https://oncedata.hq.nasa.gov is a web-based controlled access interface for CADRe data. "ONCE" (One NASA Cost Engineering database) is a government website managed by NASA HQ OCFO Strategic Investments Division (SID) that provides access to the CADRe data which includes technical, cost, and other programmatic information about historical NASA projects. ONCE is behind the NASA firewall and utilizes NASA employee's PIV badge for access.

The data housed within ONCE comes primarily from CADRe (Cost Analysis Data Requirement) which is a three-part document set that describes a NASA project at each major lifecycle milestone. CADRe is the Agency's formal data collection initiative as outlined NPD 7120.5F. CADRe is managed by SID and performed for the Projects when they reach their lifecycle milestone.

For more information on CADRe please visit the [SID website](#).

The ONCE interface mimics the three-parts of CADRe: Parts A, B and C. It provides the user the capability to search and retrieve data from the CADRes and enables analysts and estimators to do many types of analysis including quickly building analogy datasets and perform historical trend analysis. Users can output the data retrieved from ONCE to MS Excel for their own specific analysis needs. ONCE also contains multiple organized file libraries and a Model Portal to share analysis tools and utilities.

USER PRE-REQUISITES

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: Academic/University, Foreign Nationals, Spacecraft Prime Contractors*, and Instrument Prime Contractors*.

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

*Exceptions and/or Documented Agreements are available, Contact HQ SID at HQ-ONCESupport@mail.nasa.gov

NASA civil servants and their support contractors can automatically 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: If you cannot access IDMAX (e.g. you are not behind a NASA Firewall) you will need a NASA sponsor to request ONCE on your behalf.

The user can determine their assigned applications in IDMAX by doing the following:

1) **Login into IDMAX** https://idmax.nasa.gov
2) **Click on the "Your NAMS Requests" hyperlink**
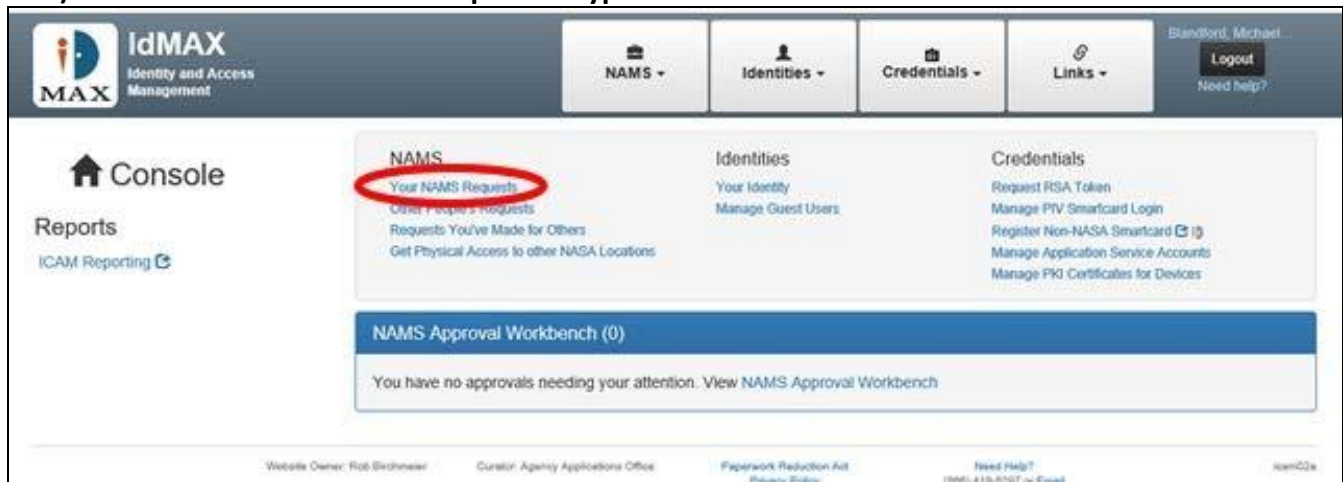
    a. **This will take you to Your NAMS Requests; it shows all of your Current Access as well as at the top, an area for New Request:**

3) **Search for "ONCE" in the "New Request" field.**
   a. **Alternatively search for "One NASA Cost Estimating"**
   b. **Matching results will show below:**

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

5) **The following form will display; Fill out all boxes and information including justification. We will take a closer look at the individual sections.**

