

Instructions for NASA Access to Wide Area Workflow (WAWF) System

STEP ONE: Complete Page One of the Department of Defense (DoD) DD2875 'System Authorization Access Request' form utilizing the NASA tailored instructions which follow. (NASA is not requiring completion of page 2.) Obtain supervisor signature and save the document on your computer so that it may be attached in Step Two. **Note that the DD2875 must be signed by both the User and the User's supervisor.** The DD2875 is located at: <https://wawf.eb.mil/documentation/dd2875.pdf>

STEP TWO: Complete a Wide Area Workflow (WAWF) system request form and attach the supervisor-signed DD2875. The WAWF system request is located at: <https://wawf.eb.mil/xhtml/unauth/web/homepage/HomePage.xhtml>

NOTES:

- Registration will typically take 3 – 5 business days once the completed, signed and approved request is submitted in the Wide Area Workflow system.
- The user will receive an automated e-mail confirmation from WAWF that the registration request was successfully submitted. Please do not reply to this automated e-mail. Questions about WAWF access should be sent to HQ-WAWF@MAIL.NASA.GOV.

STEP ONE: COMPLETE PAGE ONE OF THE DD2875 FORM

Complete Page One of the DD2875 form located at <https://wawf.eb.mil/documentation/dd2875.pdf> utilizing the NASA-Specific instructions which follow.

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT			
AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.			
PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.			
ROUTINE USES: None.			
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID <u>gtperson</u>			DATE (YYYYMMDD) 20140224
SYSTEM NAME (Platform or Applications) Wide Area Workflow (WAWF)		LOCATION (Physical Location of System) Internet-Based System	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial) Person, Great		2. ORGANIZATION National Aeronautics and Space Administration (NASA)	
3. OFFICE SYMBOL/DEPARTMENT NASA Glenn Research Center		4. PHONE (DSN or Commercial) (777) 888-9999	
5. OFFICIAL E-MAIL ADDRESS GreatPerson@nasasample.gov		6. JOB TITLE AND GRADE/RANK Financial Specialist/ GS-13	
7. OFFICIAL MAILING ADDRESS 21000 Brookpark Road Cleveland, OH 44135		8. CITIZENSHIP <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD) 20130923			
11. USER SIGNATURE <i>Great Person</i>			12. DATE (YYYYMMDD) 20140224
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS Sample: Great Person requires access to the Wide Area Workflow (WAWF) system in order to view NASA vouchers. (Note: NASA WAWF Phase I is for viewing invoices within WAWF only.) Field 10 (above): Indicate if the NASA Annual Information Security Training has been completed and if so, the date of completion (may be obtained from the SATERN Training System's Learning History Report). Field 14 (below): NASA is utilizing the 'Authorized' selection.			
14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER (Note: NASA will not be using WAWF for Classified invoices)			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input checked="" type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.) Note: Only Support Service Contractors must complete 16A	
17. SUPERVISOR'S NAME (Print Name) Great Person's Supervisor (Note: Sign in Box 18)		18. SUPERVISOR'S SIGNATURE <i>Great Person's Supervisor</i>	19. DATE (YYYYMMDD) 20140224
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT Office of the Chief Financial Officer	20a. SUPERVISOR'S E-MAIL ADDRESS GreatPersonsSupervisor@nasasample.gov	20b. PHONE NUMBER (777) 555-3333	
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	21b. DATE (YYYYMMDD)
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT Please leave 21-25 blank	24. PHONE NUMBER	25. DATE (YYYYMMDD)

26. NAME (Last, First, Middle Initial)
 Person, Great

27. OPTIONAL INFORMATION (Additional information)

Fields 21-21b (above): NASA is not utilizing these fields. Please leave blank.
 Fields 22-25 (above): NASA is not utilizing these fields. Please leave blank.
 Field 27 (this box): Insert any additional information into this section (none anticipated for NASA users). This section may be left blank.
 Part III (below): NASA is not utilizing this section. Please leave blank.
 Part IV (below): NASA is not utilizing this section. Please leave blank.

