action Status** – Open or Closed.
- **Task Status** – Working, Completed, Reassigned, Rejected, or Canceled.
- **Assigned From** – the organization, directorate, or individual that created the Task.
- **Assigned To** – the organization, directorate, or individual that was Tasked.
- **Tags** – keywords created by the Initiator to help others search for the Action.

Advanced/Repository: To access the **Advanced/Repository Search**, click on the magnifying glass next to the Basic search box in the Repository module. You will then be able to choose what fields you want SACCP to search which will narrow your results. Available search options include:

- **Title** – the title that was given to the file when it was uploaded to SACCP.
- **Summary** – A brief synopsis of what the attachment is about.
- **Date Created** – the date the file was uploaded into SACCP.
- **Control Number** – whole or partial entries can be searched.
- **Tag** – keywords created by the person who uploaded the file into SACCP which help others search for the file.
- **File Name** – the original name of the file before it was uploaded into the SACCP environment.

To narrow the search further, you can search more than one field at a time. Each field that is populated is added to the criteria that the system will match. To do so, click on the [+] button to add additional fields. Remove; Advanced Search fields by clicking on the [**–**] button.

> *Note:*
> *For **Date Created**, choose the **Exact Date**, the date **On or Before** the file was created, the date **On or After** the file was created, or choose a **Date Range** to search. The date format is mm/dd/yyyy.*

REPORTS

The **Reports** section is used to access non-editable Action/Task reports for pre-defined categories based on the users rights within SACCP. TaskUsers that only have rights to their own Tasks will only be able to create reports on their Tasks. Controllers can run reports on their Organization and associated Directorates based on their SACCP access.

- **User Reports** – include only Actions/Tasks that have been assigned to the user.
- **Sub-organization and Directorate Controller Reports** – available for one, some, or all directorates that the user has control over.
- **Organization Controller Reports** – available for the entire organization.
- **Organization Administrative Reports** – provides a listing of users for that organization, including details about their level of access. Includes phone numbers and can be used for a directory.

Run a User Report

These instructions are applicable to users who only have rights to their own Tasks.

1. Click on the Pentagon drop-down and select **Reports. T**he **Reports** page will open.
2. Select the applicable report type in the **Name** column.
   - **My Completed Tasks** – displays all **Complete** Tasks for both **Open** and **Closed** Actions. Arranged by directorate.
   - **My Overdue Tasks** – displays all **Overdue** Tasks for **Open** Actions only. Arranged by directorate.
   - **My Tasks** - displays all Tasks regardless of status. Arranged by directorate.
   - **My Upcoming Tasks** – displays all Tasks due within 7 days. Arranged by directorate.
   - **My Working Tasks** – displays all Tasks in **Working** status. Arranged by directorate.
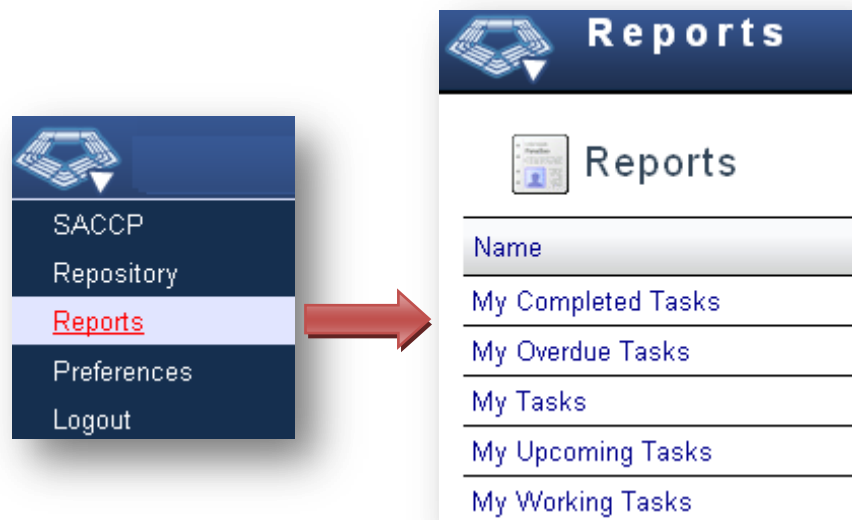

Figure 42: Reports Module

3. The **Export Options** window opens. Select where you would like the report to open.
   a. **Run** – will open the PDF in the existing SACCP window. Use the **Back** button from your Internet browser options to return to the **Reports** page.
   b. **Run in a New Window** – will open the PDF in a new window.

