

Restricted TDP Web Tutorial

On Wednesday, May 12th, TACOM-RI will initiate a process that will allow us to post restricted technical data packages online (Distribution C TDPs only). This process has the potential to drastically reduce the lead-time required for a contractor to view a restricted TDP.

Under this new process, TACOM-RI will eliminate the need for the creation and mailing of data CDs and instead **allow contractors to view restricted information over a secured Internet connection**. In this way, the contractor can view, download and print these drawings in the same way that could be done if the TDP were unrestricted (distribution code A).

The following graphics will show the process that both the contractor, and the administrator will follow to allow authorized contractors to view restricted TDPs online.

STEP 1 — A contractor will search the Open Solicitation Page for business opportunities. Rather than clicking on the Distribution Code (the letter C seen below), as is the current process, the NSN will be linked to our Restricted TDP program. The contractor will click on this link to proceed with the registration process.

23 APR 2003

RETAINER, NUT AND BOLT	5340-01-205-9953	500	23-APR-2003	23-MAY-2003	03T0228	Attachment 001 Attachment 002 Exhibit A	SETA HERNANDEZ (309) 782-4737
332722	C,				N/A		

STEP 2 — After clicking on the hyperlinked NSN, the following screen will appear, allowing the contractor to request download access privileges. The contractor will click on this link to proceed.

DRAWINGS IN THIS TDP ARE NOT AVAILABLE
without **PRIOR AUTHORIZATION**

One or more of the documents of this Technical Data Package are deemed to be sensitive due to military-critical, proprietary, or similar reasons.

If you have registered with us, and been granted access privileges TO THIS TDP,
you may click on [Login](#) to enter your username and password.

- OR -

Register now and [Request Download Access Privileges](#) For This TDP.

STEP 3 — After selecting the Request Download Access Privileges link, the contractor will be brought to a registration page, where he/she will fill out all their appropriate information.

Entries in all fields are required.

Solicitation No.

First Name

Last Name

Company

Address

City

State

Zip Code

STEP 4 — At the bottom of this registration page, the contractor will be required to enter a PassPhrase. This PassPhrase is simply an extended password that helps ensure the contractor is who he/she claims to be. Be sure to note that this PassPhrase must be a minimum of 15 characters long and remembered by the user.

Telephone

Fax

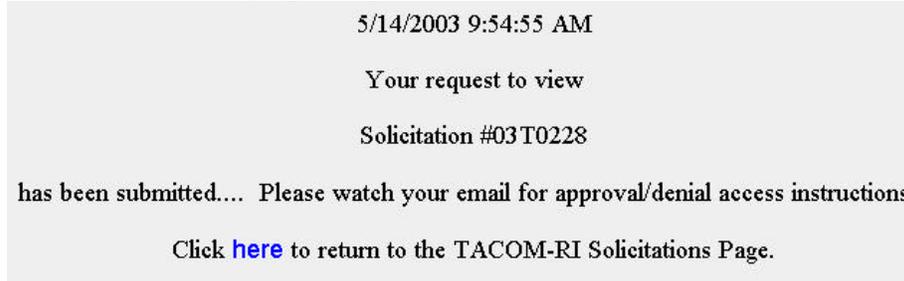
Email

PassPhrase

Note: A **PassPhrase** is an personal and 'easy (for-you-only) to remember' phrase that you enter above, and then will be called on to enter again, later (for verification purposes) when you select your username and password. An example of a good PassPhrase would be the name of your favorite movie with '?' substituted for a letter, or a nonsensical phrase from your childhood. **PassPhrases are to be a minimum length of 15 characters and a maximum length of 50 characters.**

STEP 5 — After inputting their personal information and creating a PassPhrase, the contractor will be required to electronically agree to a Proposed Use and Nondisclosure Statement. The contractor will read through the statement and click on the '[I CONCUR WITH THE ABOVE USE AND NON-DISCLOSURE AGREEMENT](#)' link to proceed with the TDP process.

STEP 6 — After submitting the appropriate registration information and agreeing with the Use and Non-Disclosure Agreement, the applicant will receive the following confirmation, verifying receipt of their data.



ADMINISTRATOR — At this point in the process, an email is generated and forwarded onto our TACOM-RI-TDP mailbox. It provides the applicant's personal information and asks the administrator to log into the TDP Online and approve or deny the request. After logging in, the administrator sees the following screen, and chooses to approve or deny the request.

SBU Access Request Report

Registration Id:	67449 5/14/2003 9:54:54 AM
Name:	Test Please Ignore, Test Please Ignore
Company:	Test Please Ignore
Address:	Test Please Ignore
Address2:	
City:	Test Please Ignore
State:	IL
Zip:	61299-7630
Phone:	309-782-████
Fax:	309-793-████
Email:	██████████@us.army.mil
Solicitation:	TACOM-RI 03T0228
Buyer Name:	██████████
Distribution:	- C

STEP 7 — After the administrator accepts or denies the contractor’s request, an email will be generated and sent to the contractor, informing him/her of the recent decision. Below is what an “accepted request email” will look like. From this point, the contractor will click on the first provided hyperlink to create a user name and password.

