

Tuition Ordering and Payment Process Handbook – Appendix A-12

SUBJECT: How to Register for Electronic Data Access (EDA) with a Current Wide Area Workflow Account (WAWF)

PURPOSE: To inform NROTC Unit Ordering Officers how to register for Electronic Data Access (EDA). Use this appendix ONLY IF you have a current WAWF account and are requesting the EDA module to be added to your account.

If you are requesting a WAWF and EDA access for a new account, follow the supply binder tab in registering for WAWF. SAAR requests for all of the WAWF modules can be request on one SAAR form.

OVERVIEW: Orders placed on DD Form 1155, Order for Supplies or Services, and all modifications made on Standard Form 30, Amendment of Solicitation/Modification of Contract must be reported in Electronic Data Access (EDA). The information contained in this Appendix provides procedures for registering in EDA.

EDA requires continually accessing the system to remain active; it is recommended that each user logs into WAWF monthly.

ACTION REQUIRED:

1. Adhere to the entry guidance contained in the illustrations on the following pages.

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How to Complete SAAR for EDA

Each person must fill out each section in the proper order as instructed below. Signing out of order, or if any person goes back and fills in or corrects blocks after that person has digitally signed the form, all signatures become INVALID.

Once the form is filled in, it is considered For Official Use Only (FOUO) and must be submitted through encrypted e-mail or through the AMRDEC SAFE web portal at (<https://safe.amrdec.army.mil/>).

1. Download the DD 2875, System Authorization Access Request (SAAR) here from: <http://www.dtic.mil/whs/directives/forms/eforms/dd2875.pdf>. DO NOT USE THE SAAR-N FORM.
2. User completes top portion of DD 2875 and blocks 1 through block 17, 20, 20a. and 20b following the example on the next page.
3. User digitally signs with their PKI certificate and submits to their supervisor.
4. The supervisor verifies the form for correctness completes block 19, digitally signs with their PKI certificate block 18 and submits to the unit's Security Manager. *If the unit does not have a Security Manager, skip step 5 and the NSTC Security Manger will complete*
5. The NROTC Unit's Security Manager completes all of Part 3, Blocks 28 through 32 and digitally signs with PKI certificate.
6. Submit the form to NSTC through encrypted email to NSTC_GAM@navy.mil or other means authorized under PII regulations.
7. Upon NSTC completing the remaining portion of the form, the form will be returned to the user. Once you receive the completed DD 2875 form back, you will need to register for access to EDA following the procedures on page 5.
8. Upon completing the WAWF/EDA registration process, email a copy of your Certificate of Appointment as an Ordering Officer (SF 1402) and CON 237 Completion Certificate to: NSTC_GAM@navy.mil. Your account will not be activated until the NSTC GAM receives all of the required supporting documents.

Example Legend:

Enter information exactly as it appears for all items **Yellow Highlighted**

Enter YOUR information in the format as it appears for all items **Green Highlighted**

