

DEN Dictionary Re-hosting Information

As of October 15, 2004 the NAVSUP Pub 508 DEN Dictionary located at <https://nvspmw1.fmsso.navy.mil/dendict/dendict.nsf> will be terminated. In an effort to maintain user access to the baseline DEN Dictionary data, the application will be re-hosted by InforM21 as of September 30, 2004.

Points of Contact for the DEN Dictionary are:

Functional
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PKI / Portal / InforM21
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In compliance with the NAVSUP Public Key Enterprise (PKE) initiative, access to DEN Dictionary is controlled by the NAVSUP 5-Star portal which requires user authentication via valid, NAVSUP registered, PKI identity certificates. The step-by-step process to obtain access is as follows:

1. Users must obtain a PKI identity certificate from one of these sources:
 - CAC – Common Access Card distributed by government facility that interfaces with DEERS/RAPIDS
 - Software certificate – distributed by a government Local Registration Authority (LRA)
 - Interim External Certificate Authority (IECA) – for use by contractors

Select this [PKI Sources link](#) for additional information on these sources.

2. Users must register their identity certificate with the NAVSUP Master Directory at <https://registration.pki.navy.mil>. Please use the PKI instructions to follow the registration process. If the process is not followed correctly the user will not be able to authenticate.

Select this [PKI Identity Certificate Registration](#) link to proceed to the PKI instructions section of this document.

3. Access DEN Dictionary from one of the following.
 - a. Go to <https://knowledge.navsupsup.navy.mil>. This is the home-page for the NAVSUP portal.

- i. Select the NAVSUP Applications [Login](#).



- ii. Present identity certificate. Ensure to select the identity certificate. Select [this link](#) for more information on certificate types.

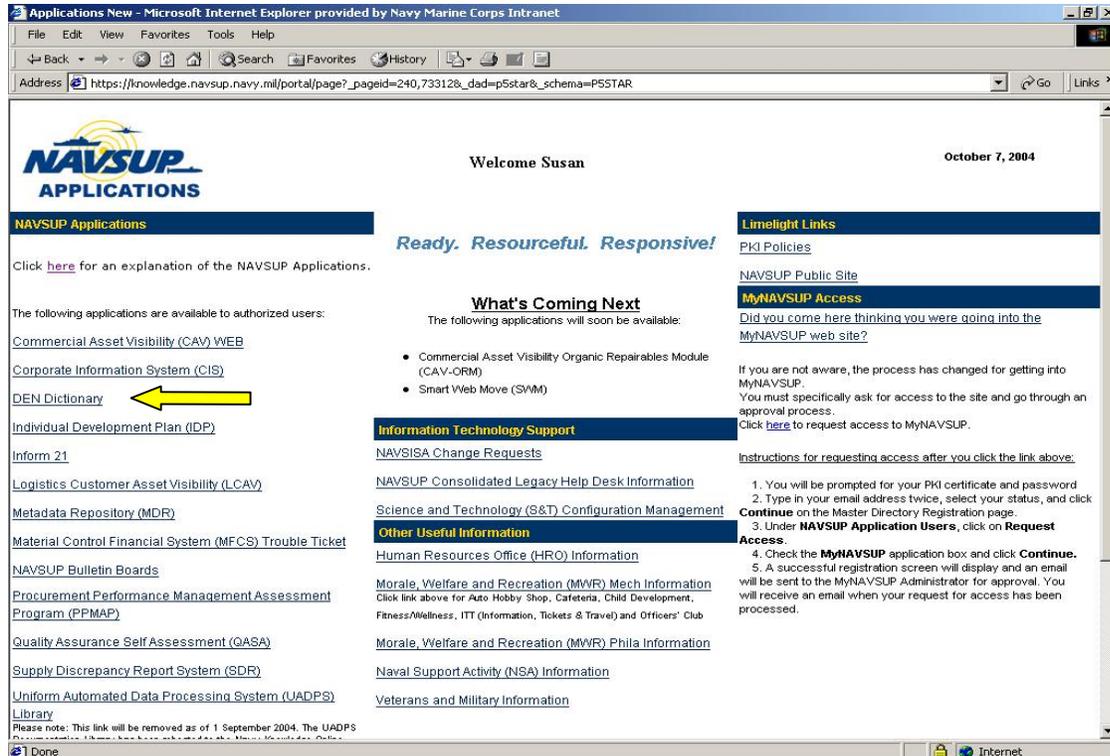


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iii. Enter PIN

When authentication is successful they can view the screen directly below, if not they will see a single sign-on window which indicates the portal could not authenticate said user. Contact the InforM21 POC or the Legacy Help Desk (717-506-1089) for authentication troubleshooting.

