



Naval

**Visibility and Management of Operating and Support Costs
(VAMOSC)**

CAC & ECA User Guide v 1.0

22 February 2010



TABLE OF CONTENTS

INTRODUCTION 1

I NEW USERS 2

 1.1 Instructions for Applying for a VAMOSC Account with a CAC..... 2

 1.2 Instructions for Applying for a VAMOSC Account with an ECA..... 5

II EXISTING USERS..... 8

 2.1 Instructions for Registering a CAC Using Internet Explorer 8

 2.2 Instructions for Registering an ECA Using Internet Explorer..... 13

 2.3 Log onto VAMOSC Business Objects Using your CAC 19

 2.4 Log Onto VAMOSC Business Objects Using ECA..... 22

 2.5 Log on to METEOR with CAC or ECA..... 26

 2.6 Forgot ECA VAMOSC PIN 30

APPENDIX A: VIEWING CERTIFICATE DETAILS FOR VERIFICATION..... 31

INTRODUCTION

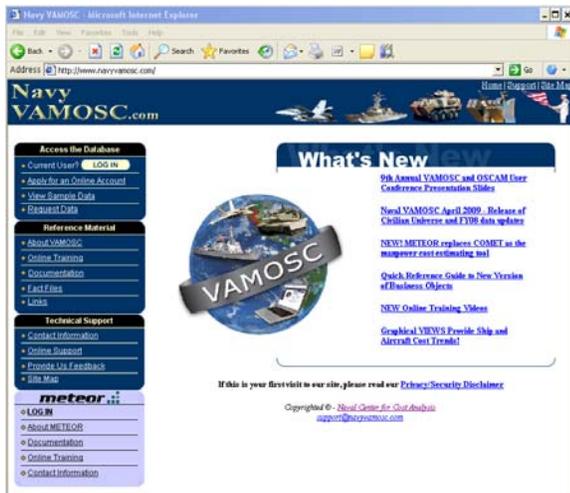
These instructions provide detailed information to New and Existing VAMOSC account holders on how to register their CAC or ECA Certificate with the Naval VAMOSC System and then log on. This will provide users the ability to access the VAMOSC system in a secure and convenient method. While both CAC and ECA are accepted, CAC is the preferred method. If you have both a CAC and an ECA, you are advised to register with your CAC to take advantage of single sign on. Your CAC alone will get you into VAMOSC, while with an ECA, you will be asked to create a PIN to gain access.

These instructions assume:

- The user has a valid Common Access Card (CAC) or a valid External Certificate Authority (ECA) certificate
- The user has a CAC reader installed and working properly, or the ECA Certificate is properly installed on the machine that will be accessing the system
- The user has installed the current DoD Certificate Root Authority for Microsoft Windows

If the instructions provided here do not address specific problems that you may encounter, then we encourage you to contact your local help desk, or contact the Naval VAMOSC support team at support@navyvamosc.com, or reference the CAC Frequently Asked Questions (FAQs) found on the VAMOSC website.

NOTE: A PKI-enabled browser is required for certificate registration and login to the Naval VAMOSC System



I NEW USERS

This section will provide guidance to new users of VAMOSC on applying for an account with their certificate.

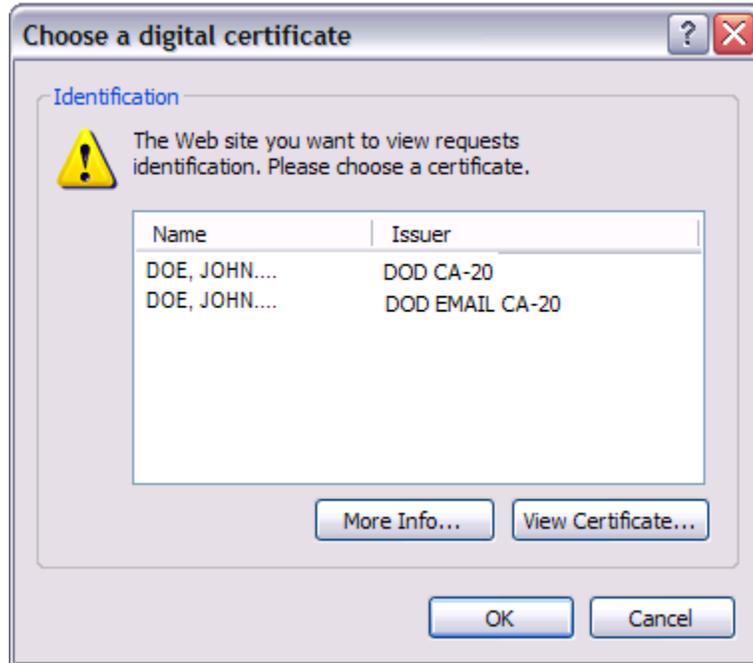
1.1 Instructions for Applying for a VAMOSC Account with a CAC

NOTE: This requires a DoD PKI Certificate in the form of a Common Access Card (CAC).

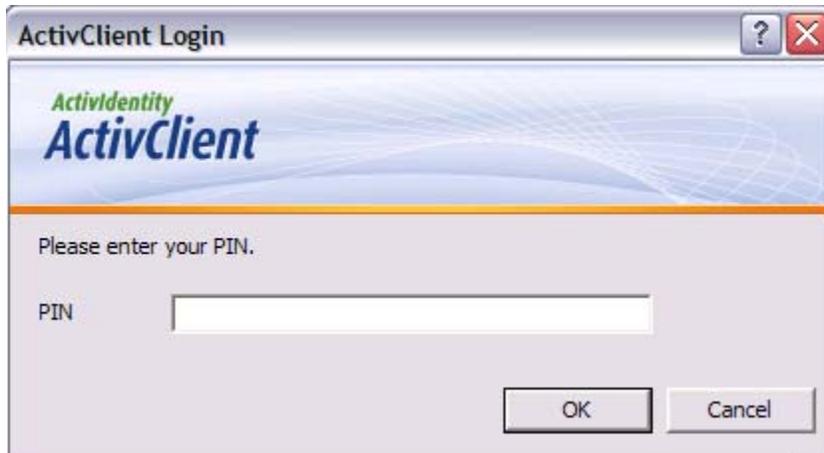
1. Open a PKI-enabled browser session
2. Access the Naval VAMOSC Home page at:
<https://www.navyvamosc.com> or <https://www.usmcvamosc.com>
3. Click on “Apply for an Online Account” from the main menu.
4. A “Notice and Consent” Page will appear. Read and click on the “I Agree” button if you wish to proceed.
5. The Following window may appear, click yes.



