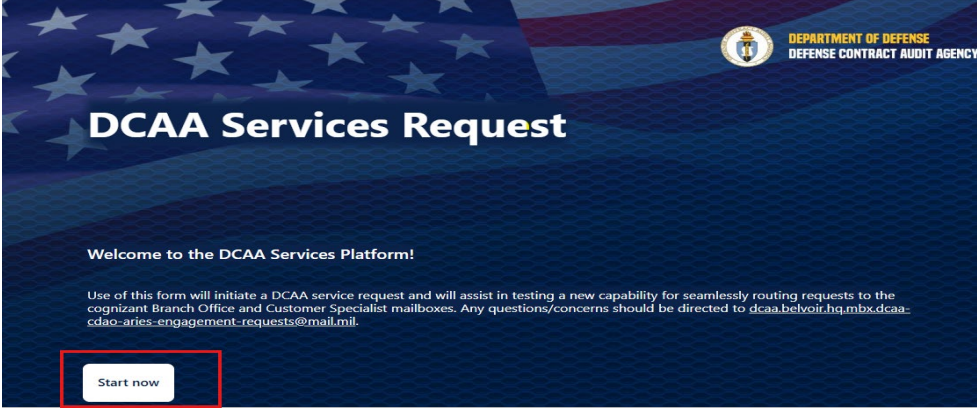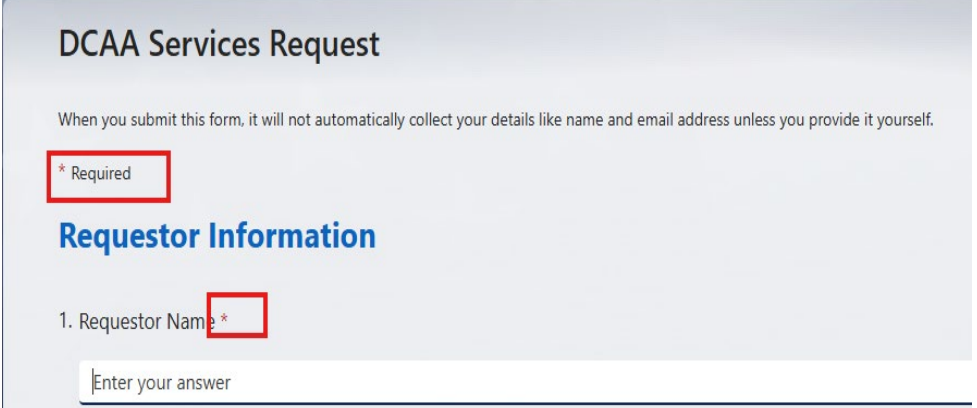|	
1. Access the DCAA Service Request Form by clicking the weblink or scanning the QR code.	**Website link**: https://forms.osi.apps.mil/r/uxJZus5GVj **QR code:** DCAA Services Request
2. Click the "Start Now" button at the bottom of the screen to complete the request form.	**DCAA Services Request** **Welcome to the DCAA Services Platform!** Use of this form will initiate a DCAA service request and will assist in testing a new capability for seamlessly routing requests to the cognizant Branch Office and Customer Specialist mailboxes. Any questions/concerns should be directed to dcaa.belvoir.hq.mbx.dcaa-cdao-aries-engagement-requests@mail.mil. Start now
3. Complete the service request form: • All fields denoted by (*) are required. • Final step review and submit on last page of the form.	**DCAA Services Request** When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself. * Required **Requestor Information** 1. Requestor Name * Enter your answer