Please remember to sign the form and have your respective supervisor sign the form prior to attaching to the WAWF System Request (referenced in the Registration Instructions).

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

TITLE:	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)

DEPARTMENT OF DEFENSE (DoD) DD2875 INSTRUCTIONS
WITH NASA SPECIFIC INSTRUCTIONS ADDED

BACKGROUND (TOP SECTION OF FORM)

- (1) Type of Request. Indicate whether this is an Initial, Modification, or Deactivation request.
NASA Specific: Provide Agency User/NDC ID as USER ID.
- (2) Enter Date form is being submitted.
NASA Specific: Please note the date format which has year, month, then day.
- (3) System Name. Enter name of system access is requested for.
NASA Specific: Enter Wide Area Workflow (WAWF)
- (4) Location. Enter Physical location of system
NASA Specific: Enter 'Internet-Based System'

A. PART I

The following information is provided by the user when establishing or modifying their USER ID.

- (1) Name. The last name, first name, and middle initial of the user.
- (2) Organization. The user's current organization (i.e. DISA, SDI, DoD and government agency or commercial firm).
NASA Specific: Enter National Aeronautics and Space Administration (NASA)
- (3) Office Symbol/Department. The office symbol within the current organization (i.e. SDI).
NASA Specific: Enter your NASA Center
- (4) Telephone Number/DSN. The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
- (5) Official E-mail Address. The user's official e-mail address.
- (6) Job Title/Grade/Rank. The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5)/military rank (COL, United States Army, CMSgt, USAF) or "CONT" if user is a contractor.
- (7) Official Mailing Address. The user's official mailing address.
NASA Specific: Enter your NASA Mailing Address
- (8) Citizenship (US, Foreign National, or Other).
- (9) Designation of Person (Military, Civilian, Contractor).
- (10) IA Training and Awareness Certification Requirements. User must indicate if he/she has completed the Annual Information Awareness Training and the date.
NASA Specific: Indicate if the NASA Annual Information Security Training has been completed and if so, the date of completion (may be obtained from the SATERN Training System's Learning History Report.). Please note the date format which has year, month, then day.
- (11) User's Signature. User must sign the DD Form 2875 with the understanding that they are responsible and accountable for their password and access to the system(s).
NASA Specific: Traditional or electronic signature is permissible. A signed copy must be attached to the Wide Area Workflow request.
- (12) Date. The date that the user signs the form.
NASA Specific: Please note the date format which has year, month, then day.

B. PART II

The information below requires the endorsement from the user's Supervisor or the Government Sponsor.

- (13). Justification for Access. A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.
NASA Specific – Sample Justification: _____ (name) requires access to the Wide Area Workflow (WAWF) system in order to view NASA vouchers.
- (14) Type of Access Required: Place an "X" in the appropriate box. (Authorized - Individual with normal access. Privileged - Those with privilege to amend or change system configuration, parameters, or settings.)
NASA Specific: Select 'Authorized'.
- (15) User Requires Access To: Place an "X" in the appropriate box. Specify category.

- NASA Specific:** Select 'Unclassified'. NASA will not be utilizing WAWF for classified materials.
- (16) Verification of Need to Know. To verify that the user requires access as requested.
NASA Specific: Place an 'x' in the box.
- (16a) Expiration Date for Access. The user must specify expiration date if less than 1 year.
NASA Specific: Complete this field if you are employed by a Support Service Contractor. The date the Support Service Contract concludes should be listed as the 'Expiration Date'.
- (17) Supervisor's Name (Print Name). The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required.
- (18) Supervisor's Signature. Supervisor's signature is required by the endorser or his/her representative.
- (19) Date. Date supervisor signs the form.
- (20) Supervisor's Organization/Department. Supervisor's organization and department.
- (20a) E-mail Address. Supervisor's e-mail address.
- (20b) Phone Number. Supervisor's telephone number.
- (21) – (25): **NASA Specific:** NASA is not utilizing these fields. Please leave blank.
- (26) Name. The last name, first name, and middle initial of the user.
- (27) Optional Information. This item is intended to add additional information, as required.