6. You will be prompted to select your CAC certificate and enter your PIN.



7. You may be asked to enter your PIN.



8. After your CAC is recognized, you will be allowed to begin the account registration process by entering your email address and selecting what kind of account you are applying for (Government or Contractor).

Sign Up Now for Your VAMOSC Account

What's the difference between accessing VAMOSC and requesting data?
Accessing VAMOSC refers to the process where individuals receive user names and passwords so they can access our database on-line using a front-end program called Web Intelligence. Training is often required for new users of Web Intelligence so it may be far easier to simply request data.

In fact, if you suspect you will only need VAMOSC data on an infrequent basis, a [data request](#) is the recommended course of action.

Please enter a valid email address and select the appropriate employment option or you will not be able to access the online application form. (example: Name@navy.mil)
This address will be used for official Navy VAMOSC communications (account confirmation, forgotten password retrieval, etc).

Your email address:

US Government Employee US Defense/Support Contractor

Current VAMOSC user, but forgot your password? Please [click here](#)

**Online Access is only available to:
US Government Employees and US Defense/Support Contractors!**

9. A screen appears that will allow you to register for an account. Please fill in all required information including your reason for requesting an account.
10. Once your request has been approved by the Naval VAMOSC team, and your CAC has been registered by the Certificate Authority, you will receive an email indicating that your account is now active.
11. Once you have received the email saying your account is active, you will be able to access the VAMOSC databases. Follow the instructions in sections **2.3** on how to log in to VAMOSC Business Objects with your CAC. Email support@navyvamosc.com if you have any problems logging in.

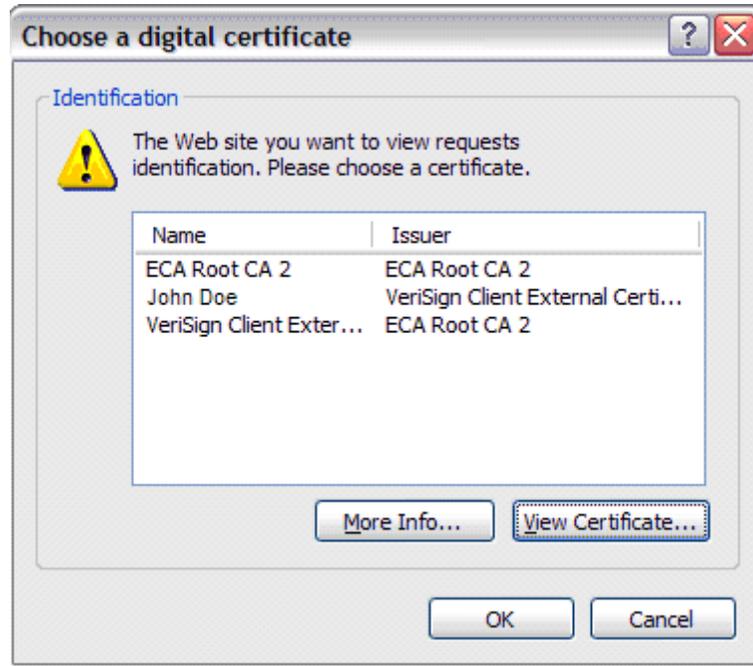
1.2 Instructions for Applying for a VAMOSC Account with an ECA

NOTE: This requires a valid ECA PKI Certificate and sponsorship from a DoD employee.

1. Open a PKI-enabled browser session
2. Access the Naval VAMOSC Home page at:
<https://www.navyvamosc.com> or <https://www.usmcvamosc.com>
3. Click on “Apply for an Online Account” from the main menu.
4. A “Notice and Consent” Page will appear. Read and click on the “I Agree” button if you wish to proceed.
5. The Following window may appear, click yes.



6. You will be prompted to select your ECA and agree to any security windows that might appear.



7. This screen may appear, click yes.



8. After your ECA is recognized, you will be allowed to begin the account registration process by entering your email address and selecting what kind of account you are applying for (Government or Contractor).

Sign Up Now for Your VAMOSC Account

What's the difference between accessing VAMOSC and requesting data?
Accessing VAMOSC refers to the process where individuals receive user names and passwords so they can access our database on-line using a front-end program called Web Intelligence. Training is often required for new users of Web Intelligence so it may be far easier to simply request data.

In fact, if you suspect you will only need VAMOSC data on an infrequent basis, a [data request](#) is the recommended course of action.

Please enter a valid email address and select the appropriate employment option or you will not be able to access the online application form. (example: Name@navy.mil)
This address will be used for official Navy VAMOSC communications (account confirmation, forgotten password retrieval, etc).

Your email address:

US Government Employee US Defense/Support Contractor

Current VAMOSC user, but forgot your password? Please [click here](#)

**Online Access is only available to:
US Government Employees and US Defense/Support Contractors!**

9. A screen appears that will allow you to register for an account. Please fill in all required information including your reason for requesting an account. You will be asked to create a PIN that will be used for future logins. This ensures the person accessing VAMOSC is the holder of the certificate.
10. Once your request has been approved by the Naval VAMOSC team, and your ECA has been registered by the Certificate Authority, you will receive an email indicating that your account is now active.
11. Once you have received the email saying your account is active, you will be able to access the VAMOSC databases. Follow the instructions in section 2.4 on how to login to VAMOSC Business Objects with your ECA. Email support@navyvamosc.com if you have any problems logging in.

II EXISTING USERS

This section will provide guidance to current VAMOSC users on how to register their certificate as well as log in to VAMOSC and METEOR.