Authenticated users can now view the Applications page of the NAVSUP Portal. Find and click on DEN Dictionary link in the list of Applications on the left.



When Den Dictionary link is selected, the user is forwarded to the Logon page where the user id and password are automatically entered.



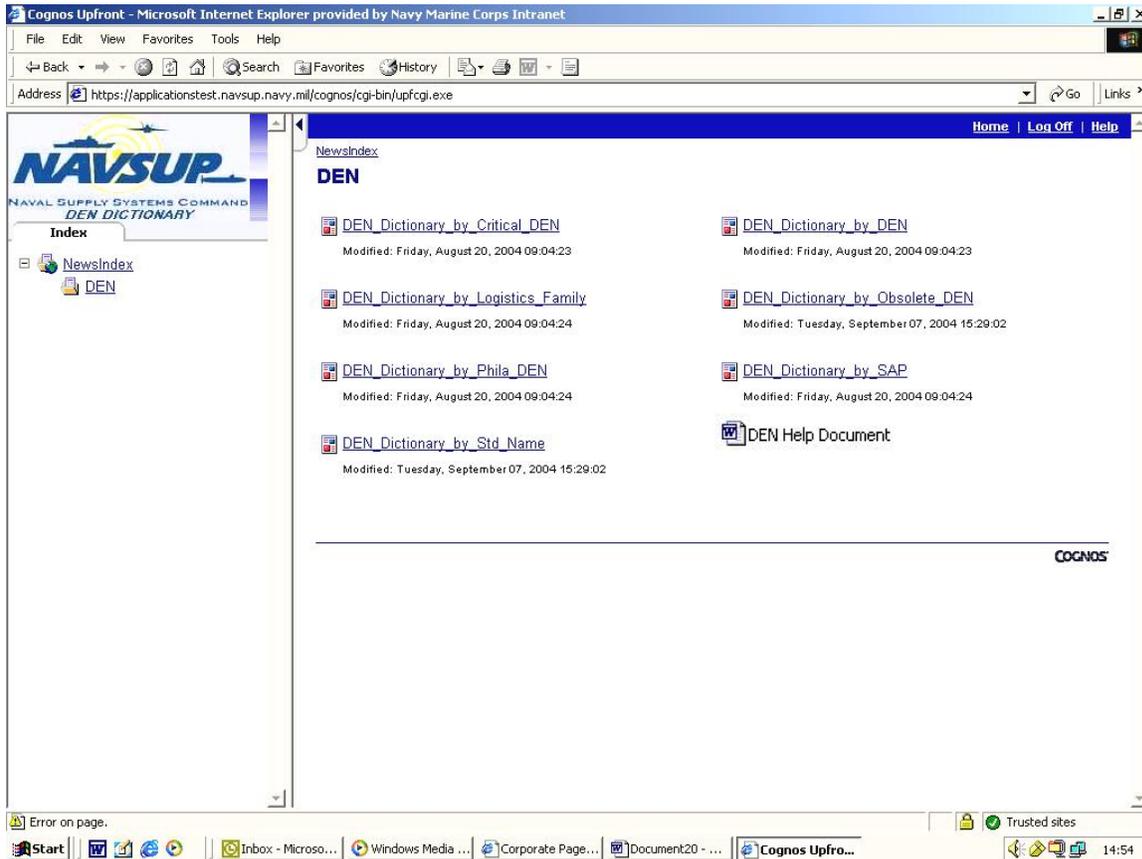
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To create a favorite to the DEN Dictionary application place this URL in the favorites list:
<https://applications.navsup.navy.mil/cognos/den.htm>

Overview

All that is required to access the newly re-hosted NAVSUP Pub 508 DEN Dictionary is a web browser and a valid, NAVSUP Registered PKI Identity certificate.

The DEN Dictionary does not require individual user accounts and passwords. When the user enters the URL <https://applications.navsup.navy.mil/cognos/den.htm> or selects the link from the NAVSUP Applications page they are redirected to the logon screen where, via templates, the user id and password are automatically entered. Once in the system, the user can see seven customized reports and a help document explaining how these reports work.



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PKI Sources

NOTE:

This information was taken directly from:

<http://www.dodpke.com/public/publicAccess.asp>

How to obtain DoD PKI client certificates

The DODPKE site does not issue certificates, however one will be required to access to a majority of private DoD web sites following October 1, 2004.

DOD PKI client certificates include 1 identity, 1 email signature, and 1 email encryption certificate and may be obtained from the DoD free of charge. DoD PKI certificates are available as software certificates (private keys stored in three *.p12 files) or on Common Access Cards (private keys embedded in CAC). DoD Contractors may obtain CACs if their government sponsor deems it necessary.