The selected report will open as a non-editable PDF.
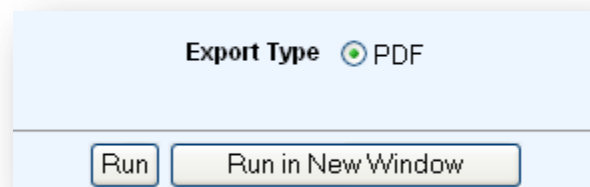
Figure 43: Export Options

In the top right corner of the **Export Options** screen you also will have the following options (these options respond as described below for users who *only* have access to their own Tasks):
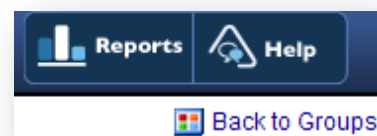
- **Reports** – will return the user to the **Reports** screen.
- **Help** – Opens the most current version of the Users Guide in a PDF format.
- **Back to Groups** – will return the user to the **Reports** screen.

Figure 44: Reports Buttons & Links

Figure 45: Report Example

PREFERENCES

The Preferences section allow**s users** to set email notifications, Inbox View and password. Select Preferences from the Pentagon drop-down menu

Email me when:
1. Check boxes to receive email notifications
2. The user will never receive an email for the choices that are unchecked

View Default:
1. Select Classic View radio button to set Classic View as the default view for your inbox.
2. Select Grid View radio button to set the Grid View as the default view for your inbox.

Change Password:
1. Click on the [**Change**] button.
2. Enter your new password in the **Password** field and again in the **Confirm** field. If these two fields do not match, you will not be able to save the change.
3. Click the [**Change**] button to save your new password.
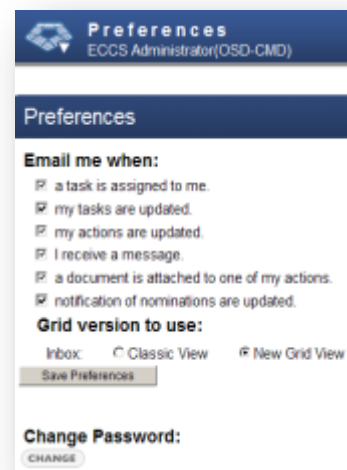
Figure 46: Preferences

GLOSSARY

Term	Definition
Action	The result or achievement toward which each associated Task is directed. Identified by a unique **Control Number.** An Action can be a particular project assigned to one or more organizations (USD(C), USD(P&R), etc.) or to an Action Officer for completion.
Action Initiator	See **Initiator**.
Action Officer (AO)	An Action Officer is the person a project is directly assigned to. The Action Officer is the person responsible for responding to each Action
Action Status	See **Status.**
Add Date	**Advanced/Basic Search** field. Click this button to add additional date fields to narrow search results.
Administrator	This individual has the ability to add, change, and remove user accounts and Directorates within the organization.
All Tasks	SACCP **Inbox** Filter Tasks option. Displays all **Open** Actions that contain **Tasks** in **Working** status and have been assigned to the user.
Assign Action/ Task	Allows the current user to designate the recipient office or Action Officer for an Action or specific correspondence.
Assigned	Date and time in which the Action was sent
Assigned From	The organization, directorate, or individual that created the Task.
Assigned To	The organization, directorate, or individual that was Tasked.
Cancel Task	Allows the user to cancel a Task they initiated.
Change Suspense	Allows the current user to edit the suspense date for the current Task without affecting the suspense date of the Action.
Classification	The official classification level of an Action or a file that is uploaded. Tracking can be done for all classification levels in the NIPR SACCP environment. However, Classified information cannot be entered into any of the open text fields and the files that are uploaded into NIPR SACCP must be Unclassified. Options include: • Confidential

