

ONCE (One NASA Cost Engineering) is an online database that provides controlled access to the CADRe data, models/tools, and other related information. Users can build customized reports, search files, download models/tools, and access electronic file libraries. The data stored in ONCE includes technical, cost, and schedule information for NASA missions. ONCE is maintained by NASA HQ OCFO Strategic Insights and Budget Division.

The data housed within ONCE comes primarily from CADRe (Cost Analysis Data Requirement) which collects cost, schedule, and technical data on a NASA project at each major lifecycle milestone. CADRe is the Agency's formal data collection initiative as outlined in NPR 7120.5.

For general information on ONCE and CADRe please visit:

<https://www.nasa.gov/ocfo/ppc-corner/cadre-once-data-collection-and-database/>

To request access to ONCE you must meet the user requirements and submit your request via NAMS. To use ONCE you must be connected to the NASA network. All data in ONCE is marked CUI (Controlled Unclassified Information) and should only be used while performing work for NASA.

USER REQUIREMENTS

1. NASA Civil Servant or,
2. NASA Contractor* with active contract and NASA PIV badge or,
3. Other US Government Civil Servant** or,
4. Other US Government Contractor**

**Due to data access restrictions the following user types are not allowed: Interns, Academic/University, Foreign Nationals, Spacecraft Prime Contractors, and Instrument Prime Contractors.*

***Please contact us to learn about formal data sharing agreements at HQ-ONCESupport@mail.nasa.gov*

All users must have acceptable justification for access. All accounts and activity are monitored.

NASA CIVIL SERVANTS AND NASA CONTRACTORS – ACCESS INSTRUCTIONS

NASA Civil Servants and support contractors can request access to ONCE via NAMS (NASA Access Management System). In order to successfully login to ONCE, the user must have an active NDC account and the following two items in NASA IDMAX:

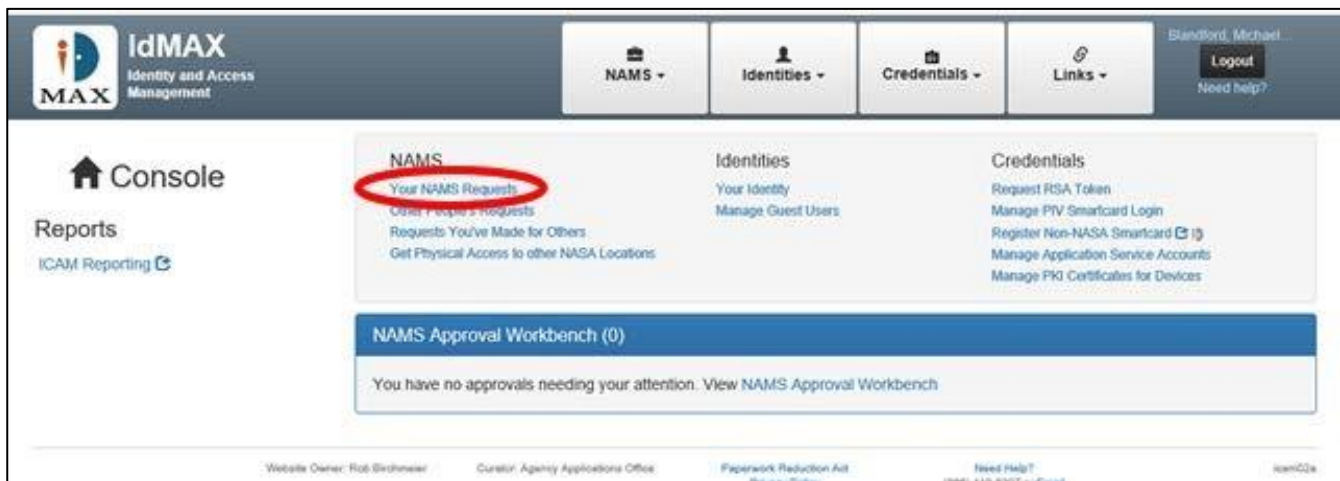
- 1) AGCY0012 Basic Active Directory Account*
- 2) AGCY One NASA Cost Estimating (ONCE)

*If you do not have the Basic Active Directory Account a NAMS request for that account will be automatically submitted with your ONCE account request.