2.1 Instructions for Registering a CAC Using A PKI-enabled browser

1. Insert CAC into the CAC reader.
2. Open a PKI-enabled browser session and access the Naval VAMOSC Home page at <https://www.navyvamosc.com>. Click LOG IN. A “Notice and Consent” Page will appear. Read and click on the “I Agree” button if you wish to proceed.
3. The Naval VAMOSC System Login page will appear. This page contains a LOG IN button, a Certificate Registration link, and a few other links. Choose the “Register Your Certificate” link.

**Navy VAMOSC Now Requires a Common Access Card
or Other DoD Approved PKI Certificate**

To Log in to Navy VAMOSC, you must have a valid CAC or PKI Certificate.

[Log In with Certificate](#)

Existing User?
[Register Your Certificate](#)

New User?
[Apply for an Account](#)

Need Help?
[CAC/PKI FAQ](#)
[CAC User Guide](#)

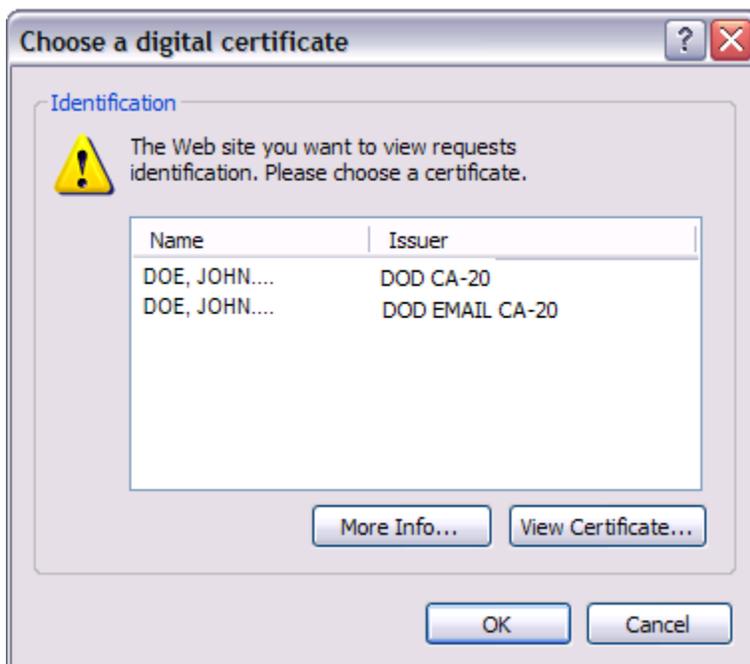


4. The following window may appear, click YES.



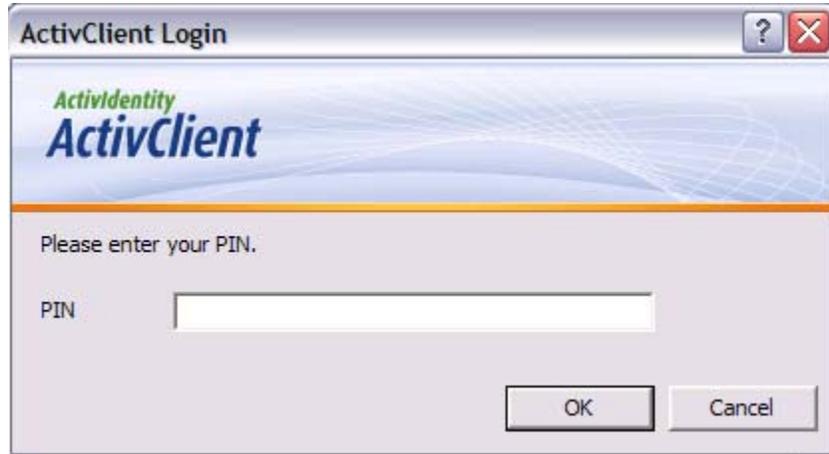
Note the appearance of the Security Alert pop up may differ based on the PKI-enabled browser you are using.

5. The following window will appear, chose your CAC certificate and click OK.



Note the appearance of the Digital Certificate pop up may differ based on the PKI-enabled browser you are using.

6. You may be asked to enter your PIN, enter it then click OK to continue.



7. Upon correctly entering your PIN, the following window will appear. Type in your VAMOSC user ID and Password and click the Register button. If you do not know your ID or Password, click on the Forgot Your Password link in this window.

Common Access Card Registration

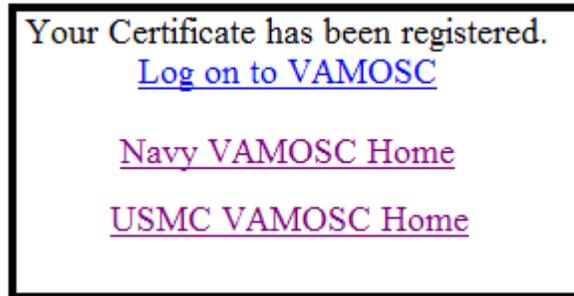
Register your Common Access Card or other PKI Certificate to an active Navy VAMOSC Account by entering your VAMOSC User ID and password.

User ID:

Password:

Forgot Your Password? [Click Here](#)
If you do not have a Navy VAMOSC Account, [Apply Here](#)

8. Once entered, the system will check that the information you entered is correct. The following window will appear and your CAC has been successfully registered.



Note that this registration process is only necessary the first time you access the Naval VAMOSC System with your CAC. Once the CAC Registration process is complete, the Login button can be used directly to access the Naval VAMOSC System.

2.2 Instructions for Registering an ECA Using a PKI-enabled browser.

1. Open a PKI-enabled browser session and access the Naval VAMOSC Home page at <https://www.navyvamosc.com>. Click LOG IN. A “Notice and Consent” Page will appear. Read and click on the “I Agree” button if you wish to proceed.
2. The Naval VAMOSC System Login page will appear. This page contains a LOG IN button, a Certificate Registration link, and a few other links. Choose the “Register Your Certificate” link.

**Navy VAMOSC Now Requires a Common Access Card
or Other DoD Approved PKI Certificate**

To Log in to Navy VAMOSC, you must have a valid CAC or PKI Certificate.