SAAR Example

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			DATE (YYYYMMDD)	
<input checked="" type="checkbox"/> INITIAL MODIFICATION DEACTIVATE USER ID			20180321	
SYSTEM NAME (Platform or Applications)			LOCATION (Physical Location of System)	
Electronic Document Access (EDA)			Ogden, UT	
PART I (To be completed by Requestor)				
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION		
Robinson, Kevin G		DoD/ US Navy/ NROTC Penn State University		
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial)		
N4/Supply		814-863-9651		
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK		
kevin.g.robinson@navy.mil		Supply Technician/GS-07		
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP	9. DESIGNATION OF PERSON	
NROTC Penn State University 315 Wagner Building University Park, PA 16802		<input checked="" type="checkbox"/> US FN OTHER	<input checked="" type="checkbox"/> MILITARY <input checked="" type="checkbox"/> CIVILIAN 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) 20180105				
11. USER SIGNATURE			12. DATE (YYYYMMDD)	
Kevin Robinson <i>Digitally sign with PKI signature (1st signature)</i>			20180321	
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				
Access to EDA with the ability to view and upload contracts, modifications and attachments for DoDAAC(s) N63310. Access is required to perform assigned duties as an Ordering Officer.				
<div style="border: 1px solid red; padding: 5px; display: inline-block;">IA must have been done during current fiscal year</div>				
14. TYPE OF ACCESS REQUIRED:				
<input checked="" type="checkbox"/> AUTHORIZED PRIVILEGED				
15. USER REQUIRES ACCESS TO:				
OTHER <input checked="" type="checkbox"/> UNCLASSIFIED CLASSIFIED (Specify category)				
16. VERIFICATION OF NEED TO KNOW			16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
I certify that this user requires access as requested. <input checked="" type="checkbox"/>				
17. SUPERVISOR'S NAME (Print Name)		18. SUPERVISOR'S SIGNATURE		19. DATE (YYYYMMDD)
Anderson, John A		<i>Digitally sign with PKI signature (2nd signature)</i>		20180322
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT		20a. SUPERVISOR'S E-MAIL ADDRESS		20b. PHONE NUMBER
DoD/US Navy/ NROTC Penn State University/ Executive Officer		janderson@pennu.edu		814-863-1776
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER		21b. DATE (YYYYMMDD)
22. SIGNATURE OF IA/O OR APPOINTEE		23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER	25. DATE (YYYYMMDD)

