

DISA Direct Storefront (DDSF)

DMCC Mobility Service Walkthrough (Version 2)





DMCC v2 Enhancements

Mission Partners Users

1. **Streamlined Order Process** – The Service Delivery Point A step is now optional. Entering MAC addresses is no longer required.
2. **Increased Subscription Limit** - Order up to 999 subscriptions of the DMCC infrastructure service in one order.
3. **User List Attachment** – Attach the spreadsheet containing user information (user list) directly to your DMCC order.
4. **Bulk Order Management** – Completed DMCC infrastructure service orders are no longer split by individual subscription. Mobility orders can now contain up to 999 subscriptions.

Mobility PMO Users

1. **User List Management** - Update the attached user list on DMCC infrastructure orders.



DMCC

Service Configuration Walkthrough

Mission Partners

Service Categories

Search

Refocused, Redesigned with You in Mind!

The Storefront is focused on transforming the way Mission Partners request and receive services from DISA by delivering a service ordering capability that provides a common user interface across the Enterprise.

Please take a few minutes to view some of the training materials we have assembled to help you make a smooth

■ Wireless

■ DoD Mobility Capability

EMSS

Wireless Devices

Overview

Click on the steps below to learn more:

Select

Configure

Checkout

Finalize

Active Help

DISA Direct Storefront is a fast and easy browsing, ordering, and buying experience. We're your one-stop shop for ordering and configuring network equipment and services.

If you do not see the Service you are trying to order that means it is currently not available within Storefront, please

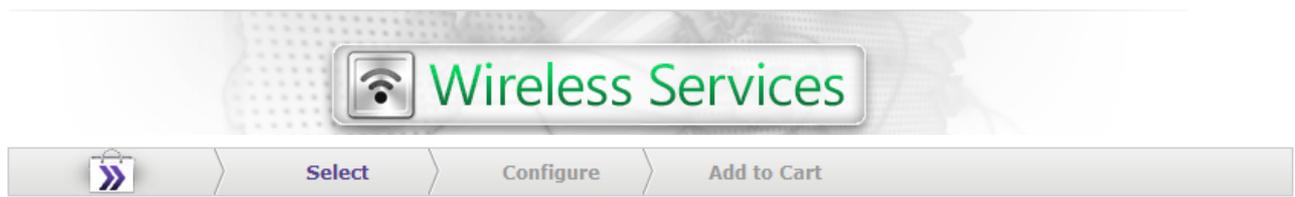
1. Select Wireless Services from the Service Categories menu.

2. Select DoD Mobility Capability from the submenu.

Service Categories

[Search](#)

- Transport Services
- Data Services
- Voice Services
- Satellite Services
- Wireless Services
- Other Services



Wireless Services

Select Configure Add to Cart



DoD Mobility Capability

If you do not see the Service you are trying to order that means it is currently not available within Storefront, please navigate to [DDOE](#) to order that Service. For a full list of available DISA Services, please visit the [Service Catalog](#) on DISA.MIL.

You have selected: DoD Mobility Capability.

If you are new to the Storefront, please review the Service Walk Through ([DMUC](#) or [DMCC](#)) before getting started with your order.

You can also review the Mobility Service Overview [DDSF DISA Mobility Service Overview](#)

Learn more about this service at [DISA.MIL](#)

DMCC - DoD Mobility Classified Capability

[Order Now >>](#)

Active Help

DISA Direct Storefront is a fast and easy browsing, ordering, and buying experience. We're your one-stop shop for ordering and configuring network equipment and services.

Need more help?

Visit our [FAQ](#) page

OR

[Contact Us](#)

1. Select DMCC from the drop down menu.

2. Click "Order Now" .

Service Request

Item: DoD Mobility Capability - Classified

CJON: SF08MAY157206

Type Action: START

Item Configuration

Service Delivery Point A
Not yet configured

Pre-Approval
Not yet configured

Subscription Information
Not yet configured

[Select](#) **Configure** [Checkout](#)

Service Delivery Point A

1

Do you want to specify a Service Delivery point? Yes No

Note: If no service delivery point is specified you will see the following service delivery point information on your order review page under the Service Deliver Point A section:

- **Address:** 6910 COOPER AVE., FORT MEADE, MD, 20755, US
- **Building:** Operations / **Floor:** 5 / **Room:** J56A
- **POC:** Mr. Steven A. Keuper HQ DISA

2

[Continue](#)

3

[Addressing and Routing](#)

Active Help

Provide the physical street address, building, and room of Customer Location A equipment.