Existing User?
[Register Your Certificate](#)

New User?
[Apply for an Account](#)

Need Help?
[CAC/PKI FAQ](#)
[CAC User Guide](#)

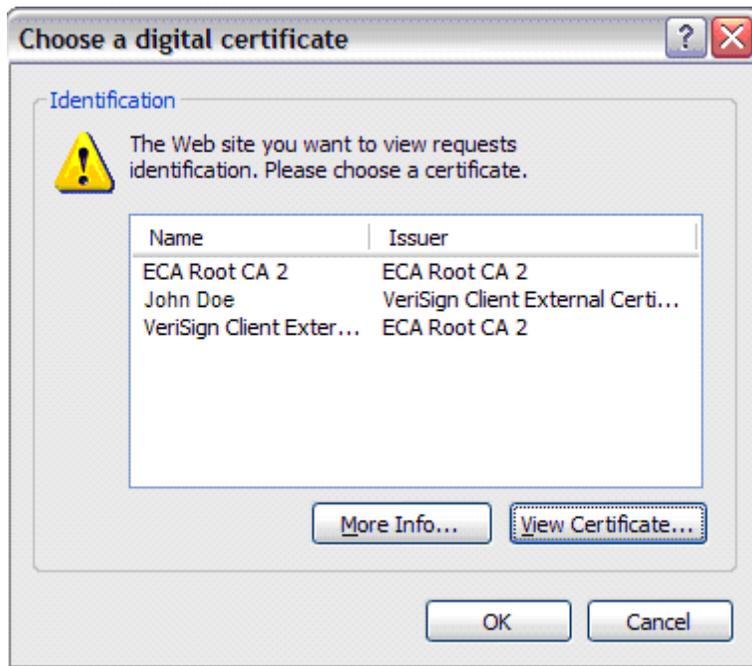


3. The following window may appear, click YES.



Note the appearance of the Security Alert pop up may differ based on the PKI-enabled browser you are using.

4. The following window will appear, chose your ECA certificate and click OK.



Note the appearance of the Digital Certificate pop up may differ based on the PKI-enabled browser you are using.

5. The following message may appear, click OK to continue.

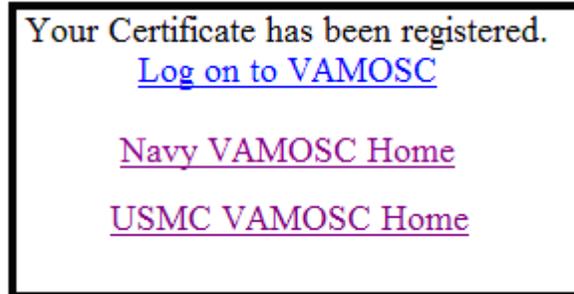


Note the appearance of the pop up window may differ based on the PKI-enabled browser you are using.

6. The following window will appear. Type in your VAMOSOC user ID and Password. If you do not know your ID or password, click on the Forgot Your Password link in this window. You will be also asked to create a PIN that will be used for future logins. This ensures the person accessing VAMOSOC is the holder of the certificate. The PIN must be all numerical 6-8 digits in length.

Certificate Registration	
<p>Register your Common Access Card or ECA Certificate to an active Navy VAMOSC Account by entering your VAMOSC User ID and password. Your VAMOSC PIN is a number of your choice between 6 and 8 digits in length. It will be used to confirm your identity when logging in with an ECA Certificate.</p>	
User ID:	<input type="text"/>
Password:	<input type="password"/>
VAMOSC PIN:	<input type="text"/>
Confirm PIN:	<input type="text"/>
<input type="button" value="Register"/>	
<p>Forgot Your Password? Click Here If you do not have a Navy VAMOSC Account, Apply Here</p>	

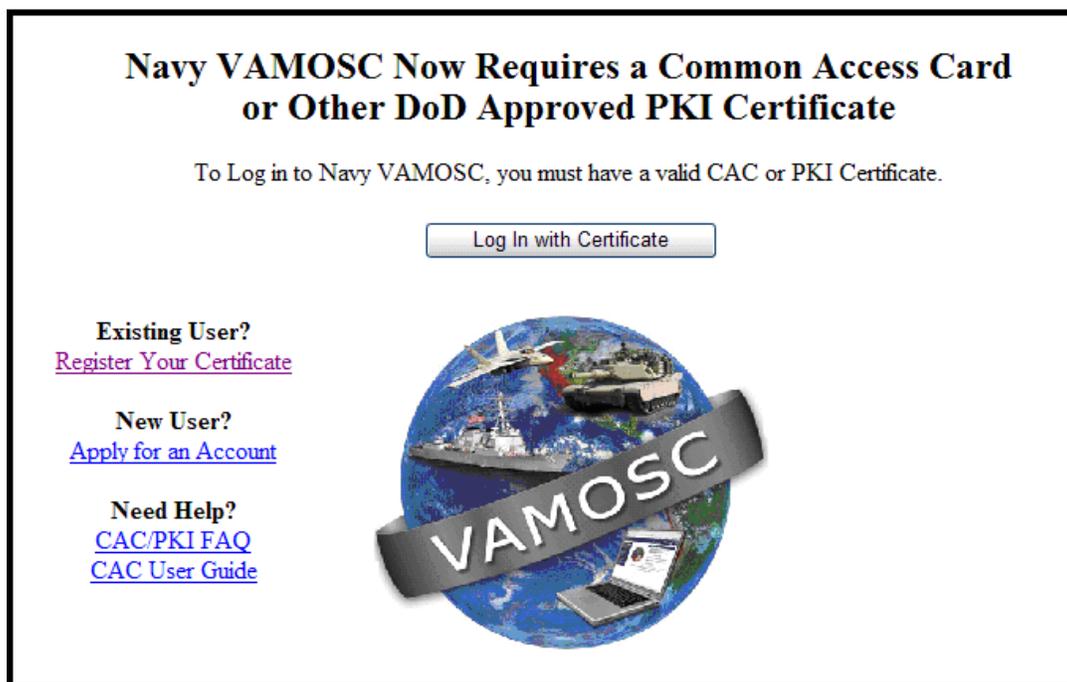
7. The following window will appear and your ECA has been successfully registered.