26. NAME (*Last, First, Middle Initial*)
 Robinson, Kevin G

27. OPTIONAL INFORMATION (*Additional information*)

The form will auto populate your name

Unit Security Manager will complete this part after the supervisor signs

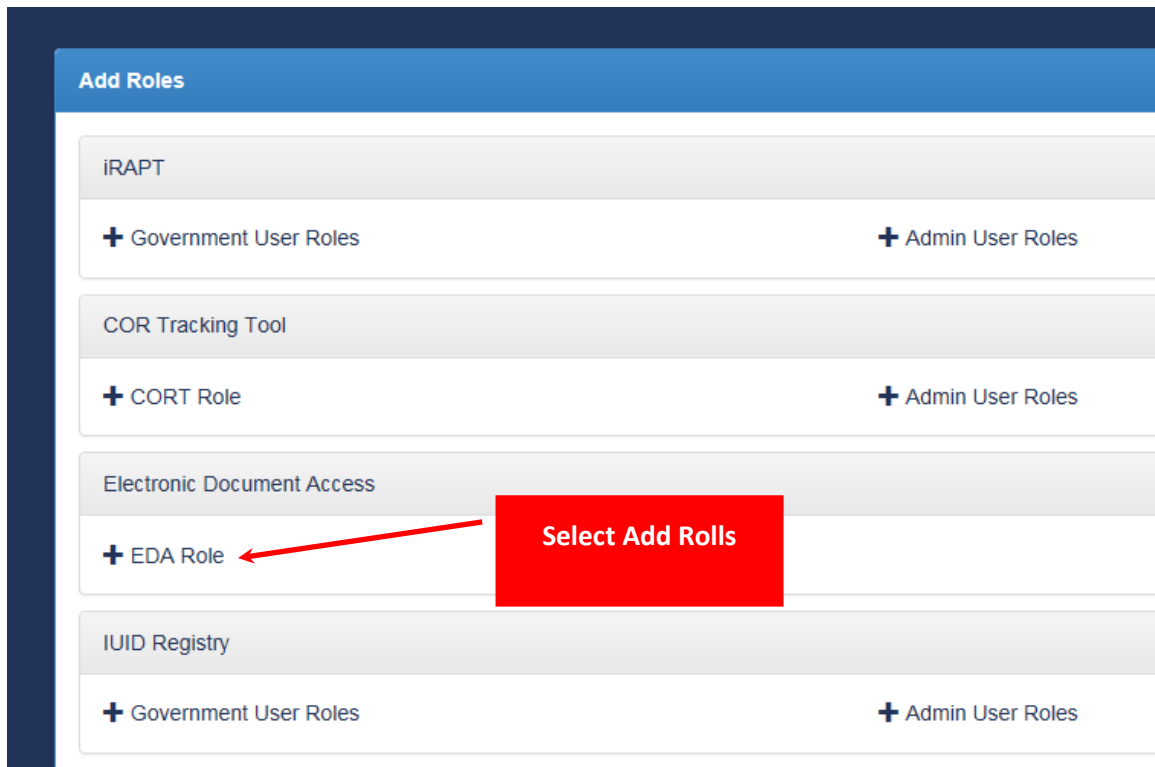
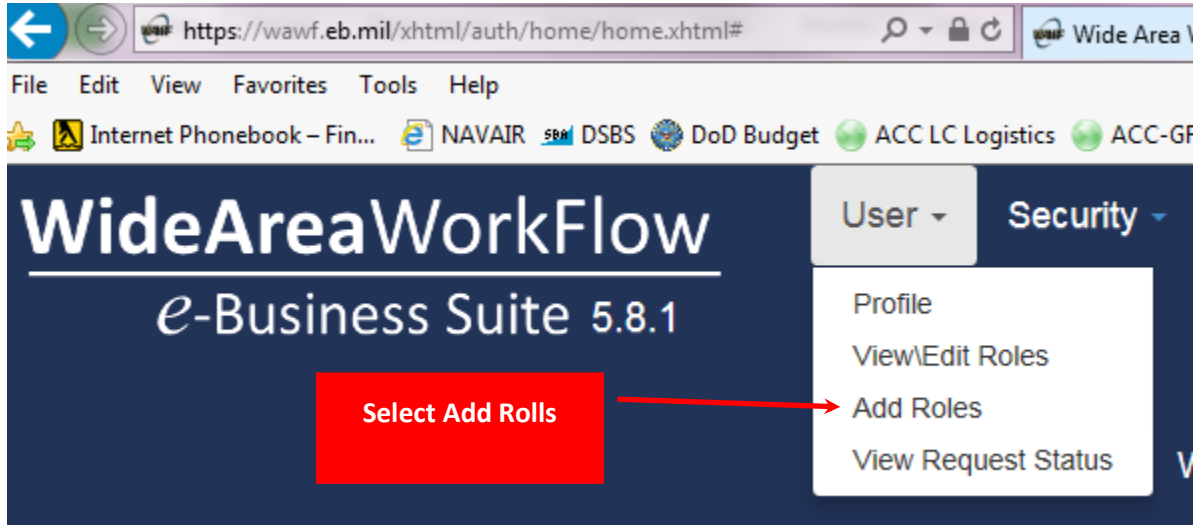
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <div style="display: flex; justify-content: space-around; font-size: small;"> LEVEL I LEVEL II LEVEL III </div>	
29. VERIFIED BY (<i>Print name</i>)	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 (<i>Print name and sign</i>)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (<i>Print name and sign</i>)	DATE (YYYYMMDD)

DD FORM 2875 (BACK), AUG 2009

How to Register for Electronic Document Access (EDA) With a Previous WAWF Account

Once you have your completed and signed SAAR, save it to your computer and you will need to log into WAWF at <https://www.wawf.eb.mil> to complete the register process for EDA access. Once logged in, accept the "Consent Required", log into WAWF and follow the below instructions:



Command / Service / Agency *

Lookup

Select Lookup, this will take you to another

You must click on the 'Lookup' button in order to enter Command/Service/Agency.