You can select an existing location or you can create a new one using the "Create a new or Modify an existing one" link below the search options. Any information you have already provided on the page will be used to pre-populate the new address, so you can provide only the new or

1. Click "yes" if you want to specify a Service Delivery Point. This information is no longer required by the Mobility PMO to place an order.
2. If "No" is selected a the location specified in the note above will be set as a placeholder.
3. Click "Continue"

Service Request

Item: DoD Mobility Capability - Classified

CJON: SF08MAY157206

Type Action: START

Item Configuration

Service Delivery Point A
DoD Mobility Capability Default Address, US

Pre-Approval
Not yet configured

Subscription Information
Not yet configured

[Select](#) [Configure](#) [Checkout](#)

[Back](#)

[Continue](#)

Pre-Approval

All organizations must have prior approval from the Mobility PMO before submitting the Service Request(SR). The Mobility PMO is responsible for ensuring the capability and the requirement sync is conducted to establish device features and user group policies in the Mobile Device Management Systems. All TRs that are submitted that lack pre-configuration by the Mobility PMO in the Mobile Device Management System may be delayed or not approved when routing to the final office in the TR routing which is the Mobility PMO. For assistance with obtaining more information on how to join the Mobility program please contact your Combatant Commands / Services / Agency's (CC/S/A) Mobility Liaison Office. If your CC/S/A does not have a Mobility Liaison Office please contact the Mobility PMO for assistance at disa.meade.cae.mbx.dod-mobility-outreach-team@mail.mil.

1

- My organization has been approved by the PMO to join DoD Mobility program.***
- My organization has only DISA-approved, Government-Furnished (GFE) associated Equipment associated with this request.***
- My organization completed the Mobility on-boarding process.***

2

Active Help

All pre-approval requirements must be fulfilled before ordering this service. For assistance with obtaining more information on how to join the Mobility program please contact your Combatant Commands / Services / Agency's (CC/S/A) Mobility Liaison Office. If your CC/S/A does not have a Mobility Liaison Office please contact the Mobility PMO for assistance at disa.meade.cae.mbx.dod-mobility-outreach-team@mail.mil.

1. Confirm all the pre-approval questions.
2. Click "Continue".

Item: DoD Mobility Capability - Classified

CJON: SF08MAY157206

Type Action: START

Service Delivery Point A

DoD Mobility Capability Default Address, US

Pre-Approval

Complete

Subscription Information

Not yet configured

[Back](#) [Continue](#)

Subscription Information

[Hide ROM Table](#)

ROM					
CLIN	Item Description	MRC	NRC	Annual Cost	Quantity
N/A	DMCC	\$79,143.75	\$0.00	\$949,725.00	625
Total		\$79,143.75	\$0.00	\$949,725.00	

ROM Charges for budget planning. Actual charges based on final engineering design.

Subscription Quantity

Enter the number of subscriptions required. A subscription is required for every user in your user list. Orders are limited to 999 subscriptions.

Number of Subscriptions*

1

Please enter the number of subscriptions required. A subscription is required for every user in your user list. Orders are limited to 999 subscriptions.

For the user list, please use the user list template provided by the Mobility PMO.

Need more help?

Visit our [FAQ](#) page

OR

[Contact Us](#)

1. Enter the number of subscriptions up to 999.

Type Action: START

Item Configuration

- Service Delivery Point A**
DoD Mobility Capability Default
Address, US
- Pre-Approval**
Complete
- Subscription Information**
Not yet configured

ROM					
CLIN	Item Description	MPC	NPC	Annual Cost	Quantity
N/A	DMCC				
Total					

Subscription Quantity
Enter the number of subscriptions required. A subscription is limited to 999 subscriptions.

Number of Subscriptions *

User List*
Attach the completed user list. The user list must be in .xlsx format.

File
[SF08MAY157206_DMCC_05_08_2015_1358.xlsx](#)

1

ROM Charges for bu

File Upload

user list

Search user list

Organize New folder

Name	Date modified	Type
DMCC User List.xlsx	4/29/2015 11:25 AM	Microsoft Excel 2007

File name: All Files (*.*)

Open Cancel

2

1. Click "Attach User List" to attach the list of users you want to subscribe to the service. Please use the user list template provided by the Mobility PMO.
2. Browse your desktop to select the user list file you want to upload.