Note that this registration process is only necessary the first time you access the Naval VAMOSC System with your ECA. Once the ECA Registration process is complete, the Login button and the PIN you created can be used to access the Naval VAMOSC System.

2.3 Log onto VAMOSC Business Objects Using your CAC

1. Insert CAC into the CAC reader.
2. Open a PKI-enabled browser session and access the Naval VAMOSC Home page at <https://www.navyvamosc.com/>. Click LOG IN. A “Notice and Consent” Page will appear. Read and click on the “I Agree” button if you wish to proceed.
3. The following window will appear, click the Log In with Certificate button.

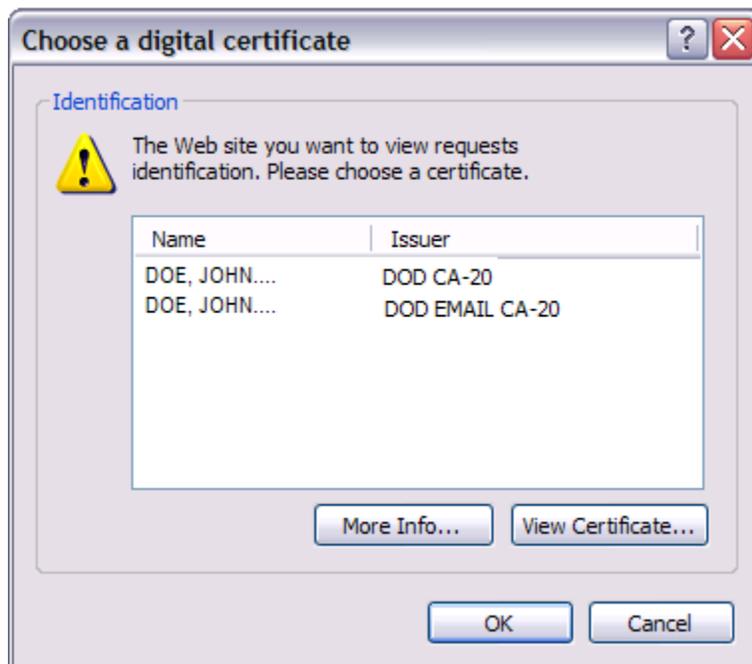


4. The following window may appear, click YES.



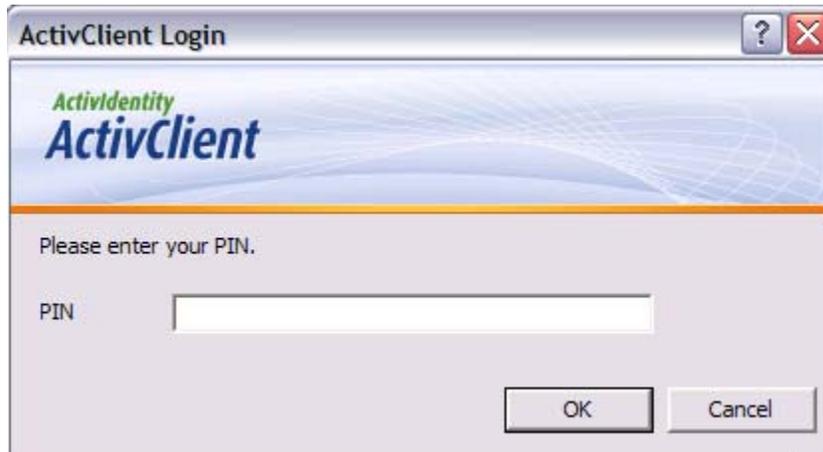
Note the appearance of the Security Alert pop up may differ based on the PKI-enabled browser you are using.

5. The following window will appear, chose your CAC certificate and click OK.

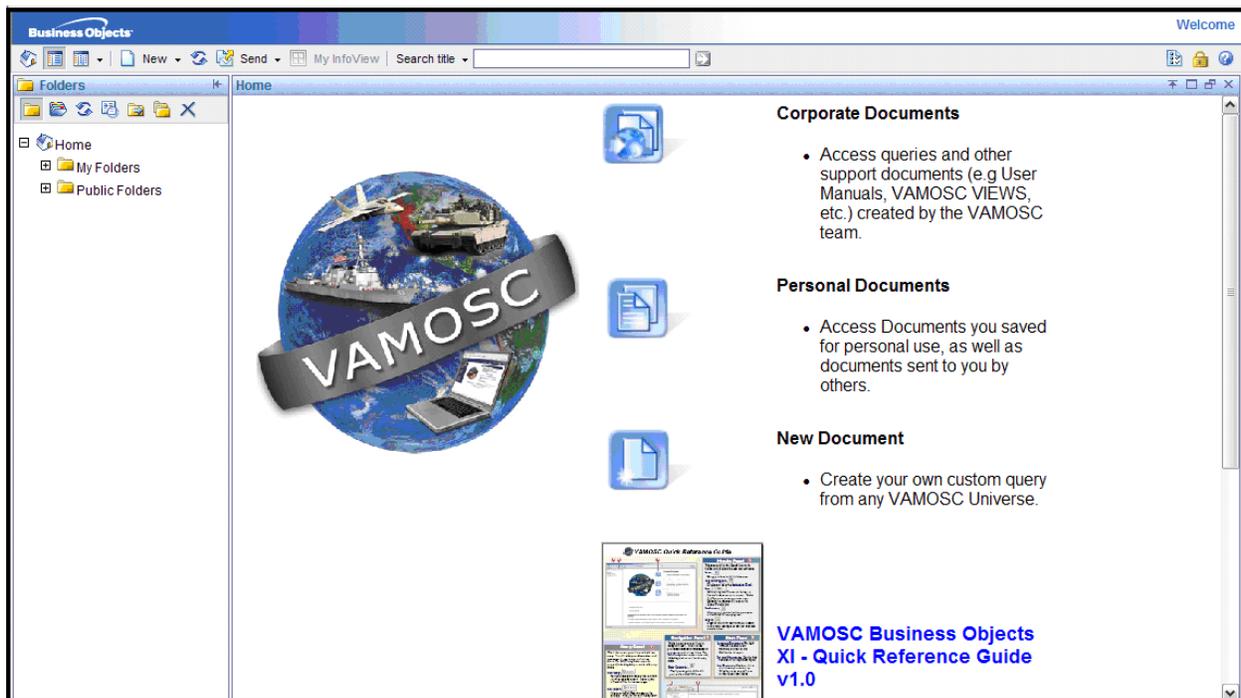


Note the appearance of the Digital Certificate pop up may differ based on the PKI-enabled browser you are using.