Command / Service / Agency

Command / Service / Agency *

00210

Enter "00210" and select Search

Search

Please select applicable Command/Service/Agency

US Navy\BUPERS\Naval Service Training Command (NSTC) - 00210

Select US Navy\BUPERS\ Naval Service Training Command (NSTC) – 00210. Once selected, it will take you back to the previous screen

Inactive Contracts

DoDAAC *

n00210

Add

Enter YOUR DoDAAC and select Add. Then select save, this will take you back to the previous screen

DoDAAC

Action

N00210

✕Delete

Save

Command / Service / Agency *

Lookup US Navy\BUPERS\Naval Service Training Command (NSTC) - 00210

You must click on the 'Lookup' button in order to enter Command/Service/Agency.

Access To *

- Contracts
- Government Transportation Requests
- Vouchers - Accounting
- Vouchers - Military Pay
- Freight GBLs
- Non-Automated GBLs
- Signature Cards (DD577)
- Contract Pay Documents (EDM Documents - View Only)
- Contract Deficiency Reports
- Vouchers - All
- Vouchers - Travel
- Vouchers - Commercial Pay
- Personal Property GBLs
- Electronic 110s
- MIPRS
- Vendor Pay Documents (EDM Documents - View Only)

Enter Contracts. This will take you to another screen

Inactive Contracts

DoDAAC *

n00210

Add

Enter your DoDAAC and select Add. Then select save, this will take you back to the previous screen

DoDAAC	Action
N00210	✕Delete

Save

Special Roles *

- Upload/Inactivate Contracts
DoDAAC: [N00210] [Edit](#)
- Upload Attachments/Admin Docs
- Upload MIPR
- Upload MIPR Attachment
- Upload MIPR Acceptance
- Contract Load Notification DoDAACs
- EDA POC
- Audit Reports
- EDM Help Desk

Select Upload/Inactivate Contracts. This will take you to another screen

Inactive Contracts

DoDAAC *

DoDAAC	Action
N00210	X Delete

Enter YOUR DoDAAC and select Add. Then select save, this will take you back to the previous screen

Special Roles *

- Upload/Inactivate Contracts
DoDAAC: [N00210] [Edit](#)
- Upload Attachments/Admin Docs
- Upload MIPR
- Upload MIPR Attachment
- Upload MIPR Ac
- Contract Load N
- CDR Reporting
- EDA POC
- CDR POC
- Audit Reports
- Site Certification
- EDM Help Desk

Select Upload/Attachments/Admin Docs. This will take you to another screen

Inactive Contracts

DoDAAC *

DoDAAC	Action
N00210	<input type="button" value="Delete"/>

Enter YOUR DoDAAC and select Add. Then select save, this will take you back to the previous screen

Special Roles *

Upload/Inactivate Contracts
DoDAAC: [N00210]

Upload Attachments/Admin Docs
DoDAAC: [N00210]

Your DoDAAC should appear here, if not, select edit and re-enter the correct information

Contract Deficiency Reports / Contract Closeout

Note: This section applies to the new CDR module and Contract Closeout module residing in Wide Area WorkFlow e-B... not affect legacy EDA CDR access. If you need access to the legacy EDA CDR system, then check the appropriate boxes registered for ACO Assignee, PCO Assignee, Initiator, and Reviewer will automatically gain access to CCO as a Contract...

DoDAAC

Role

Action

Justification *

Roles are required for the performance of assigned duties for DoDAAC N00210

Note: Comments are permanent and cannot be deleted.

Attachments

SAAR_IRAPT_Robinson.pdf

Select browse to locate and attach the listed files and the select upload:

1. SAAR
2. WAWF Training Certificate
3. SF1402
4. CON 237 Certificate

Type in "Roles are required for the performance of assigned duties for DoDAAC" (insert your DoDAAC) in the justification block

Select Save

On the next page, scroll to the bottom of the page and click "Submit." If you use the Back button or log off without submitting, your progress/registration will be lost.

Your supervisor will receive an email prompting them to go into WAWF to approve your registration. After they electronically approve your request, it will be forwarded up to the EDA Administrator to activate the account.