 Item Configuration

 **Service Delivery Point A**
DoD Mobility Capability Default
Address, US

 **Pre-Approval**
Complete

 **Subscription Information**
Not yet configured

ROM					
CLIN	Item Description	MRC	NRC	Annual Cost	Quantity
N/A	DMCC	\$79,143.75	\$0.00	\$949,725.00	625
Total		\$79,143.75	\$0.00	\$949,725.00	

ROM Charges for budget planning. Actual charges based on final engineering design. 

Subscription Quantity

Enter the number of subscriptions required. A subscription is required for every user in your user list. Orders are limited to 999 subscriptions.

Number of Subscriptions *

User List*

Attach the completed user list. The user list must be created using the MS Excel template provided by the Mobility PMO.

1	File	User	Updated	Action	2
	SF08MAY157206_DMCC_05_08_2015_1358.xlsx	hulk	5/8/2015, 15:58	Update	

Orders are limited to 999 subscriptions.

For the user list, please use the user list template provided by the Mobility PMO.

Need more help?

Visit our [FAQ](#) page

OR

[Contact Us](#)

- Your uploaded file. **Please note:** that the file has been renamed with the CJON ID and the time date stamp.
- If you want to update the user list click the update button.

Click “Continue” at the top of the page.

Service Request

Item: DoD Mobility Capability - Classified

CJON: SF08MAY157206

Type Action: START

Item Configuration

- Service Delivery Point A**
DoD Mobility Capability Default Address, US
- Pre-Approval**
Complete
- Subscription Information**
Configured
- Review Page**

Review Page

2

[Back](#) [Checkout](#)

[Addressing and Routing](#)

You have selected the following options:

[Expand All](#) [Collapse All](#) **1**

- General Information**
- ROM Table Data**
- Service Delivery Point A :: DoD Mobility Capability Default Address, US**
[Location Details](#)
- Pre-Approval :: Complete**
- Subscription Information :: Configured**

Active Help

Review the contents of this item before proceeding to the checkout pages. Select the Back button to make changes.

If the Configuration Phase has previously been completed, click the "Checkout" link in the center panel at the top of the page or the Checkout button to return to the Checkout Phase

Need more help?

Visit our [FAQ](#) page

OR

[Contact Us](#)

1. Review order details
2. Click "Checkout".

Service Request ◀

Item: DoD Mobility Capability - Classified

CJON: SF08MAY157206

Type Action: START

Checkout

Ordering Org and Agency
Not yet completed

Purpose-Mission
Not yet completed

Service Dates
Not yet completed

Justifications and Approvals
Not yet completed

Select > **Configure** > **Checkout**

Active Help ▶

Ordering Org and Agency

Customer Information 1

Do you want to order this service on behalf of your own agency? Yes

Requestor Information 2

Organization Accounts* ED-DISA CONUS

Name Mr. Jason LaBumbard

Agency DISA

Organization DISA CONUS

Unclassified Email JASON.M.LABUMBARD.CIV@MAIL.MIL

Classified Email JASON.LABUMBARD@DISA.SMIL.MIL

Continue ▶

Please confirm that you are the customer or provide On Behalf Of customer information.

Click the "Configure" link in the center panel at the top of the page to return to the Configuration Phase.

Need more help?

Visit our [FAQ](#) page

OR

Contact Us

1. Enter Customer Information
2. Select the organization account from the drop down menu (required)

Click "Continue" at the top of the page.

Item: DoD Mobility Capability -
Classified

CJON: SF08MAY157206

Type Action: START

Back

Continue

Please provide
purpose/mission information
so that we may properly
categorize this service for
provisioning and operations
support.

Click the "Configure" link in the
center panel at the top of the
page to return to the
Configuration Phase.

Need more help?

Visit our [FAQ](#) page

OR

Contact Us

Purpose-Mission

1

**What Mission Need does this
support?(Product/Service
Description)***

START a DoD Mobility Capability service at 6910 COOPER
AVE., FORT MEADE, MD, 20755, US

4913 Characters Remaining

Enter CSAs

Carrier	Prefix	Type	Circ No.	Suffix	Action
DMCC - DoD Mobility Classified Capability		J - Cost Shared Customer Billing			

2

National Security System Code:*

NO - NSS exemption not required

Enter DISA Control Number (DCN)

Unclassified description of the

1. Enter purpose-mission
2. Select "National Security System Code" from the drop down menu.

Click "Continue" at the top of the page.