6. You may be asked to enter your PIN, click OK to continue.

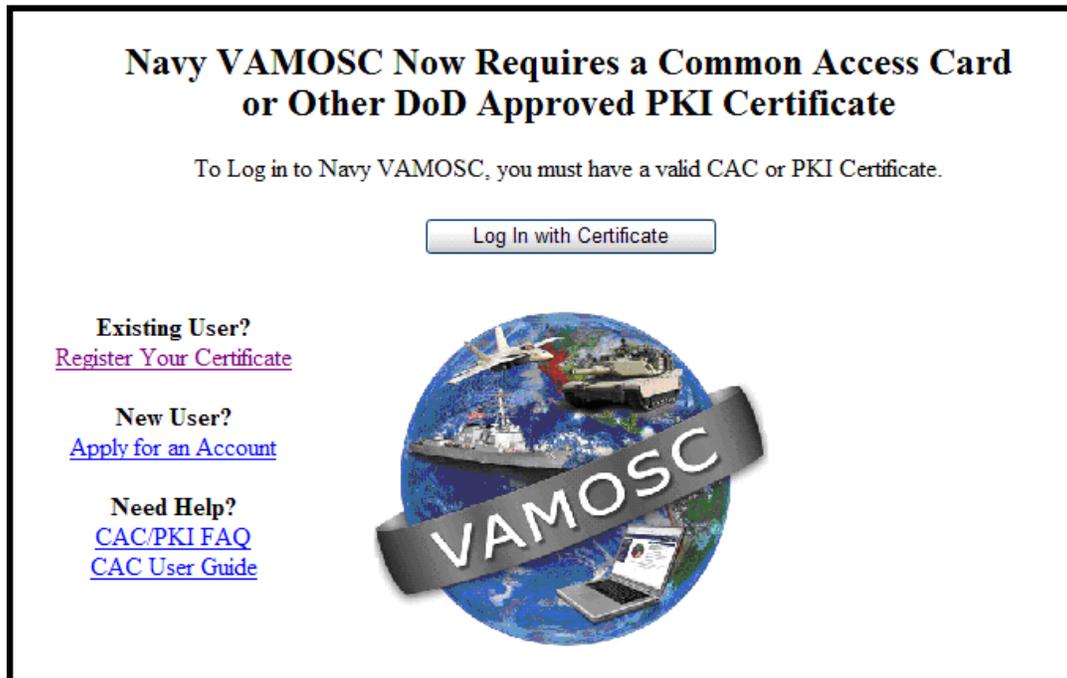


7. Business Objects will load and you can access any universe you are authorized to view (note you will NOT need to re-enter your VAMOSC ID and password again).



2.4 Log Onto VAMOSC Business Objects Using ECA

1. Open a PKI-enabled browser session and access the Naval VAMOSC Home page at <https://www.navyvamosc.com/>. Click LOG IN. A “Notice and Consent” Page will appear. Read and click on the “I Agree” button if you wish to proceed.
2. The following window will appear, click the Log In with Certificate button.

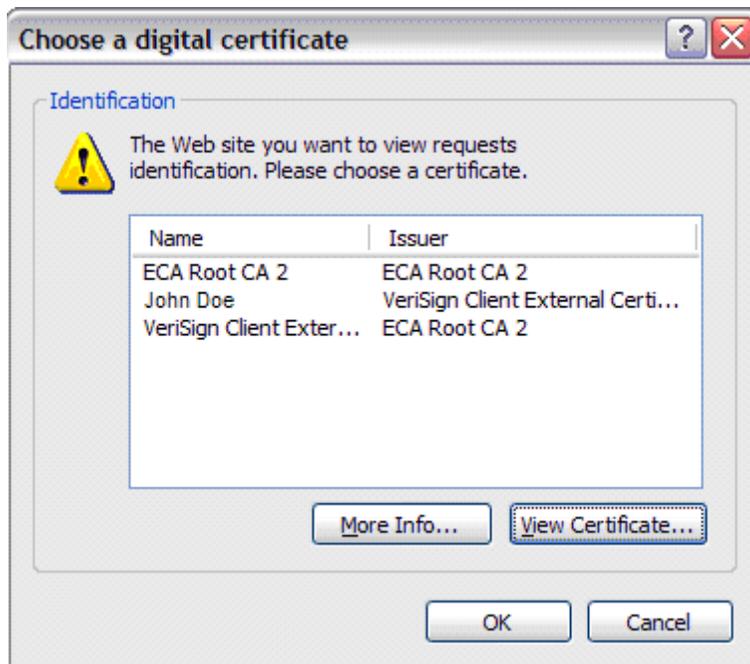


3. The following window may appear, click YES.



Note the appearance of the Security Alert pop up may differ based on the PKI-enabled browser you are using.

4. The following window will appear, chose your ECA certificate and click OK.



Note the appearance of the Digital Certificate pop up may differ based on the PKI-enabled browser you are using.