	- Law Enforcement Sensitive - Secret - Secret/No Foreign - Top Secret - Top Secret/SCI - Unclassified
Clear	**Advanced/Basic Search** field. Click the **Clear** button located next the **Search** button to clear all fields. The **Clear** button located underneath the **Add Date** button will only clear the date fields.
Closed	Used when referring to finished Actions – Actions are closed, Tasks are completed.
Common Access Card (CAC)	Smart card technology used in DoD. SACCP NIPRNET is CAC enabled and can be accessed temporarily via Username and Password when necessary. SACCP SIPRNET can only be accessed via a Username and Password.
Completed	Used when referring to finished Tasks – Tasks are completed, Actions are closed.
Control Number	A unique tracking number assigned to an Action. The prefix of the Control Number corresponds with the organization. The number follows the Action throughout the lifecycle until it is closed, with the exception of OSD Actions. *Actions sent to OSD for completion will take on an OSD Control Number and turn the original organization Control Number into a reference of the Action.
Dashboard	See **Inbox Dashboard**.
Date Field	**Advanced/Basic Search** field. Options include: **Suspense Date** – select or manually input the suspense date or date range for the Action. **Closed Date** – select or manually input the date or date range within which the Action was closed. **Signed Date** – select or manually input the date or date range within which a Task(s) was signed.
Date Read	The date and time stamp corresponding to the first time an Action is opened after a Task has been assigned.
Directorate Controller	Has the ability to create and move Actions throughout SACCP for their Directorate only.
Distribution Tab	The distribution tab allows the user to review and modify the entire workflow of the Action.
Edit an Action	Only the Initiator can edit an Action. This functionality is accessed by clicking on the **Edit Action** button located in the **Action Details** section of the **Summary** screen.
From Date	**Advanced/Basic Search** field. Use the calendar or manually input the date when the search should begin.

Help	Button to access a PDF of the most current version of the SACCP Users Guide.
History Tab	Provides a read only view of any changes made to an Action.
Inbox	Displays a high-level overview of Actions and associated Tasks.
Inbox Dashboard	Contains the **Total** number of Tasks in the users Inbox that were assigned to the user, the total number of Tasks that are **Upcoming**, and the total number of Tasks that are **Overdue.** The dashboard also has to available views, classic view and grid view.
Inbox Grid	Contains Taskand the same pertinent information as the Inbox Classic View in a spreadsheet format. The Grid View is comprised of rows, columns, and cells. The grid makes it easier to sort, and organize the Tasks in your inbox.Task
Initiate Action	Button that opens the Initiate Action form. This form is used to initiate an Action.
Initiating Directorate	**Advanced/Basic Search** field. This drop-down includes the acronym for all directorate options that are available to the user based on his/her organizational permission. The system will return all of the Tasks and Actions that were Initiated by a person with the selected directorate.
Initiating User	**Advanced/Basic Search** field. This drop-down includes all user options that are available to the user based on his/her organizational permissions. The system will return all of the Tasks and Actions that were Initiated by the selected user (the user has to have the Action Initiator).
Initiator/Action Initiator	Has the ability to **Initiate Actions**, **Edit Actions**, and **Close Actions** that they have Initiated regardless of the Status of associated Tasks. Has rights to **Assign**, **Reassign**, **Cancel**, **Change Suspense** date and **Complete** all Tasks that have been created in association with their Actions.
Keywords	Tags used to help categorize files to ease future searches for relevant or related Actions.
Logout	Accessed via the Pentagon drop-down menu. Clicking **Logout** will close the SACCP application and return the user to the **SACCP Login** screen.
Message	Information entered manually by the user in the Notes section to Everyone, Organization Only, or Specific Recipients. See Note.
Metadata	Data stored in SACCP about an Action or a file that has been uploaded.
New or Updated Only	SACCP **Inbox** Filter Tasks option is only available in the classic view. Displays only the TaskActions that are new or have been updated since your last login to SACCP. Actions that contain new or updated Tasks can be identified by an orange Pentagon symbol located to the left of the Control Number. • Action contains a <u>new</u> Task – the orange pentagon appears and there is no **Date Read** date/time stamp. • Action contains an <u>updated</u> Task – the orange pentagon appears and the **Date Read** date/time stamp field is populated.
NIPRNET	Unclassified but Sensitive Internet Protocol Router Network. SACCP NIPRNET is an Action tracking system. Only 'Unclassified' files can be attached to SACCP NIPRNET Actions.