Important Note: To access IDMAX you must be connected to the NASA network. Also, the ONCE Database is only available while connected to the NASA Network.

To request access to ONCE:

- 1) Go to NASA IDMax/NAMS at <https://idmax.nasa.gov>
- 2) Click on the “Your NAMS Requests” hyperlink at the top
 - a. This will show all your existing access requests and allow you to create a new request



- 3) Search for “ONCE” in the “New Request” field or enter the number 227832.
- a. Alternatively search for “One NASA Cost Estimating”

The screenshot displays the IdMAX Identity and Access Management web application. The top navigation bar includes the IdMAX logo, user name 'Blandford, Michael...', and links for 'Logout' and 'Need help?'. Below the navigation bar, there are tabs for 'NAMS', 'Identities', 'Credentials', and 'Links'. The main content area is titled 'Your NAMS Requests'. On the left, there is a sidebar with links for 'Your NAMS Requests', 'Other People's Requests', and 'Requests You've Made for Others'. The main area features a search bar with the text 'New Request' and a placeholder 'Type 3 or more characters'. A red circle highlights the search bar and the 'Type' dropdown menu. Below the search bar, there is a table titled 'Current Access' listing various services and their access status. The table has columns for service name, access type, and provisioning date. The services listed are: AGCY DMV Collaboration Services, AGCY One NASA Cost Estimating (ONCE), AGCY0012 Basic Active Directory Account, AGCY0025 Active Directory Resource Management Account, AGCY0026 - Nomad Exchange Mailbox, Contractor Standard M-F 0700-1900, HQ Physical Access, and HQ VPN Remote Access. Each service has a 'Modify Access' button and a 'Close Access' button. The 'AGCY One NASA Cost Estimating (ONCE)' service is highlighted in blue.

Service Name	Access Type	Provisioned Date
AGCY DMV Collaboration Services	Modify Access	Provisioned 04/24/2017
AGCY One NASA Cost Estimating (ONCE)	Modify Access	Provisioned 09/10/2014
AGCY0012 Basic Active Directory Account	View Access	Provisioned 09/04/2014
AGCY0025 Active Directory Resource Management Account	Modify Access	Provisioned 06/29/2015
AGCY0026 - Nomad Exchange Mailbox	View Access	Provisioned 09/04/2014
Contractor Standard M-F 0700-1900	Modify Access	Provisioned 11/06/2015
HQ Physical Access	Modify Access	Provisioned 09/19/2015
HQ VPN Remote Access	Modify Access	Provisioned 06/09/2016

- 4) Click on the “AGCY One NASA Cost Estimating (ONCE)” title hyperlink to create your new NAMS request for ONCE access

The screenshot displays the IdMAX Identity and Access Management interface. The top navigation bar includes the IdMAX logo, user name 'Blandford, Michael...', and buttons for 'Logout' and 'Need help?'. The main content area is titled 'Your NAMS Requests'. On the left sidebar, there are links for 'Your NAMS Requests', 'Other People's Requests', and 'Requests You've Made for Others'. The main area features a search bar with 'One NASA Cost Estimating' and a 'New Request' button. Below this is a table of requests with columns: Title, ID, Description, Type, and Center. A red arrow points to the row for 'AGCY One NASA Cost Estimating (ONCE)'.

Title	ID	Description	Type	Center
IT Security Enterprise Data Warehouse (ITSEC-EDW) User Account Request	226322	ITSEC-EDW displays reports on NASA IT Security data, including Vulnerability/Patch status (KACE, Foundstone), NASA Baseline for Compliance (FDCC, USGCB, SCAP), Inventory (OS, Software, NMI, ITSC, CAE, AD), and Risk Assessment.	IT Asset	KSC
ARC Center Code ID Application Administration	226556	Administration and developers accounts for center applications maintained by Code ID (Brightside LCD Content Management [RSS Feed], Centerwide Email, and Phonebook).	IT Asset	ARC
AGCY One NASA Cost Estimating (ONCE)	227832	Automated entry of CADRes and retrieval of historical cost data.	IT Asset	MSFC
KSC OneClick Deployment System	231953	KSC OneClick Deployment System	IT Asset	KSC
NASA Imagery Management Gallery	232305	NASA Kennedy IMaGe System provides for the management and retention of official NASA image records.	IT Asset	KSC
WebServices Google G-Suite	232727	Requests access to the Google G-Suite (aka Google Apps for Work) of services.	IT Asset	HQ
Blackberry Support for Four Cert Cardholders	232794	Allows legacy Blackberry users to continue to use Encryption capability until refreshed to IOS / Android with MDM	IT Asset	MSFC
GSFC Aging Obligations and Cost Tool	232964	Web tool used to collect status and comments on Aging Obligation and Cost on a monthly basis for GSFC, HQ, and NMO.	IT Asset	GSFC

