CDRs which existed prior to WAWF 5.9 are in what is called the legacy system.

Those will continue to be worked in the legacy system until they are closed.

New CDRs should be submitted under the new module once it rolls out.

In order to initiate, review, and otherwise work CDRs in the new module, current CDR users will (likely) have to add additional roles.

New CDR users would register for the roles in the new system only – unless they need to work legacy CDRs (in which case they would add those roles as well).

CDR Roles

New Role Title	Legacy Role Title
ACO Assignee	ACO
PCO Assignee	PCO/Buyer
Reviewer	Reviewing Official
Initiator	part of regular CDR access
CDR POC	CDR POC

Function of the roles in the new module:

• **Initiator – Create, Resubmit and Close deficiency reports**
• **Reviewer – Correct, Approve and Reject deficiency reports**
• **PCO Assignee – Accept, Reassign, Resolve, Return and Reject deficiency reports**
• **ACO Assignee – Accept, Reassign, Resolve, Return and Reject deficiency reports**

By regulation [DFARS PGI 204.270-2(a)(2)] and DCMA policy [DCMA instructions 118 and 325], only contracting officers are to be reviewing officials/reviewers.

CDR Roles (continued)

If working legacy CDRs, DCMA ACOs need to have the roles of ACO and Reviewing Official.

For the new CDR module, DCMA ACOs need to have the role of ACO Assignee and Reviewer.

NOTE: DCMA is to have only two CDR POCs per C/S/A (see DCMA Memo 15-208). No personnel other than the Primary and Alternate CDR POC identified by each CMO in response to that memo are to have the CDR POC Role.

As it currently stands in the new system, CDR POCs can't do anything with the CDR other than view it unless they also have the role of ACO Assignee or PCO Assignee.

DCMA employees should *not* register for PCO Assignee or PCO/Buyer (with the possible exception of the DCMA Procurement Center).

CDR Roles (continued)

Note: C/S/A, location code, DoDAAC are interchangeable terms when it comes to CDRs. They all refer to the office(s) involved in initiating, reviewing, and otherwise working the CDR.

The ability to register now for multiple C/S/As solely applies to CDRs.

EDA POCs have the responsibility for ensuring that users have only the roles they actually need and only at the appropriate C/S/A(s).

The overarching mandate when determining access requirements is to maintain the least privileges necessary; that is, users should be given the minimum access, the minimum roles, necessary for them to do their jobs. The same principal holds true for DoDAACs; users should normally only need and only request access to their own DoDAACs.

For example: A user at DCMA Boston should not be an initiator or a reviewer under DCMA Los Angeles.

Users at centers can register for all of their center's DoDAACs.

Users who work at CMOs with sub-offices (Wichita which is under Twin Cities for example) can register for roles under those various offices.

Go to https://wawf.eb.mil/ and log in.

Click User, then Administration, then EDA Administration.

You have to be an EDA administrator/POC to see this.

EDA Administration Console

EDA Administration Menu

- 🏠 EDA Administration Home
- 👤 Account Information / Activation
- 👤 Government Support Contractor Request
- 👤 Reset Password
- 👤 Reset Certificate
- 👤 EDA POC Assignments
- 👤 Account Activation History
- ↗ Exit

EDA Administration Home

Welcome to the EDA Administration Console.

Select an option from the EDA Administration Menu on the left side of the page to begin.

Click Account Information/Activation.

Difference in Legacy CDR Roles and Roles in the New CDR Module

On the Administration Console enter the search criteria. In this example the search criteria used is just the user's last name.

Click Search.

Registered	Comments?	Attachments?	Access Approval	Active?	Suspended?	Pending Registration?	Contract Number	Delivery Number	Contract Expiration Date	Actions
2015/03/03	YES	NO	Attached in WAWF	YES	NO	NO				
2016/04/20	YES	NO	Attached in WAWF	YES	NO	NO				

10 ⌄   ◄◄ ◄ (1 of 1) ►► ►►

Click Edit User Profile for the individual.