Service Request

Item: DoD Mobility Capability - Classified

CJON: SF08MAY157206

Type Action: START

Checkout

Ordering Org and Agency Completed

Purpose-Mission Completed

Service Dates *Not yet completed*

Justifications and Approvals *Not yet completed*

Select Configure Checkout

Service Dates

Are you submitting this request to document an order that was previously submitted or fulfilled (After the Fact)? *

Estimated Operational Service Start Date:*

05/22/2015

Use estimated start date (05/22/2015) Specify other

If possible, would you like the service sooner than the requested Operational Service Start Date?

Estimated Service Life (Months) *

12

Back Continue

Active Help

The estimated dates are calculated by adding the lead time associated with this order to the current date. If an earlier or later date is needed, select the "Specify other" option and then utilize the calendar input control to select your desired date. The estimated date is only an estimate of when Service may be available. If a date earlier than the estimated date is provided, expedited charges will need to be authorized in case additional measures are required to attempt to meet the requested date.

Click the "Configure" link in the center panel at the top of the page to return to the Configuration Phase.

1. Enter required information.
2. Click "Continue"

Service Request

Item: DoD Mobility Capability - Classified

CJON: SF08MAY157206

Type Action: START

Checkout

- Ordering Org and Agency Completed
- Purpose-Mission Completed
- Service Dates Completed
- Justifications and Approvals** *Not yet completed*

Select

Configure

Checkout

Back

Continue

Justifications and Approvals

Message Classification* 1 2

Justification of Service Requested

1000 Characters Remaining

Identification of Reference

1000 Characters Remaining

Approval Document

Active Help

Please provide justifications and approvals for your request.

Click the "Configure" link in the center panel at the top of the page to return to the Configuration Phase.

Need more help?

Visit our [FAQ](#) page

OR

[Contact Us](#)

1. Enter justification and approval information
2. Click "Continue"

Service Request

Item: DoD Mobility Capability - Classified

CJON: SF08MAY157206

Type Action: START

Checkout

- Ordering Org and Agency** Completed
- Purpose-Mission** Completed
- Service Dates** Completed
- Justifications and Approvals** Completed
- Service Item Review**

Service Item Review

◀ Back Add To Cart ▶ **2**

[Hide ROM Table](#)

ROM					
CLIN	Item Description	MRC	NRC	Annual Cost	Quantity
N/A	DMCC	\$79,143.75	\$0.00	\$949,725.00	625
Total		\$79,143.75	\$0.00	\$949,725.00	

Related CJON:

CJON	Action
	Add

Additional Email Addresses:

Email Address	Recipient Type	Action
		Add

Bulk Add To Addresses

Bulk Add CC Addresses

Save

You have selected the following options:

1 [Expand All](#) [Collapse All](#)

▶ **General Information**

Active Help

Review the contents of this item before adding it to the cart. Select the Back button to make changes.

Click the "Configure" link in the center panel at the top of the page to return to the Configuration Phase.

Need more help?

Visit our [FAQ](#) page

OR

[Contact Us](#)

1. Review order details
2. Click "Add to Cart"

Cart

[Continue Shopping](#) [Finalize Order](#)

Merchandise availability is not guaranteed.
Prices are estimates and are subject to change.

2

1

Item	Non-Recurring Cost (NRC)	Monthly Recurring Cost (MRC)	Estimated Annual Recurring Cost
DoD Mobility Capability : START CJON: SF08MAY157206 Add Another Edit Remove From Cart Save For Later	\$0.00	\$79,143.75	\$949,725.00
Sub Total:	\$0.00	\$79,143.75	\$949,725.00
DITCO Service Charge (2.5%):	\$0.00	\$1,978.59	\$23,743.13
Total:	\$0.00	\$81,122.34	\$973,468.13

Estimates include applicable DITCO fees.

DISA Cost Estimate is subject to change. Any change in the cost estimate (MRC/NRC) will be coordinated with the agency requesting the service prior to DISA finalizing the requirement.

The cart includes all products and services to be submitted with your order. Each order in the cart has three options associated with it: Add Another, Save for Later, and Remove from Cart. "Add Another" will take you to the Product Description page where you can order another service like this one. "Save for Later" will remove the item from the cart and make it available in My Orders - Drafts for updating later on. "Remove from Cart" will remove the item from the cart and delete the order entirely.