Question	Response	Explanation
1. Requestor Name *	Single-row textbox	The requestor's full name should be provided to ensure that DCAA personnel address the requestor appropriately in letters, memos, reports, and other official correspondence. Max character length is 300.
2. Requestor Email Address*	Single-row textbox	The requestor's EMAIL ONLY should be provided to ensure all DCAA correspondence is sent to the correct person.
3. Requestor Title *	Single-row textbox	The requestor's title should be provided to ensure that DCAA personnel address the requestor appropriately in letters, memos, reports, and other official correspondence. Max character length is 300.
4. Requestor Phone	Single-row textbox	This field will be prefilled with the phone number from the PIV/CAC that was used during the login/authentication process. You may edit the text in the textbox.
5. Requestor DoDAAC *	Single-row textbox	The requestor should enter the appropriate Activity Address Code (DoDAAC or AAC) for the procurement activity associated with the request. Max character length is 6.
6. Requestor Organization *	Single choice	The requestor should choose the appropriate parent level organization. If none of the DoD options are appropriate, select Other DoD. If non-DoD, select Non-DoD.
7. Known DCAA point of contact (POC) *	Yes/No choice	If you have a DCAA point of contact you would like to provide, select "Yes" to be routed to question 7a; otherwise select "No" to be routed to question 8.
7a. DCAA POC Email(s)	Single-row textbox	Enter the EMAIL address only for the DCAA point of contact you would like to provide. For multiple email addresses, please separate them using a semicolon ';'. Max character length is 300.
8. Contractor UEI	Single-row textbox	Enter the contractor's 12-digit alphanumeric UEI code. This field will be used to transmit attention to the correct cognizant audit office. Max character length is 12.

Question	Response	Explanation
9. Contractor CAGE Code(s)	Single-row textbox	Enter the contractor's 5-digit alphanumeric CAGE code. If there are multiple CAGE codes, enter all CAGE codes associated with the procurement activity and separate them with a semi-colon (;). This field will be used to transmit attention to the correct cognizant audit office. Max character length is 50.
10. Contractor Zip Code	Single-row textbox	Enter the contractor's 5-digit zip code. This field will be used to transmit attention to the correct cognizant audit office if the CAGE and UEI are not in the system. Max character length is 5.
11. Requested Due Date *	Date	Enter the customer's requested due date. This date reflects when the customer would like to receive DCAA's final product (letter, memo, report) for the requested service.
12. Service Type Requested *	Multiple choice	Select one of the service types listed or select Other and fill in the blank.
13. What is the contract classification? *	Single choice	Select whether the request includes a prime contract, subcontract, or NA.
14. Identify Contract Type(s) *	Multiple choice	Select whether the request includes a CPFF, T&M, FFP, NA, or Other, fill in. Select all that apply.
15. Are there any additional team members you would like to include on communications with you?	Multi-row textbox	Enter the **email address only** of any individuals and/or groups that you would like to be included in communications between you and DCAA regarding the requested service. Separate email addresses with semicolon (;). Enter "N/A" if not applicable. Max character length is 4000.
16. If known at this time, the request should identify the specific procurement needs and address any special concerns/issues. Consider adding the following details if available: RFP number, proposal type, period of performance, etc.	Multi-row textbox	**DO NOT include CUI information in this field as the request system is only approved up to U//FOUO.** This box is used to communicate some basic request details up front to assist the Customer Specialist and cognizant branch office with preliminary research and developing questions for initial discussions with the requestor. Max character length is 4000.
17. The request should identify the specific procurement needs and address any special	Multi-row textbox	Add details if available: proposal type, period of performance. Note: do not include CUI information such as estimated dollar value.

concerns/issues. *		
Question	**Response**	**Explanation**
18. What additional fields would you like to see included in this form?	Multiple choice	This is a developmental question not specific to the service request. Responses may be used to modify the service request form in future versions.
19. Please provide any additional feedback pertaining to this request form at this time. If none, put "N/A".	Multi-row textbox	This is a developmental question not specific to the service request. Responses may be used to modify the service request form in future versions. Enter "N/A" if not applicable.
20. How pleased were you with the usability of this request form?	Single Choice	Likert Scale
21. Estimation of saved hours.	Numeric textbox.	Please provide an estimation, in hours, of the time saved using this new process to submit your request. Consider the average hours taken to complete one request using the traditional pdf. If unknown, put 0. Max character length is 50.