Command / Service / Agency *

Start typing in your Command / Service / Agency and a selection dropdown will be given on the third character typed. You must select a Command / Service / Agency from the list.

Command / Service / Agency *   TOP\ | DCMA\S0504A - DCMA Western Region\S0302A - Phoenix

EDA POC

Primary	Name	Telephone	Ext	DSN	E-mail
	Jerolyn Melendez	123 123-1234			jerolyn.r.melendez.ctr@n

Alternate	Name	Telephone	Ext	DSN	E-mail
	Charles Dutton	520-538-1928			wawf_undel@ecedi.nit.di

Supervisor *   [−]

First Name *	Last Name *
John	Wayne

Telephone *	Ext
5555555555	

Intl Country Code and Phone

DSN

E-mail *
WAWFiRAPT@gmail.cor

Access To *

- ☑ Contracts
- ☑ Contract Deficiency Reports
- ☑ ACO
- ☐ PCO/Buyer
- ☑ Reviewing Official

These are the user's legacy roles.

Notice that his C/S/A is DCMA Phoenix. In legacy, he could only initiate or review CDRs for Phoenix.

Contract Deficiency Reports Access

Location Code: [   ]   Role: [- Select - ▾]   [+]

Role	Group	Location Code	Status	Actions	Message
Initiator	S1403A - Chicago	S1403A	Y	- Select - ▾	
Initiator	S2401A - Twin Cities	S2401A	Y	- Select - ▾	
Initiator	S2606A - Boeing St. Louis	S2606A	Y	- Select - ▾	
Initiator	S4419A - Lockheed Martin Ft. Worth	S4419A	Y	- Select - ▾	
Initiator	S1109A - St. Petersburg	S1109A	Y	- Select - ▾	
Initiator	SGR18A - Southern Europe Germany	SGR18A	Y	- Select - ▾	
Initiator	S0605A - Lockheed Martin Denver	S0605A	Y	- Select - ▾	
Reviewer	S1403A - Chicago	S1403A	Y	- Select - ▾	
Reviewer	S2401A - Twin Cities	S2401A	Y	- Select - ▾	
Reviewer	S2606A - Boeing St. Louis	S2606A	Y	- Select - ▾	
Reviewer	S4419A - Lockheed Martin Ft. Worth	S4419A	Y	- Select - ▾	
Reviewer	S1109A - St. Petersburg	S1109A	Y	- Select - ▾	
Reviewer	SGR18A - Southern Europe Germany	SGR18A	Y	- Select - ▾	
Reviewer	S0605A - Lockheed Martin Denver	S0605A	Y	- Select - ▾	
ACO Assignee	S0605A - Lockheed Martin Denver	S0605A	Y	- Select - ▾	
ACO Assignee	S1109A - St. Petersburg	S1109A	Y	- Select - ▾	
ACO Assignee	S1403A - Chicago	S1403A	Y	- Select - ▾	
ACO Assignee	S2401A - Twin Cities	S2401A	Y	- Select - ▾	
ACO Assignee	S2606A - Boeing St. Louis	S2606A	Y	- Select - ▾	
ACO Assignee	S4419A - Lockheed Martin Ft. Worth	S4419A	Y	- Select - ▾	
ACO Assignee	SGR18A - Southern Europe Germany	SGR18A	Y	- Select - ▾	

Info: This section defines access to the Contract Deficiency Reports application in the WAWF e-Business Suite. If user requires CDR access within EDA, please use the checkboxes in the Access To Section above.
Info: When a user's C/S/A is updated successfully, any roles for the Contract Deficiency Reports application where the Location Code does not reside in the new C/S/A or a C/S/A below will be automatically sent to archive.

These are the user's roles in the new CDR module. This is from a test database.

In the example above he would be able to initiate or review CDRs under several C/S/As.

He would not (should not) normally have access to this many C/S/As in the production database.