Note	Information entered manually by the user in the Notes section to Everyone, Organization Only, or Specific Recipients. See Message.
Open	A pending Task becomes an open Task in your Inbox when the individual assigned the Task responds to it
Organizational Administrator	This individual has the ability to add, change, and remove user accounts and Directorates within the organization. They can establish temporary passwords for users who are unable to CAC in.
Organization Controller	This individual has the authority to create and move Actions throughout SACCP for their organization. They are able to "pick up" Tasks and act on behalf of all users.
Originator	The organization, directorate, or individual that required that an Action be initiated.
Overdue/Overdue Only	Term used to describe the **Status** of Tasks once the **Suspense Date** (due date) has past. In the SACCP **Inbox,** '**Status**' column, all **Overdue** Tasks have a red border. **Overdue Only** is a Filter Tasks option in the SACCP Inbox. This view displays only the working Tasks that have a **Suspense Date** (due date) that has past.
Package	The final files that make up an Action are compiled into a package. The package usually refers to the hard copy, which has tabs (divided per DoD 5110.4, "Manual for Written Material").
Pending	An Action in a pending status indicates that you assigned a Task to someone and are awaiting a response.
Pentagon Menu	Contains all of the SACCP modules that a user has access to. May include all or a subset of the following: • SACCP • Repository • Reports • Administration • Preferences
Personally Identifiable Information (PII)	Information that can uniquely identify, contact, or locate a single person, or can be used with other sources to uniquely identify a single individual.
Preferences	SACCP module accessed via the Pentagon drop-down menu. The Preferences section allows users to edit their default email notification choices and change temporary passwords when necessary.
Priority	Classifies the order of importance or the urgency of an Action. Options include: • **Normal** – take Action on Task within 24 to 48 hours. • **Medium** – take Action on Task within 24 hours. • **High** – take Action on Task as soon as possible.
Private Action	An Action that is marked, **"Private,"** can only be seen by people who have been Tasked within the Action.

Public Action	An Action that is marked, **"Public,"** is accessible to anyone in the organization who has enough information to Search for it regardless of whether or not they have been Tasked.
Reassign Task	Allows the current user to reassign the Task to another recipient.
Receipt Date	The date in which the correspondence was received by your organization or the date in which the initiator is submitting the Action through the system.
Recent Actions	Drop-down which contains a link to each of the last five Actions that the user opened.
Recipient	Refers to the organization, directorate, or individual that will receive the results of the completed Action.
Records Series	Optional Action field containing the following two options - 212-01.1 Permanent or 212-02 Non-Permanent.
References	References can be used to tie the Action to a file, webpage, or another SACCP Control Number. Actions can be related to other Actions but require a different response.
Requests Type	Request types categorize the type of incoming file, for example – FOIA, GAO, Congressional, etc. Request Types give a broad source whereas Reply Types narrow down the objective of the Action.
Reports	SACCP module accessed via the Pentagon drop-down menu. The Reports section provides users with PDF summaries of Action/ Task activity. The reports available for the user are based on the users role in SACCP.
Repository	SACCP module accessed via the Pentagon drop-down menu. The Repository is the storage location for all attachments that have been uploaded SACCP Actions. To access a file located in the Repository you must have rights to the Repository *and* have access the Action that the file is associated with.
Requestor	A requestor refers to the file originator, this can be an organization (e.g. USD(P), OSD, DOE, DOJ, HASC, SASC), or a person (Senator Kennedy, Representative Davis)
Reply Type	Reply types categorize the end result of the Action, for example – Prepare Reply for ASD Signature, Information and Retention, Answer Note, etc. Request Types give a broad source whereas Reply Types narrow down the objective of the Action.
Route	The route for the specified Task. There are four options: • **For Action** – standard way of sending a Task. • **To Action Officer** – Action needs to be sent to a specific Action Officer within another directorate. • **For Coordination** – Action needs additional collaboration from another user or another directorate. • **Information Copy** – Action that needs no Action however is sent only for information only.