5. The following message may appear, click OK to continue.

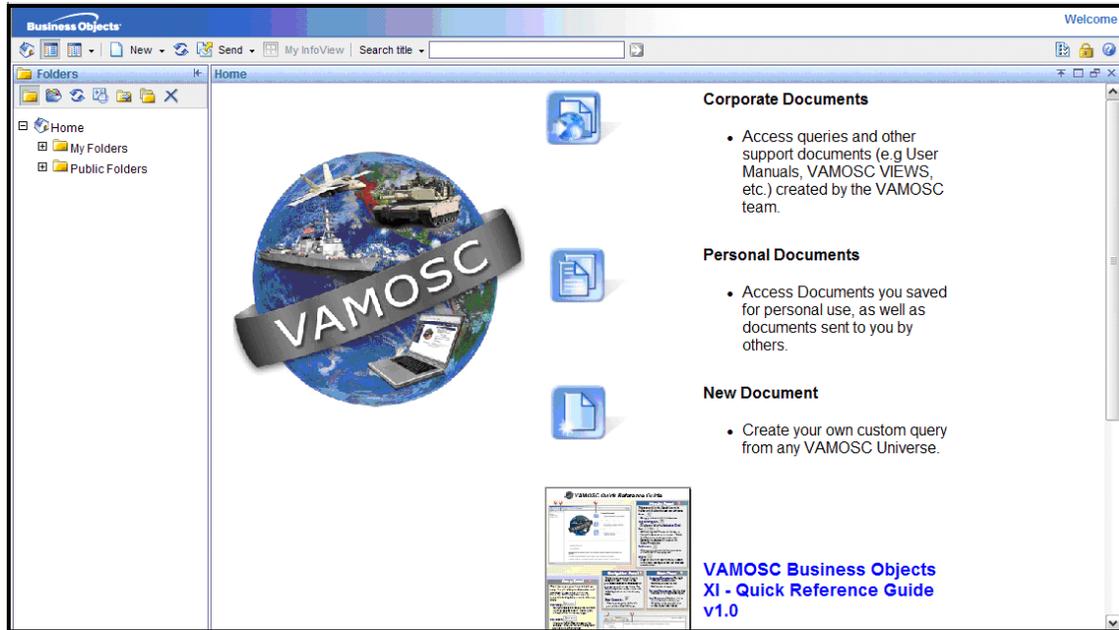


Note the appearance of the pop up window may differ based on the PKI-enabled browser you are using.

6. You will be asked to enter your VAMOSC PIN.

<p style="text-align: center;">Welcome, John Doe Please enter your VAMOSC PIN</p>
<p style="text-align: center;">Your VAMOSC PIN is a 6-8 digit number chosen when your ECA Certificate was registered.</p> <p style="text-align: center;">VAMOSC PIN: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Log In"/></p> <p style="text-align: center;">Forgot Your PIN? Click Here</p>

7. Business Objects will load and you can access any universe you are authorized to view (note you will NOT need to re-enter your VAMOSC ID and password again).



2.5 Log on to METEOR with CAC or ECA

1. Open a PKI-enabled browser session and access the Naval VAMOSC Home page at <https://www.navyvamosc.com/>.
2. On the lower left side of the home page, under the METEOR section, click LOG IN Button.



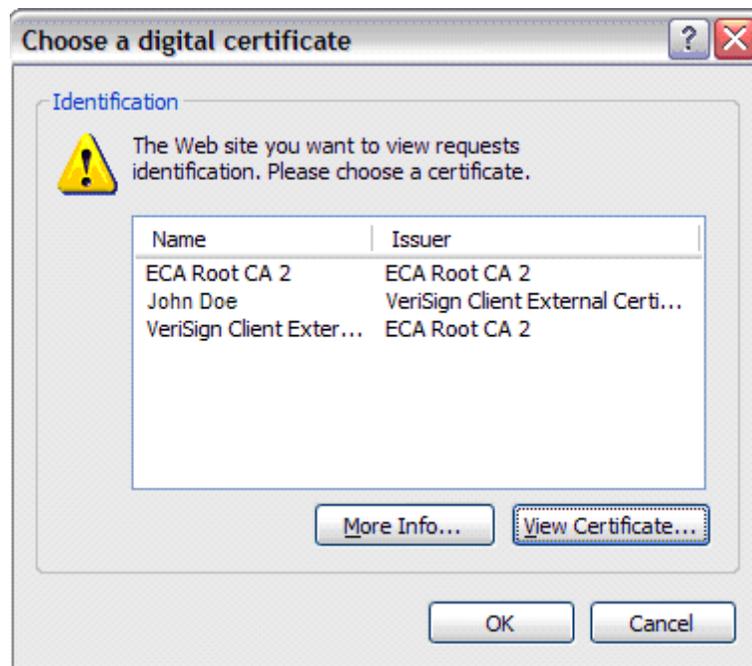
3. A “Notice and Consent” Page will appear. Read and click on the “I Agree” button if you wish to proceed.

4. The following window may appear, Click YES.



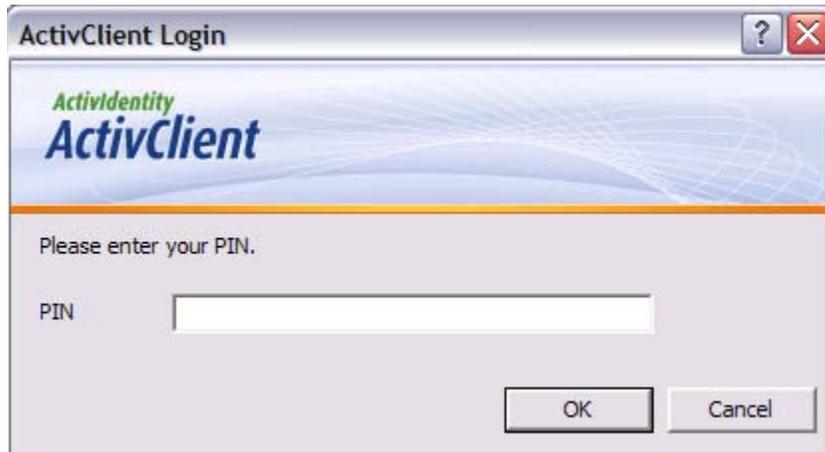
Note the appearance of the Security Alert pop up may differ based on the PKI-enabled browser you are using.

5. The following window will appear, chose your ECA or CAC certificate and click OK.



Note the appearance of the Digital Certificate pop up may differ based on the PKI-enabled browser you are using.