To add other service items to the Cart, hit the Continue Shopping button. To provide payment information and finalize the order, hit the Finalize Order button.

1. Review the items in the cart
2. Click "Finalize Order"

Home

Continue >

Payment Information

Select one or more items from the cart above and click "Apply Funding" to provide PDC Funding Information and to choose other payment options.

[Hide Cart Contents](#)

1

Select All	Item	Non-Recurring Cost (NRC)	Monthly Recurring Cost (MRC)	Estimated Annual Recurring Cost
<input checked="" type="checkbox"/> <input type="checkbox"/>	DoD Mobility Capability : START CJON: SF08MAY157206 Addressing and Routing	\$0.00	\$79,143.75	\$949,725.00
Sub Total:		\$0.00	\$79,143.75	\$949,725.00
DITCO Service Charge (2.5%):		\$0.00	\$1,978.59	\$23,743.13
Total:		\$0.00	\$81,122.34	\$973,468.13

2

Apply Funding

Estimates include applicable DITCO fees.

DISA Cost Estimate is subject to change. Any change in the cost estimate (MRC/NRC) will be coordinated with the agency requesting the service prior to DISA finalizing the requirement.

Provide payment information for financial validation. Select an item in the cart, provide the required information, and press Save. Repeat for each item in the cart.

When PDCs are entered, they are checked to see if they exist within Telecommunication Services Enterprise Acquisition Services (TSEAS) Inventory and Billing Information (TIBI). If they do not, they are reported as Invalid, but you may continue with placing the order. If they do, they are reported as Valid, but this does not indicate that there is a registered line of accounting in TIBI for any particular fiscal year. Funding information is validated/approved during the routing by the appropriate offices for each PDC.

1. Select the item
2. Click "Apply Funding"

Apply Funding

Estimates include applicable DITCO fees.

DISA Cost Estimate is subject to change. Any change in the cost estimate (MRC/NRC) will be coordinated with the agency requesting the service prior to DISA finalizing the requirement.

** DECTK, DoD Mobility Capability, DMS Subscription and DISN Subscription Service orders can only be associated with a single PDC.

PDC Funding

We recommend that Total Cost Thresholds (Not to Exceed) be equal to or greater than the NRC and MRC cost estimates (shown in bold text here). Your payment is validated (indicated by a green checkmark) once all required information is complete.

PDC Funding must cover at least **\$ 0.00** in non-recurring costs and **\$ 81,118.75** in monthly recurring costs (Actual ROM).

Program Designator Code	Cost Threshold (Not To Exceed)		Action
	Non-Recurring Cost (NRC)	Monthly Recurring Cost (MRC)	
1234	\$ 0.00	\$ 81,118.75	
Subtotal	\$ 0.00	\$ 81,118.75	

1

Press "Save Changes" to save all your changes to the funding information.

Save Changes

2

does not indicate that there is a registered line of accounting in TIBI for any particular fiscal year. Funding information is validated/approved during the routing by the appropriate offices for each PDC.

Need more help?

Visit our [FAQ](#) page

OR

Contact Us

1. Add a PDC .
2. Click "Save Changes"

Click "Continue" at the top of the page.



Finalize Order

Payment Information
Completed

Order Review

[Select](#) [Configure](#) [Checkout](#) **Finalize**

Active Help

[← Back](#) [Place Order ▶](#)

Order Review

[Hide Cart Contents](#)

2

1

Item	Non-Recurring Cost (NRC)	Monthly Recurring Cost (MRC)	Estimated Annual Recurring Cost
DoD Mobility Capability : START CJON: SF08MAY157206 Addressing and Routing	\$0.00	\$79,143.75	\$949,725.00
Sub Total:	\$0.00	\$79,143.75	\$949,725.00
DITCO Service Charge (2.5%):	\$0.00	\$1,978.59	\$23,743.13
Total:	\$0.00	\$81,122.34	\$973,468.13

Review order and submit for processing. Click on an item in the cart to see detailed information or click on "Addressing and Routing" to see addressing and routing information.

Need more help?

Visit our [FAQ](#) page

OR

[Contact Us](#)

Estimates include applicable DITCO fees.

DISA Cost Estimate is subject to change. Any change in the cost estimate (MRC/NRC) will be coordinated with the agency requesting the service prior to DISA finalizing the requirement.

1. Review the order
2. Click "Place Order"

Order Confirmation

Your orders have been submitted and are being processed:

- 1
 - If there is an issue with processing your order, it will be placed back in your Cart.
 - If your order is successfully processed, it will appear on the My Orders page on the In Process tab.