C. PART III: Certification of Background Investigation or Clearance.

- NASA is not utilizing this section. Please leave blank.

D. PART IV

- NASA is not utilizing this section. Please leave blank.

E. DISPOSITION OF FORM

Transmission- NASA Specific

- Please do not e-mail or fax this form to the NASA Group Administrators or to the Department of Defense.
- Attach the completed, signed and approved DD2875 form to the WAWF System Request (Step Two of these instructions).

STEP TWO: COMPLETION OF WIDE AREA WORKFLOW SYSTEM REQUEST

Complete request at: <https://wawf.eb.mil/xhtml/unauth/web/homepage/HomePage.xhtml> ; Select 'New User' and then 'Registration'

- Question 1: Select appropriate User Type- Government or Government Support Contractor
- Question 2: Select Wide Area Workflow. NASA will not be utilizing the CORT Tool. The Business Intelligence Tool will be considered for NASA's Phase II of the WAWF project.
- Questions 3: Select User ID/Password. NASA will not be utilizing the Common Access Card or Software Certificate processes.
- Select 'Next' at bottom of the screen.

Wide Area Workflow 5.4.0

Home

Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

Note: A security clearance is NOT required to access Wide Area Workflow, Electronic Document Access, Business Intelligence Tool, or Contract Officer Representative Tracking Tool.

What is your user type? *

Government
 Government Support Contractor
 Vendor

What systems will you be using? * (You must check at least one) true

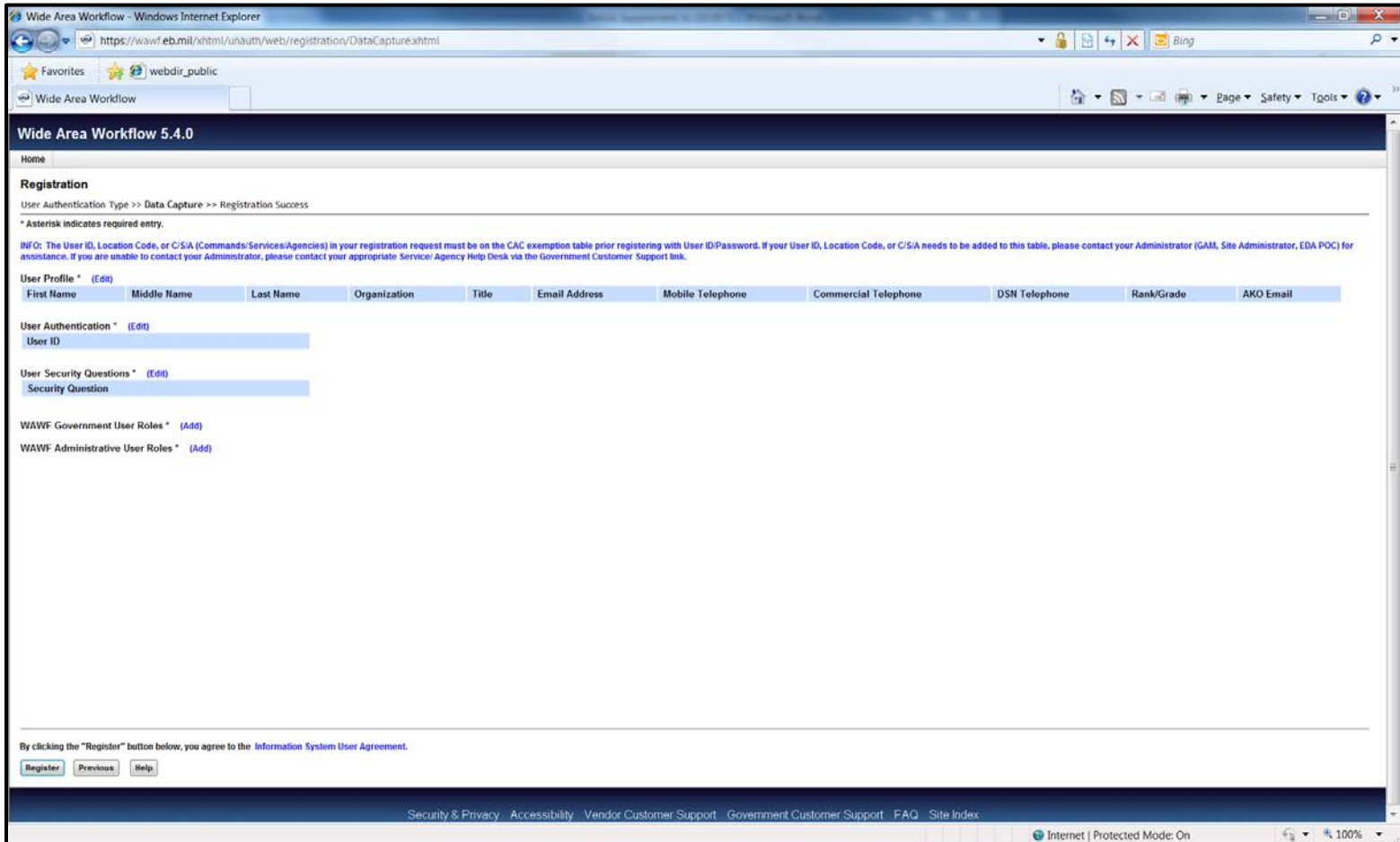
WAWF (Wide Area Workflow)
 CORT Tool (Contracting Officer Representative Tracking Tool)
 Business Intelligence Tool