6. If using a CAC, enter your PIN if prompted and click OK. If using ECA this box will not appear.



7. If using an ECA, click ok to this message, if it appears. If using CAC this box will not appear.



Note the appearance of the pop up window may differ based on the PKI-enabled browser you are using.

- If using an ECA, enter your PIN, then click Log In. If using a CAC this box will not appear.

Welcome, John Doe
Please enter your VAMOSC PIN

Your VAMOSC PIN is a 6-8 digit number chosen when your ECA Certificate was registered.

VAMOSC PIN:

Forgot Your PIN? [Click Here](#)

- The METEOR Manpower Model will load.

The screenshot shows the METEOR web application interface. At the top right is the 'meteor' logo. Below the navigation bar, there are several sections:

- Shortcuts:** Includes 'New Scenario' (with a green plus icon) and 'Open Scenario' (with a folder icon).
- About the Model:** Contains text describing the tool's purpose and components. It lists five major components: 1) Selecting parameters to model a scenario; 2) Selecting cost elements; 3) Preparing manning document; 4) Performing life cycle cost (LCC) analysis; and 5) Performing delta analysis. It also mentions that manning baselines are provided at the platform level and can be manipulated to model a new platform or built from scratch. For modeling and reporting purposes, manpower costs can be modeled at three manning levels: 1) Pay Grade; 2) Pay Grade-Designator/Present Rate Abbreviation; or 3) Pay Grade-Designator/Present Rate Abbreviation-AQD/NEC. Cost baselines are created using a five-year rolling average of execution data at the ship class level and can be manipulated by including/excluding cost elements in or from the analysis respectively. A note at the bottom states: 'This version, 1.0, of the model will provide users the ability to model Active Duty personnel aboard ship platforms. Please refer to the [Operations Manual](#) for details on sources, cost allocation schemes, methodologies and application features. Refer to the [User Manual](#) and/or the [Training Video](#) for a step-by-step guidance on how to use this tool. For any other questions or concerns, please contact meteorsupport@navyvamosc.com.'
- Welcome:** Displays 'Welcome John Doe' and 'Your last login was 11-Jun-09 03:42 PM'.
- Scenario Manager:** Features a table with columns for Scenario, Date, and Description. The table contains the following data:

Scenario	Date	Description
Test10	05-May-09 11:21 AM	123
Training_Vid_2	30-Nov-08 09:21 AM	
Training_Vid_1	30-Nov-08 09:16 AM	
navcomp_2	28-Nov-08 04:31 PM	
navcomp_nimitz	28-Nov-08 03:59 PM	
- Reference Materials:** Lists links for 'FMR - Information and rules regarding pay and allowances', 'DFAS Military Pay Tables - Cost estimates for various cost elements', and 'VAMOSC Personnel User Manual - VAMOSC Personnel Database User Manual'.

2.6 Forgot ECA VAMOSC PIN

If you forgot your VAMOSC PIN, you can have it emailed to the address your VAMOSC account is registered to.

1. When you arrive at the VAMOSC PIN Page, click the “Forgot PIN” link.

Welcome, John Doe Please enter your VAMOSC PIN
Your VAMOSC PIN is a 6-8 digit number chosen when your ECA Certificate was registered.
VAMOSC PIN: <input type="text"/>
<input type="button" value="Log In"/>
Forgot Your PIN? Click Here

2. Enter the email address associated to your VAMSOC account, and your VAMOSC PIN will be emailed to you.

Forgot Your VAMOSC PIN?
If you have forgotten your Navy VAMOSC PIN, we'll be happy to remind you. All you need is the exact email address you gave when you registered for the account. Fill out the field below to be reminded of your VAMOSC PIN.
Please Note: Once we have confirmed your identity, your VAMOSC PIN will automatically be sent to the email address you gave when you registered for the account.
Just enter your email address and press submit!
Email Address: <input type="text"/>
<input type="button" value="Submit"/>

3. You will see a confirmation page and your PIN will be emailed to your account shortly after.

An email has been sent with the information you have requested!
--

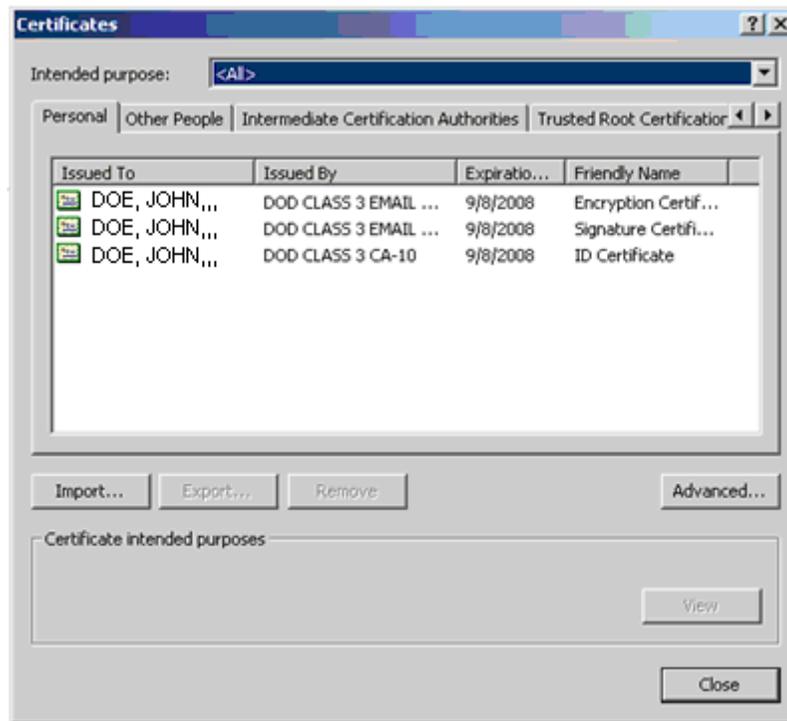
APPENDIX A: VIEWING CERTIFICATE DETAILS FOR VERIFICATION

When using Internet Explorer the steps are as follows:

1. From the top menu, navigate to Tools/Internet Options/Content; the following window will display.
2. Click on “Certificates”.



3. The “Certificates” window will appear.



4. Double click on the certificate to view its properties.