Cc:
Subject: Request For US Army Solicitation Technical Data

Dear Test Please Ignore Test Please Ignore:

This is an automated email to advise you that your request for access permission to technical data from TACOM-RI's Solicitation O3T0228 has been approved. Please click on the following url and choose your username and password there, so you can then use that name and password to view the tech data package you requested, directly from your browser.

https://e-data.pica.army.mil/solicitations_list/ky.asp?bhq=93-67449

If you already have a username and password for approved access to another published TDP, you may now go directly to the open solicitations page:

https://aais.ria.army.mil/AAIS/Padds_web/index.html

to access this approved solicitation with that same username/password.

If you have any questions regarding this process, please contact us by replying to this automated message.

STEP 8 — After clicking on the provided hyperlink, the applicant will be taken to a screen where they will be asked to verify themselves by entering their previously chosen PassPhrase.

Select UserName & Password

Note: In order to enter a UserName and password for your account, you must re-submit the PassPhrase that you entered when you requested access for viewing a Technical Data Package.

Please type your PassPhrase EXACTLY as was initially entered.

Enter PassPhrase:

STEP 9 — After correctly entering their PassPhrase, the applicant will be taken to a screen that allows the contractor to choose a user name and password.

Select Your UserName and Password

Note: UserNames are to be selected with a minimum of 5 characters, maximum of 15 characters, with at least two alphabetic characters included. Passwords are to be a minimum of 8 characters long, maximum of 15 characters, with at least 2 numeric characters included. Please follow these rules when making your selections, below

Choose UserName:

Enter UserName Again:

Choose Password:

Enter Password Again:

STEP 10 — The applicant will then be provided a confirmation screen, verifying that their user name and password has been accepted.

The UserName/Password You Selected Has Been Accepted...

Registration Id: 67449
Email: ██████████@us.army.mil
Name: Test Please Ignore, Test Please Ignore
Will Be Allowed UserName/
Password Access To:
Solicitation(s)- 03T0228

[To TACOM-RI Open Solicitations](#)

Step 11 — Once again, the contractor will be brought to the Open Solicitation Page, where they will click on the NSN of the appropriate solicitation. Again, they will see the screen below, identifying this TDP as restricted. However, at this point, the contractor will click on the Login hyperlink rather than requesting access.

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without **PRIOR AUTHORIZATION**

One or more of the documents of this Technical Data Package are deemed to be sensitive due to military-critical, proprietary, or similar reasons.

If you have registered with us, and been granted access privileges TO THIS TDP,
you may click on **Login to enter your username and password.**

- OR -

Register now and [Request Download Access Privileges](#) For This TDP.

STEP 12 — The contractor will be asked to enter their chosen user name and password one last time.

Please Log In For TDP Access:

User Name:

Password:

Questions/Comments? TDP-Help@pica.army.mil

STEP 13 — After entering in their User Name and Password, the contractor will then be required to agree to a Security Notice, which notifies the contractor that they are entering a Department of Defense computer system (this is similar to the one we agree to when logging on to our network each day).

STEP 14 — The contractor will then be brought to the restricted technical data, allowing them to view, download and print all drawings and documents.

Index File Viewer										
for 12529617 -M131A336M1										
Highest Distribution Code = 'C'										
										TDPL Viewer
Document Level - Listing All Documents and Sheets										
Doc Num	Cage Code	Doc Type	Doc Rev	Sheet Num	Sheet Rev	Sub Sht	Frm Num	Acc	File Type	File Ext
11577275	19206		M	0001	M		0001		1	C4
11577275	19206		M	0002	M		0001		1	C4
11577275	19206		M	0003	M		0001		1	C4
11577275	19206		M	0004	M		0001		1	C4
12529617	19206		A	0001	A		0001		1	C4
12529617	19206	PS	C	0001	C		0001		1	C4
12579607	19200		B	0001	B		0001		1	C4
7309999	19206		N	0001	N		0001		1	C4
7309999	19206	SQ	L	0001	L		0001		1	C4
7309999	19206	SQ	L	0002	L		0001		1	C4

While there are several steps involved in receiving access to view a restricted technical data package, the process itself does not require a great deal of time. The step requiring the longest lead-time is that of the administrator’s approval. The administrator must be notified of the request, view the contractor’s information, and determine whether that individual should have access to this particular technical data.

In addition, this process will need to be performed each time a contractor would like to view a different solicitation’s TDP. Simply because a contractor is approved to

see one set of TDP drawings does not guarantee that he/she is authorized to view all TDP packages. A separate approval is necessary for each TDP request.