Search	Advanced and Basic search functionality assist users with retrieving specific Actions and associated Tasks, regardless of the status of either. • **Basic** – available at the top of the screen in **SACCP** and the **Repository**. • **Inbox/Advanced** – accessed by clicking on the magnifying glass drop-down located beside the **Search Actions** field at the top of the screen in **SACCP**. • **Repository/Advanced** – accessed by clicking on the magnifying glass drop-down located beside the **Search Repository** field at the top of the screen in the **Repository**.
Signed By	**Advanced/Basic Search** field. Populate this field with all or part of the name of the individual who signed off on a completed Task.
Single Sign-On (SSO)	The technology that allows for a user to log in once and gain access to all SACCP modules without being prompted to log in again at each of them.
SIPRNET	Secret Internet Protocol Router Network. SACCP SIPRNET is only a repository for files that are classified as Secret or below. • Secret • Secret/No Foreign • Law Enforcement Sensitive • Confidential • Unclassified
Staff Action Control and Coordination Portal (SACCP)	A web-based Action tracking system designed for processing digital staff Action packages (e.g. correspondence, executive notes, awards, data calls, directives, etc.).
Status	Defines the current state of the Action or Task. **Action Status** options include: • **Open** – Only those with **Initiate Action** permission can initiate an Action. • **Closed** – Only the initiator of an Action has permission to Close it. **Task Status** options include: • Working • Reassigned • Rejected • Canceled • Completed
Subject	The title, topic, or scope of an Action.
Sub-organization Controller	Has the ability to create and move Actions throughout SACCP for their Directorate and the Directorates that fall directly below it.
Summary Tab	The summary page is the default view when you log into your Inbox. The summary page provides a "snap shot" or "static" view of the entire Action to include the initiator of the Action and any files or notes attached to the Action.

Suspense Date	The suspense date is the due date of the Action or Task; a date on which the Action or Task should be completed. • **Grey** – no suspense date was selected. WORKING • **Green** – suspense date is greater than 7 calendar days away from the current date. WORKING • **Yellow** – suspense date is 7 calendar days or less from the current date. WORKING • **Red** – suspense date has past. WORKING
System Alert	Pop-up that informs users of SACCP updates, outages, reminders, etc. Once read, the **System Alert** can be disabled until the next one is sent.
Tags	Keywords created to help others search for Actions or files`.
Tasks	Assignment(s) for an organization or individual user that support the completion of the Action. As part of an Action, organizations can " Task" directorates or individuals, meaning that they require them to complete some activity, or review work that's already been done.
To Date	**Advanced/Basic Search** field. Use the calendar or manually input the date that you would like the system to end the search.
United States Government Information System	Standard consent banner details the duties and requirements established by existing law, executive orders, regulations, and instructions for the use of Department of Defense (DoD) Information Systems (IS).
Upcoming/Upcoming Only	Term used to describe the **Status** of Tasks that have a **Suspense Date** (due date) within the next seven (7) calendar days. In the SACCP **Inbox,** '**Status**' column, all **Upcoming** Tasks have a yellow border. **Upcoming Only** is a Filter Tasks option in the SACCP Inbox. This view displays only the working Tasks that have a **Suspense Date** (due date) within the next seven (7) calendar days.

APPENDIX

A. Open Text Field Limitations

Field	Character Limit**
Originator(s)	255
Recipients(s)	255
Subject	255
References (all Types)	100
Closing Comments	4000
Title/File Name (Attachment)	100
Summary (Attachment)	500
Reason/Reply	2000
Instructions (Assign Task)	4000
Tags (Action & Attachment)	25
Note	4000
Attachment	100 megabytes

**Characters include spaces

B. SACCP Cover Sheet

SACCP COVER SHEET
UNCLASSIFIED

| PRIORITY | SUSPENSE DATE | CORRESPONDENCE DATE | CONTROL NUMBER |
| Medium | 29 Apr 2011 | 1 Apr 2011 | ADM000826-11 |

| REQUEST TYPE | RESPONSE TYPE |
| FOIA Request | For Appropriate Action |

ORIGINATOR
Deputy Secretary of the Air force

RECIPIENT
USMC

SUBJECT
Cordination for joint training OPS

COMMENTS

COORDINATIONS

NAME	SIGNATURE	DATE
Director of Marine Corps Staff (DMCS)		
Neil Adams		

Note: Selecting the "**Green Tag**", will include a green banner on the header and footer of the form while selecting "**Red Tag**" will include a red banner on the header and footer of the form.