- 5) The following form will display; Fill out all boxes and information including justification. The next few pages will take a closer look at the individual sections of the form.
- a. Select your supervisor or government POC as your Sponsor at the top of the request form. The Sponsor will be the first level of approval for the new NAMS request.

NOTE: Basic Active Directory -AD/CY9012 is a prerequisite for this application. If you do not have a Basic Active Directory account, a NAMS request will be automatically submitted with this request.

Agency

☐ Normal ☒ Priority

☐ Emergency

Request Type: Select Type of Access Request

None

NOTE: Provide a legitimate business justification for access to historical cost, schedule and technical data.

* Business Justification

Special Instructions

None

UserID

Account Type of on Production

* Primary Reason for Access (select from drop down text)

None Selected

Select Option

HQ OCFD S&T Data

HQ OCFD S&T Supervisor Name (Provide name of approving supervisor from HQ OCFD S&T)

Contractor Only

Company Name

Contract number

None

Contract Expiration Date

Government Sponsor

Eric Plummer

Click here to indicate that your contract with NASA includes clause 1852.237.72, Access to Security Information

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As a condition of receiving access to ORCE and the NASA historical cost, schedule, and technical data the requester certifies that they:

- NASA Use Only**
 - Agree to use the data within ORCE for the purpose of performing work for NASA and that Contractor will only use the data when performing work on contract for NASA.
- Eligible Users**
 - Agree they are a NASA employee, or an employee of an approved contractor company.
 - Agree they are not a university student, nor employee of an aerospace hardware prime contractor company.
- Accounts and Monitoring**
 - Agree that by accessing ORCE you are consenting to monitoring and recording with no expectation of privacy.
 - Agree to abide by the Security of Information Technology Procedures and Guidelines (NASA HPO 870.1).
 - Understand that reuse of assigned accounts, sharing accounts, or accessing the accounts of others is not permitted.
- Controlled Technical Data**
 - Agree not to disseminate or share controlled technical data in a manner that would violate applicable U.S. Export Control laws and regulations.
 - Agree that they have not been debarred, suspended, or otherwise deemed ineligible to perform work on U.S. Government contracts, or have previously violated U.S. Export Controls.
 - Acknowledge their individual responsibilities under applicable U.S. Export Control laws and regulations - including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of controlled technical data outside the United States.
- Model Portal**
 - Agree to follow the applicable license agreements for software models and tools that are available for download on the ORCE Model Portal.
 - Agree to not share the software models and tools outside of the ORCE Model Portal or in violation of the posted guidelines or license restrictions.
- OCFO Data**
 - Agree to only access OCFO data with a legitimate business justification and prior approval from a HQ OCFD S&T supervisor.

Unauthorized access or use of ORCE may subject you to disciplinary action or criminal prosecution. Failure to abide by these conditions may constitute grounds for termination of access privileges or suspension of your ORCE account.

* Users agree to the terms and conditions above

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Orlando Center Host Monitor Center Agency Applications Office Password Protected All Please PMS Need Help? 888.410.0247 or 3045 User ID

6) Select the type of access request.

- a. For access to data and tools, choose CADRe. For tools only, choose Model Portal Only.
- b. Note: if HQ OCFO SID is selected the access request will be confirmed with the HQ OCFO SIB Supervisor Name provided.

NOTE: Basic Active Directory -AGCY0012 is a prerequisite for this application. If you do not have a Basic Active Directory account, a NAMS request will be automatically submitted with this request.