CDR Role Search Fields

EDA Administration Console

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- EDA C/S/A Administration
- CDR Location Administration
- Exit

Search Criteria

User ID	First Name	Last Name
equal to	equal to	equal to

User Type	Command / Service / Agency	E-Mail
- Select -		equal to

Access Approval Status	Certificate User	Active Status
- Select -	- Select -	Current Users

Contract Number	Delivery Order	Contract Expiration Date
equal to	equal to	- thru -

Issue By DoDAAC	Admin DoDAAC	Pay DoDAAC
equal to	equal to	equal to

Upload Attachments/Admin DoDAAC	Upload/Inactivate Contract DoDAAC	Contract Load Notification DoDAAC
equal to	equal to	equal to

MIPR DoDAAC	MIPR Number	Upload MIPR DoDAAC
equal to	equal to	equal to

Upload MIPR Number	Upload MIPR Acceptance DoDAAC	Upload MIPR Acceptance Number
equal to	equal to	equal to

Upload MIPR Attachment DoDAAC	Upload MIPR Attachment Number	EDA Contract
equal to	equal to	equal to

Special Role	Actions
No records found.	
Select One	+

Access To Role	Actions
No records found.	
Select One	+

CDR Access in WAWF e-Business Suite (new module)		
CDR Role	CDR Location Code	Actions
No records found.		
Select One		+

There is a new role search field.

Select One
User Administrator
EDA Executive
EDA POC
CDR POC
EDM Help Desk
Audit Reports
Site Certification
Upload Attachments/Admin Docs
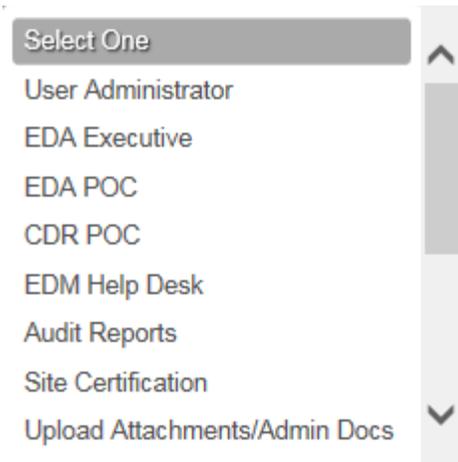
These are some of the available roles in the Special Role Search Field.

Select One
Contracts
Contract Deficiency Reports (CDRs)
ACO
PCO/Buyer
Reviewing Official
Vouchers - All
Vouchers - Accounting

These are some of the available roles in the Access To Role Search Field.

Select One
Initiator
Reviewer
ACO Assignee
PCO Assignee
CDR POC

AWF e-Business Suite (new module)

CDR Location Code	Actions

Select One

These are the available roles in the search field for the new CDR module.

Special Role	Actions		Access To Role	Actions		CDR Access in WAWF e-Business Suite (new module)		
						CDR Role	CDR Location Code	Actions
No records found.			No records found.			No records found.		
Select One	▼	➕	Select One	▼	➕	Initiator ▼	S2401A	➕

Search   Reset   Note: Data must be entered in at least one search field. Enter search data then click the 'Search' button.
Note: The default value in the Active Status field, Current Users, will search for Active and Inactive users.

To search to see who has the initiator role at S2401A (for example) in the new module choose the role, enter the location code, and click the + (shown above).

After the + is clicked, the search criteria is populated (shown below).

Special Role	Actions		Access To Role	Actions		CDR Access in WAWF e-Business Suite (new module)		
						CDR Role	CDR Location Code	Actions
No records found.			No records found.			Initiator	S2401A	✖
Select One	▼	➕	Select One	▼	➕	Select One ▼		➕

Search   Reset   Note: Data must be entered in at least one search field. Enter search data then click the 'Search' button.
Note: The default value in the Active Status field, Current Users, will search for Active and Inactive users.

The previously-existing search fields (Special Role and Access to Role) work the same way except you don't enter a location code).