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 ℹ
○ 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 ℹ
[   ]

Special Instructions ℹ
[None   ]

UserID

Account Type of   on   [Production   ⌄]
[Admin   ⌄]

                                                                    [+ Add]

* Primary Reason for Access (select from drop down text) ℹ
None Selected   ⌃
                                                                       ⌄
[Select Options   ⇅]

| HQ OCFO SID Only |
ℹ
HQ OCFO SID Supervisor Name (Provide name of
approving supervisor from HQ OCFO SID) ℹ
[   ]

| Contractor Only |
Company Name ℹ
[   ]

Contract number ℹ
[None   ]

Contract Expiration Date ℹ
[   ]

Government Sponsor ℹ
[Eric PLumer   ]

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

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 NPG 810.1)
    ◦ 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
☐

[Submit Modification]   [Save for Later]   [Clear Changes]

6) **Select the Type of Access Request. Note: if HQ OCFO SID is selected the access request will be confirmed with the HQ OCFO SID 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   ⊗

ly

☑ 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 SID approving Supervisor Name must be provided If the HQ OCFO SID Account type is selected.

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

Company Name ⓘ

Contract number ⓘ

None

Contract Expiration Date ⓘ

Government Sponsor ⓘ

Eric PLumer

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

☐

12) Review all conditions and check the box stating 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 NPG 810.1)
  - 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
☐

13) Finally, Click "Submit" at the bottom of the page

ACCESS REQUEST PROCESS

- After the user has requested access, the progress of the request can be tracked via the NAMS Request Status Viewer.

- A SID 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.

- Upon successful review, the ONCE development team receives an auto-generated e-mail from NAMS on the approval of the new user request.

- The ONCE development team will create a new user account and contact you via email.

- The ONCE login is synchronized with the users NASA Data Center (NDC) credentials via NASA's Launchpad https://oncedata.hq.nasa.gov

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.
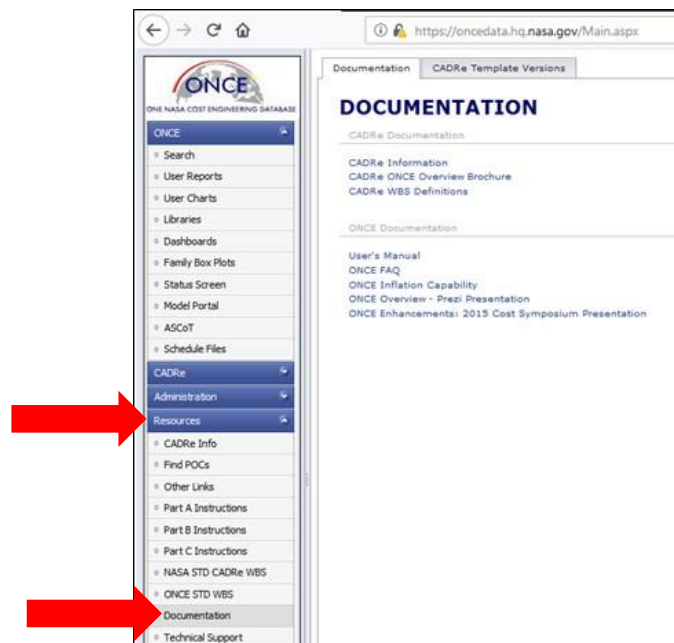
Email ONCE Technical Support: hq-oncesupport@mail.nasa.gov

ONCE Live Demonstrations are offered at various times per year, email Tech Support to RSVP for the next event.

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 of these questions with YES.**

1) Are you a NASA Civil Servant or a 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) Do you know your LaunchPad credentials and your PIV Badge password?

If you answered No to #1:

You may not be able to access ONCE. Review the user pre-requisites and determine if you meet the requirements to access to ONCE. Contact SID 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 as well as have the ability to reach the website at https://oncedata.hq.nasa.gov.

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.

If you answered No to #4:

If you are unable to complete all the fields or do not understand them please contact SID at HQ-ONCESupport@mail.nasa.gov

If you answered No to #5:

You must have a Launchpad username and password to access ONCE. Please visit https://id.nasa.gov/PasswordChange to reset or change your password. You must use your NASA PIV Badge to access ONCE. Contact ESD with issues related to your PIV badge or password: https://esd.nasa.gov