Urgency ⓘ
☐ Normal ☒ Priority
☐ Emergency

Request Type: Select Type of Access Request

None
CADRe
HQ OCFO SID
Model Portal Only

NOTE: Provide a legitimate business justification for access to historical cost, schedule and technical data.

7) Enter your justification for access and any special instructions for approvers.

NOTE: Provide a legitimate business justification for access to historical cost, schedule and technical data.

▪ Business Justification ⓘ

Special Instructions ⓘ

None

8) Select type of account (Civil Service or Contractor).

UserID

None
Admin
Civil Service-User
Contractor-User

on Production ▼

+ Add

9) Select all primary reasons for access to ONCE.

Primary Reason for Access ⓘ

Access to CADRe data Access to historical...

2 of 9 selected

Filter: Enter keywords ✓ Check all ✗ Uncheck all ⓘ

- ☒ Access to CADRe data
- ☐ Access to HQ OCFO SID data
- ☒ Access to historical Cost Symposium files
- ☐ Downloads for the Model Portal

10) Your HQ OCFO SIB approving Supervisor Name must be provided if the HQ OCFO SIB Account type is selected.

HQ OCFO SID Only

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HQ OCFO SID Supervisor Nams (Provide name of approving supervisor from HQ OCFO SID)

11) Contractors are required to provide their Company Name, Contract Number, Contract Expiration Date, Government Sponsor and indication that your NASA contract includes clause 1852.237.72 (Access to Sensitivity Information):

Contractor Only - CONTRACTORS COMPLETE ALL FIELDS

Company Name ⓘ

Contract number ⓘ

Contract Expiration Date ⓘ

Government Sponsor ⓘ

Click here to indicate that your contract with NASA includes clause 1852.237.72, Access to Sensitive Information.

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12) Review all terms and conditions then check the box acknowledging that you have read and agree to all terms stated.

As a condition of receiving access to ONCE and the NASA historical cost, schedule, and technical data the requestor certifies that they:

- **NASA Use Only**
 - Agree to use the data within ONCE for the purpose of performing work for NASA and that Contractors will only use the data when performing work on contract for NASA.
- **Eligible Users**
 - Agree they are a NASA employee, or an employee of an approved contractor company.
 - Agree they are not a university student, nor employee of an aerospace hardware prime contractor company.
- **Accounts and Monitoring**
 - Agree that by accessing ONCE you are consenting to monitoring and recording with no expectation of privacy.
 - Agree to abide by the Security of Information Technology Procedures and Guidelines (NASA NPR 2810.1)
 - Understand that misuse of assigned accounts, sharing accounts, or accessing the accounts of others is not permitted.
- **Controlled Technical Data**
 - Agree not to disseminate or share controlled technical data in a manner that would violate applicable U.S. Export Control laws and regulations
 - Agree that they have not been disbarred, suspended, or otherwise deemed ineligible to perform work on U.S. Government contracts, or have previously violated U.S. Export Control laws
 - Acknowledge their individual responsibilities under applicable U.S. Export Control laws and regulations - including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of controlled technical data within the United States.
- **Model Portal**
 - Agree to follow the applicable license agreements for software models and tools that are available for download on the ONCE Model Portal.
 - Agree to not share the software models and tools outside of the ONCE Model Portal or in violation of the posted guidelines or license restrictions.
- **OCFO Data**
 - Agree to only access OCFO data with a legitimate business justification and prior approval from a HQ OCFO SID supervisor.

Unauthorized access or use of ONCE may subject you to disciplinary action or criminal prosecution.

Failure to abide by these conditions may constitute grounds for termination of access privileges or suspension of your ONCE account.