How will you be accessing these systems? *

User ID \ Password
 Common Access Card
 Software Certificate

Next Help

- Complete the Registration page by selecting the blue 'Edit' links next to each of the first four sections one at a time (User Profile, User Authentication, User Security Questions, and WAWF Government User Roles). (Sections further discussed in the following pages.)
- **Note:** Do not complete the section entitled 'WAWF Administrative User Roles'. The NASA Office of the Chief Financial Officer Group Administrator and two back-ups are the only users that will be assigned this role.



- Subsection 1 User Profile: Complete the required fields (indicated by an asterisk). For organization, insert NASA + Center Name. For Rank/Grade, insert NASA GS Grade and Scale such as GS-13.
- Please double-check to ensure that the entered e-mail address is correct as notifications/ confirmations of system access will be sent to this e-mail address.
- Select 'Save' at the bottom to return to the Registration Screen.

The screenshot shows a web application window titled "Wide Area Workflow 5.4.0". At the top left, there is a "Home" button. The main heading is "Registration - Edit User Profile". Below the heading, a note states: "* Asterisk indicates required entry." The form contains the following fields:

- First Name *
- Middle Name
- Last Name *
- Organization *
- Title *
- Email Address *
- Confirm Email *
- Commercial Telephone *
- Extension
- Mobile Telephone
- DSN Telephone
- Intl Country Code and Phone
- Rank/Grade *
- AKO Email

At the bottom of the form, there are three buttons: "Save", "Cancel", and "Help".

- Subsection 2 User Authentication: Provide Agency User/NDC ID as USER ID. Create a password.
- Select 'Save' at the bottom to return to the Registration Screen.
- Please note that the User ID and Password are case sensitive.

Wide Area Workflow 5.4.0

Home

Registration - Edit Authentication

* Asterisk indicates required entry.

User ID Rules

- Minimum 8 characters
- May contain ONLY the following special characters ~ ! # \$ _ { }
- May NOT contain spaces.
- Must not already be registered in WAWF.