Special Role	Actions
No records found.	
Select One ▼	➕

Access To Role	Actions
No records found.	
Select One ▼	➕

CDR Access in WAWF e-Business Suite (new module)

CDR Role	CDR Location Code	Actions
Initiator	S2401A	✖
Reviewer	S2401A	✖
Select One ▼		➕

Search   **Reset**

Note: Data must be entered in at least one search field. Enter search data then click the 'Search' button.
Note: The default value in the Active Status field, Current Users, will search for Active and Inactive users.

More than one role (shown above) or location code can be entered.

Once the search criteria has been entered, click Search.

EDA Administration Console

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- 👤 CDR Location Administration
- 🡵 Exit

Search Results (12 items found)

Item	Certificate User?	UserId ⇕	First Name ⇕	Last Name ⇕
1	YES	EDIPI1230264917	Casey	Borgwald
2	YES	EDIPI1140214392	David	Burns
3	NO	CHARLESGOVT	Charles	Dutton

Twelve results meet the search criteria.

CDR Organizational Email Folders

As a part of WAWF 5.9, email notices on CDRs will be sent to organizational email folders.

The EDA POCs do not have responsibility for maintaining those folders; they cannot change the email addresses, etc.

The following information related to them is only presented in order that you are aware of it.

!	☐	🔘	From	Subject	Received ▼
	✉		wawf_gt_noreply@e...	Closed CDR Control #CN1307:CDRTRNG	Sun 6/19/2016 7:37 PM
	✉		wawf_gt_noreply@e...	Resolved CDR Control #CN1307:CDRTRNG	Sun 6/19/2016 7:21 PM
	✉		wawf_gt_noreply@e...	Assigned CDR Control #CN1307:CDRTRNG	Sun 6/19/2016 4:05 PM
	✉		wawf_gt_noreply@e...	New CDR Control #CN1307:CDRTRNG	Sat 6/18/2016 8:08 PM

How will the initiator know an action has been taken on the CDR? By checking their organization's email folder (shown above); or by going into the CDR application and searching.

The organization email folder for CDRs can be found by going to Outlook/Public Folders/All Public Folders/Enterprise Apps/CDR, and then the particular region and DoDAAC. For example:
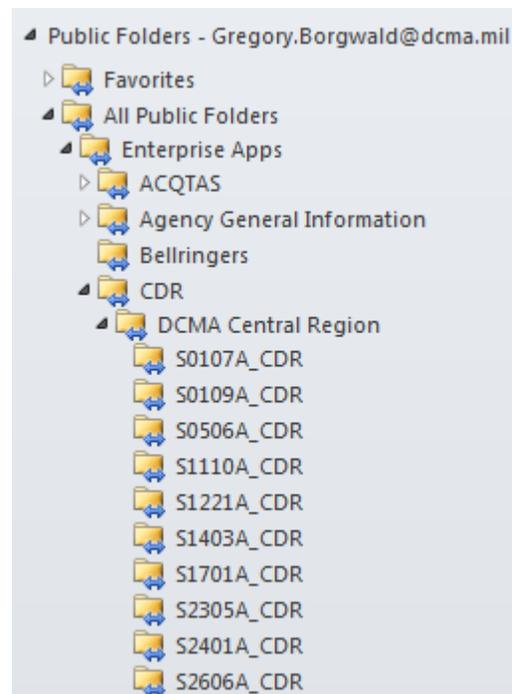
EDA Administration Console

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- ⚲ CDR Location Administration
- ⚲ Exit

CDR Location Administration

Current C/S/A: S3605A - Dayton

Item	Location Code	Primary Org Email	Secondary Org Email 1	Secondary Org Email 2	Secondary Org Email 3
1	S3605A	S3605A_CDR@dcma.mil			

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Return

This is how the organizational email setup looks.

When S3605A initiates a CDR (in the new system), an email is sent to the org email address. That goes for when the reviewer takes action, the assignee takes action, and the initiator takes the final action (see example at the top of the previous slide).

An EDA Executive (and there is only one or two in DCMA) can change the primary org email, or add up to three secondary email addresses.

There really should be no need to make changes or additions to these.