* Users agree to the terms and conditions above

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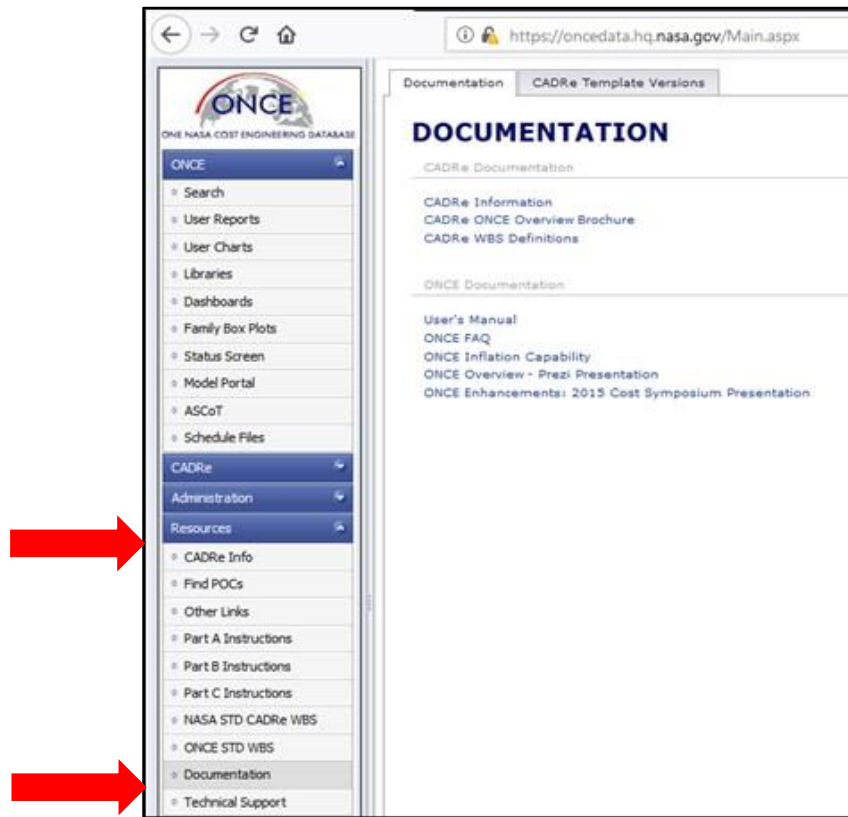
13) Finally, Click “Submit” at the bottom of the page to complete your NAMS request

REQUEST PROCESS

- After the user has requested access, the progress of the request can be tracked via the NAMS Request Status Viewer.
- A SIB sponsor will review all requests created for ONCE. The sponsor will review user type including details such as justification. If there are any questions, you will be contacted for clarification.
- After the request is approved, the ONCE development team will create a new user account and contact you via email with a Welcome Letter.
- Follow the instructions in the Welcome Letter and visit <https://oncedata.hq.nasa.gov> to access ONCE using your NASA PIV Card while connected to the NASA network.

ADDITIONAL RESOURCES

There are resources available to the user to help navigate the ONCE website. The ONCE User's Manual is accessible via Documentation under the Resources menu item.



Email ONCE Technical Support: HQ-ONCESupport@mail.nasa.gov

NEW USER CHECKLIST

Use this checklist to determine if you have completed all the necessary steps to obtain access to ONCE.

You should answer all these questions with YES.

- 1) Are you a NASA Civil Servant or a valid NASA Contractor with an active contract and NASA PIV badge?
- 2) Can you access the internal NASA website: <https://idmax.nasa.gov> ?
- 3) Have you found the ONCE listing in the new NAMS requests?
- 4) Did you complete all the required fields including justification and click submit?
- 5) Did you receive an approval email from NAMS and an email Welcome Letter from the ONCE team?
- 6) Is your PIV badge working and do you know and your PIV Badge PIN?

If you answered No to #1:

You may not be able to access ONCE. Review the user requirements for access to ONCE. Contact SIB with questions at HQ-ONCESupport@mail.nasa.gov.

If you answered No to #2:

You must be on the NASA network or connected via VPN to access IDMAX and create a request for ONCE access.

If you answered No to #3:

Make sure you have entered the ONCE information into the search box correctly. Then click on the Title hyperlink to start a new request.

If you answered No to #4:

If you have questions about any of the form fields please contact HQ-ONCESupport@mail.nasa.gov

If you answered No to #5:

You will receive an approval email from NAMS and a separate email with a Welcome Letter from the ONCE team when your new account is ready. Then you can visit ONCE at <https://oncedata.hq.nasa.gov>

If you answered No to #6:

You must use your NASA PIV Badge to access ONCE. Contact the ESD with issues related to your PIV badge or PIN: <https://esd.nasa.gov>