User ID *

Password Rules

- Minimum 15 characters
- Must contain at least 1 capital letter
- Must contain at least 1 lower case letter
- Must contain at least 1 number
- Must contain at least 1 special character
- Entered passwords must be different from last 10 passwords used
- Cannot be changed within 24 hours

New Password *

New Password Confirmation *

Save Cancel Help

- Subsection 3 User Security Questions: Select three Security Questions from the drop-down lists and provide a response to each. Answers to 2 of the 3 questions must be provided if the password is forgotten and must be reset. Per Department of Defense, temporary passwords will not be e-mailed or faxed and will be provided to the user via phone.
- Select 'Save' at the bottom to return to the Registration Screen.

Wide Area Workflow 5.4.0

Home

Registration - Edit Security Questions

* Asterisk indicates required entry.

Answers might be obtained via googling, blogs, personal websites, genealogy charts, online social networks (facebook, m

WAWF suggests picking unique security questions/answers which cannot be looked up via the aforementioned means.

Security Question 1 *
Where is your high school located? ▼

Security Question 1 Answer *

Security Question 1 Answer Confirmation *

Security Question 2 *
Where is your high school located? ▼

Security Question 2 Answer *

Security Question 2 Answer Confirmation *

Security Question 3 *
Where is your high school located? ▼

Security Question 3 Answer *

Security Question 3 Answer Confirmation *

- Subsection 4 WAWF Government User Roles: Select the appropriate role from the Role drop-down menu. Select DoDAAC for the 'Location Code Type'. Enter a Location Code. Leave the Extension field blank. **The next page of these instructions contains details of the Roles and Location Codes that should be selected.**
- Select 'Save' at the bottom to return to the Registration Screen.

The screenshot shows a web application interface for 'Wide Area Workflow 5.4.0'. At the top, there is a dark blue header with the title 'Wide Area Workflow 5.4.0' in white. Below the header is a light gray navigation bar with a 'Home' link. The main content area is titled 'Registration - Add Government Role' in bold black text. Below the title, a note states '* Asterisk indicates required entry.' The form contains four fields: 'Role *' is a dropdown menu with 'Acceptor View Only' selected; 'Location Code Type *' is a dropdown menu with 'DoDAAC' selected; 'Location Code *' is a text input field; and 'Extension' is a text input field. At the bottom of the form, there are three buttons: 'Save' (highlighted in blue), 'Cancel', and 'Help'.

- Selection of Roles: NASA will be utilizing five Wide Area Workflow (WAWF) roles. The roles are summarized in the following chart:

NASA WAWF Role	Description
Acceptor	Allows approval of vouchers and invoices (not to be selected as vouchers and invoices will not be approved in Phase I of WAWF)
Acceptor View Only	'Acceptor View Only' provides access to documents pertaining to the NASA Center receiving the product(s) or service(s). Users should select this role and the corresponding Location Code below for their own NASA Center and any other NASA Center(s) that may be receiving product(s) or service(s) under the user's procurements.
Admin By View Only	'Admin By View Only' provides access to documents pertaining to the NASA Center administering the procurement. Users should select this role and the corresponding Location Code below for their own NASA Center and any other NASA Center(s) for which they may be administering procurements.
Pay Official	NASA Shared Services Center role
Pay Official View Only	NASA Shared Services Center View Only role

- Populate the Location Code Field with the numbers from the following chart for the roles being requested.

NASA Center	Admin By Location Code (Use with 'Admin By View Only' role)	Ship To Location Code (Use with 'Acceptor View Only' role)
ARC	809190	809191
DFRC	809192	809193
GRC	805536	805537
GSFC	803249	803250
HQ	803117	803118
JSC	8074AB	8074AC
KSC	804262	804263
LARC	803364	803365
MSFC	804146	804167
NSSC	804431	804432
SSC	804429	804430

- Upon proper completion of the User Roles page, a 'Comments/Attachments' field will appear on the Registration Page. Add the completed and **signed** DD2875 as an attachment to the first line. Note that the DD2875 must be signed by both the User and the User's supervisor.
- Commence by selecting the blue 'Add' hyperlink.