C. Secretary of Defense Form 391

SECRETARY OF DEFENSE CORRESPONDENCE ACTION REPORT

Complete this form and forward to WHS/ESD/Correspondence Control Division, Attention: Suspense Desk, Pentagon Room 3C843, Phone (703) 697-9287, Fax (703) 693-7028, Email: Suspense.Desk@whs.mil, Classified Email: suspensedesk@whs.pentagon.smil.mil	**TASKED AGENCY** D A&M
	SUSPENSE DATE (MMDDYYYY) 12/23/2010

1. REQUESTED ACTION

☐ a. ACTION COMPLETED   ☐ COPY ATTACHED   and/or   ☐ SEE JUSTIFICATION BELOW

☐ b. REQUEST EXTENSION OF SUSPENSE DATE (MMDDYYYY) TO _____ (Justify below)

☐ c. INTERIM REPLY SENT (Attach copy); EXTEND SUSPENSE DATE (MMDDYYYY) TO _____ (Justify below)

☐ d. REQUEST CANCELLATION (Justify below)

☐ e. REQUEST TRANSFER TO _____ (Justify below, include POC name and telephone number)

☐ f. REQUEST DOWNGRADE TO _____ (Justify below)

2. JUSTIFICATION

3. TASKED AGENCY

a. AGENCY NAME	b. ACTION OFFICER NAME	c. TELEPHONE NUMBER
Office of the Director of Administration ⊞	SACCP Importer	

d. DATE (MMDDYYYY)	e. AGENCY APPROVING AUTHORITY SIGNATURE (Service Secretary/Under Secretary/ASD/Military/Executive Assistant Level)
09/15/2011	[SIGN HERE]

4. ACTION TAKEN (For ExecSec/Executive Support Office and Correspondence Control Division Use Only)

a. ACTION COMPLETED	☐ APPROVED	☐ DISAPPROVED
b. EXTENSION	☐ APPROVED	☐ DISAPPROVED
c. CANCELLATION	☐ APPROVED	☐ DISAPPROVED
d. TRANSFER	☐ APPROVED	☐ DISAPPROVED
e. DOWNGRADE	☐ APPROVED	☐ DISAPPROVED
f. OTHER (Specify below)	☐ APPROVED	☐ DISAPPROVED

5. OSD CONTROL NUMBER

WHS003391-08

g. DATE SIGNED (MMDDYYYY)	h. SIGNATURE
	[SIGN HERE]

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D. Control Number Prefix List

Organization Name	Control Number Prefix
ECCS Administration	ECCS
Under the Secretary of Defense for Acquisition, Technology and Logistics	USA
Air Force	SAF
Army	SA
Army and Air Force Exchange Service	AAE
Business Transformation Agency	BTA
Central Intelligence Agency	CIA
Defense Intelligence Agency	DIA
DODEADepartment of Defense General Counsel	GC
Department of Defense Inspector General	IG
Department of Homeland Security	DHS
Department of State	DOS
Department of Veterans Affairs	VA
Correspondence Management Division	OSD
Director, Administration and Management X	ADMX
Department of Defense CIO Networks & Information Integration	NII
Department of Defense Civilian Personnel Management Services	DCPAS
Department of Defense Education Activity	DoDEA
Directorate for Freedom of Information and Security Review	FOISR
House of Representatives	HOR
Joint Chiefs of Staff	JCS
Legislative Affairs	LA
National Geo-Spatial Intelligence Agency	NGA
National Security Agency	NSA
National Security Council	NSC
Navy	SN
Office of Management and Budget	OMB

Public Affairs	PA
Senate	EXT
Under Secretary of Defense Comptroller	USC
Under Secretary of Defense for Personnel and Readiness	PR
Under Secretary of Defense Intelligence	USI
Washington Headquarters Services	WHS
White House	WH
Office of the Director of Administration and Management	ADM
Under Secretary of Defense Policy	USP
Department of Defense Transition Task Force	TTF
Deputy Chief Management Office	CMO
National Defense University	NDU
Pentagon Force Protection Agency	PPA
National Guard Bureau	NGB
Defense Information Systems Agency	DISA
Air Force Deputy Chief Management Officer	DCMO
United States Marine Corps	USMC
Missile Defense Agency	MDA
Defense Security Service	DSS
Office of the Assistant to the Secretary of Defense for Intelligence Oversight	ATSD
Cost Assessment and Program Evaluation	CAPE
Director, Operational Test & Evaluation	DOTE