Please check back shortly to view the current status of the order processing.

You can choose any link on the page or choose either of the options below:

- 2
 - [Review In Process Orders](#)
 - [Return to the Storefront Home Page](#)

1. The confirmation page shows that the order has been recorded and it is being processed.
2. Click on the “Review in Process Orders” link to view the status of the order.

My Orders

[Draft](#) [In Process](#) [Completed](#) [Agency / Org](#)

<< first < prev next > last >> per page [Filter](#) [Clear](#)  

Requestor	CJON	TSR	Service Type	Status	Type Action	Date Created	Date Modified	Actions
hulk	SF08MAY157206		DoD Mobility Capability - Classified	Pending Approval	START	08 May 2015 20:16:20 Z	08 May 2015 20:16:24 Z	Addressing and Routing Copy History Recall View Manage User List

<< first < prev next > last >> per page  

Active Help

The My Orders page shows you all of the orders you have placed through Storefront.

The Draft tab shows any of your orders that have not yet been submitted. The Completed tab shows you any of your orders that have been fulfilled, and you should find a corresponding entry in the My Services page for this TSR.

The Agency/Org tab shows you orders for other members of your Agency/Org, and you the My Services page for this TSR.

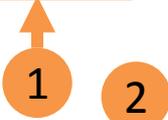
1. On the “My Orders” page under the “In Process” tab the order is listed after it is successfully processed.



DMCC

User List Management

Mobility PMO Users



My Approvals

Active Completed Archived

<< first < prev 1 2 3 4 5 6 7 8 9 10 next > last >> 10 per page Filter Clear

Requestor	Approver	Approving Office	CJON	Service Type	Approval Action	Downstream TSR	Downstream Status	Type Action	Date Created	Date Modified	Actions
connorss1	approver11	OfficeTitle_5	SF08MAY156147	DoD Mobility Capability - Classified	Approved	NS08MAY155394	Pending Fulfillment	START	08 May 2015 17:43:58 Z	08 May 2015 17:44:30 Z	Addressing and Routing History View Manage User List
LABUMBAJ	LABUMBAJ	OfficeTitle_1	SF06MAY156269	Wireless Devices and Services	Approval Recalled		Recalled	START	08 May 2015 17:19:21 Z	08 May 2015 17:19:35 Z	Addressing and Routing History View
sc1	sc1	OfficeTitle_1	SF29APR156226	Equipment Only (Non	Approval		Deleted	START	30 Apr 2015	30 Apr 2015	Addressing and

1. Mobility PMO users can manage the user lists on DMCC orders that appear under the “Archived” tab on the “My Approvals” page.
2. Click the “Manage User List” action.

Manage User List ✕

Attach User List

Please Note:

- Increasing or decreasing the number of user in the user list will not update the order. If an increase or decrease of users is desired please issue a change or an amend order.
- Updates to MAC addresses in the user list will not be searchable through Storefront. In order to make MAC addresses searchable please issue a change or an amend order.

File	User	Updated	Action
SF08MAY157206_DMCC_05_08_2015_1358.xlsx	LABUMBAJ	4/28/2015, 01:23	Update



Attachment History

SF27APR156653_DMCC_04_27_2015_2323.csv	LABUMBAJ	4/28/2015, 01:23	-
--	----------	------------------	---

[Hide History](#)

LABUMBAJ	LABUMBAJ	OfficeTitle_1	SF06MAY156269	Devices and Services	Recalled	Recalled	START	17:19:21 Z	08 May 2015 17:19:35 Z	Addressing and Routing History View
sc1	sc1	OfficeTitle_1	SF29APR156226	Equipment Only (Non	Approval	Deleted	START	30 Apr 2015	30 Apr 2015	Addressing and

[My Approvals \(0\)](#) [My Services](#)

Date Modified	Actions
08 May 2015 17:19:35 Z	Addressing and Routing History View Manage User List Addressing and Routing History View
30 Apr 2015	Addressing and

1. Click update to select a new user list.

Please Note: Increasing or decrease the number of users in the user list will not change the number of subscriptions entered on the order . If any increase or decrease in the subscription quantity is required a change or an amend order must be issued.

**For Assistance with DDSF issues
you may contact the
DISN Global Support Center
(800) 554-3476 Option 2
disa.dgsc@mail.mil**