Wide Area Workflow 5.4.0

Home

Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

WAWF Government User Roles * (Add)

Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions
Admin Dy View Only	GLENN ADMIN BY	905536		N	N	View / Add	Delete
Acceptor View Only	GLENN SHIP TO	905537		N	N	View / Add	Delete

WAWF Administrative User Roles (Add)

By clicking the "Register" button below, you agree to the [Information System User Agreement](#).

[Register](#) [Previous](#) [Help](#)

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Internet | Protected Mode: On 100%

- Select the 'Browse' icon in the 'Attachments' section.

Wide Area Workflow 5.4.0

Home

Registration - Edit Government Role

* Asterisk indicates required entry.

Role

Location Code Type

Location Code

Extension

Comments

There is an attachment size limit of 5MB, attachments over this size will be rejected.

Attachments

- Locate the completed and **signed** DD2875 in your computer files and insert it as an attachment (the document name will appear in the 'Attachments' section). Note that the DD2875 must be signed by both the User and the User's supervisor.
- Select the 'Upload' icon.

Wide Area Workflow 5.4.0

Home

Registration - Edit Government Role

* Asterisk indicates required entry.

Role
Admin By View Only

Location Code Type
DoDAAC

Location Code
805536

Extension

Comments

There is an attachment size limit of 5MB, attachments over this size will be rejected.

Attachments
C:\Users\drodrig4\Desktop

- Confirm the inserted file is correct.
- Select the 'Save' icon at the bottom of the page.

The screenshot shows the 'Wide Area Workflow 5.4.0' interface in Internet Explorer. The page title is 'Registration - Edit Government Role'. It contains several form fields: Role, Admin By View Only, Location Code Type, DoDAAC, Location Code (805535), Extension, and Comments. Below the forms is a message: 'There is an attachment size limit of 5MB, attachments over this size will be rejected.' Underneath is an 'Attachments' section with 'Browse...' and 'Upload' buttons. A table lists one attachment:

Attachment Name	Date	Actions
SIGNEDDD2875.pdf	2013/05/13 1350 MDT	Delete View

At the bottom of the page, there are 'Save', 'Cancel', and 'Help' buttons. A red arrow points to the 'Save' button.

Footer: Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index
Done Internet | Protected Mode: On 100%

- Confirm the file has been inserted by looking for the 'Y' indicator under 'Attachments' of the Registration Screen.
- Upon completion of the first four sections, select 'Register' at the bottom of the screen.
- A confirmation will appear stating you have successfully registered.
- You will receive an automated e-mail confirmation from WAWF that the registration request was successfully submitted. Please do not reply to this automated e-mail. Questions about WAWF access should be sent to HQ-WAWF@MAIL.NASA.GOV.
- Registration will typically take 3 – 5 business days once the completed, signed and approved request is submitted in the Wide Area Workflow system.

Wide Area Workflow 5.4.0

Home

Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

INFO: The User ID, Location Code, or C/SIA (Commands/Services/Agencies) in your registration request must be on the CAC exemption table prior registering with User ID/Password. If your User ID, Location Code, or C/SIA needs to be added to this table, please contact your Administrator (GAM, Site Administrator, EDA POC) for assistance. If you are unable to contact your Administrator, please contact your appropriate Service/ Agency Help Desk via the Government Customer Support link.

User Profile * (Edit)

First Name	Middle Name	Last Name	Organization	Title	Email Address	Mobile Telephone	Commercial Telephone	DSN Telephone	Rank/Grade	AKO Email
User Authentication * (Edit)										
User ID										
User Security Questions * (Edit)										
Security Question										
WAWF Government User Roles * (Add)										
Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions			
Admin By View Only	GLENN ADMIN BY	805536		N	Y	View / Add	Delete			
Acceptor View Only	GLENN SHIP TO	805537		N	N	View / Add	Delete			
WAWF Administrative User Roles (Add)										

By clicking the "Register" button below, you agree to the Information System User Agreement.

Register Previous Help

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