In order for you to obtain a DOD issued certificate users must fulfill one of three requirements:

1. Be active duty, reservist, or a DOD civilian
2. The user must work on site at a military or government installation
3. User is a DOD contractor that works on GFE equipment

If you do not work on DOD GFE, you will need to obtain IECA client certificates (identity, email signature and email encryption certificate). PKI client certificates issued by IECAs are available as software certificates only. The IECA vendors require payment for PKI client certificates.

How To Obtain a Common Access Card (CAC)

Common Access Card (CAC), contact **DEERS/RAPIDS** personnel. To locate the nearest DEERS/RAPIDS office (1-800-372-7437), visit the following site (accessible from all domains): <http://www.dmdc.osd.mil/rsl/> and search by city, state, or zip code.

Please note that a smart card reader and middleware are required for your Operating System to access the CAC PKI certificates. Eligible contractors must complete Section I and have their government sponsor complete Section III of [DD Form 1172-2](#) prior to visiting a DEERS/RAPIDS office.

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DOD Civilian Contractors

- **Software Certificates**, may be obtained from the DoD if you fulfill one of the requirements listed above. You must contact your Local Registration Authority (LRA). Your DOD sponsor will be able to provide information on contacting your LRA. Obtain a "Certificate Registration Instructions" (CRI) sheet from the LRA. The CRI contains your user number and one time password which you will need to obtain your personal DoD certificate. Provide the LRA:

- Picture form of identification
- A signed PKI User Responsibility Form

Your LRA may request that you complete [DD Form 2842](#). If so, please read the [DD Form 2842 Instructions](#).

If you do not fulfill one of the above requirements, an IECA/ECA certificate must be purchased from one of the three DOD approved vendors. More information is listed [IECA/ECA certificates](#)

- **Hardware Certificates** in the form of a CAC may be obtained by DoD Contractors if their government sponsor deems it necessary. **Use the link listed above to determine the nearest DEERS/RAPIDS office.**

Army Users

- **Software Certificates** can be issued as an interim measure to those units or programs that have a pressing need for PKI enabling, and cannot wait until CAC fielding. These certificates differ from the CAC in that they are not stored on a token, but rather manually downloaded and stored on a hard drive or floppy disk. This page provides download, installation, and configuration instructions for these certificates

If you have a need for Software Certificates contact the United States Army Registration Authority at (703)892-7414 or at army.ra@us.army.mil. The Army RA will review your requirements and assist you to locate a Local Registration Authority (LRA) or Trusted Agent (TA) in your geographic proximity.

- **Hardware certificates** issuance, the Army requires the following:

For current military and civilian employees, you need your:

- Photographic identification
- Work email address (this must be your Army Knowledge Online (AKO) address)
- Six to eight-digit Personal Identification Number (PIN)

For new employees and eligible contractors, you need the above items, plus:

- An additional photographic identification
- A completed and signed DD Form 1172-2

Use the link listed above to determine the nearest DEERS/RAPIDS office.

CAC Readers and Middleware: The Army has tested a variety of CAC readers and middleware. These results may be found at [Set-D Secure Transaction Devices](#).

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Navy/Marine Users

- **Software certificates**, contact your Local Registration Authority (LRA). Obtain a "Certificate Registration Instructions" (CRI) sheet from the LRA. The CRI contains your user number and one time password which you will need to obtain your personal DoD certificate. Provide the LRA:

- Picture form of identification
- A signed PKI User Responsibility Form

LRA information is available at the following links:

<https://infosec.navy.mil/PKI/users.html> (restricted to *.mil and *.gov domains)

<https://warlord.spawar.navy.mil/PKI/> (DoD PKI certificate required, for users with expiring certificates)

Your LRA may request that you complete [DD Form 2842](#). If so, please read the DD Form 2842 [Instructions](#).

- **Hardware certificates**, contact your Verifying Official(VO) for a CAC card. **Use the link listed above to determine the nearest DEERS/RAPIDS office.**

IECA/ECA Certificates

- **Interim External Certificate Authority (IECA) certificates**, visit the following IASE link: <http://iase.disa.mil/pki/eca/> (lists the 3 steps to obtain an IECA certificate)

CAC Readers and Middleware Vendors

To purchase smart card reader (USB or PCMCIA) and Common Access Card (CAC) middleware, you may use any of the following avenues:

- [ITEC Direct \(government purchase card required\)](#)
Comments: need government purchase card to buy smart card reader and CAC middleware
- [Datakey \(direct purchase\)](#)
- [ActivCard \(direct purchase\)](#)
Comments: ActivCard Gold (CAC Middleware) at http://www.activcard.com/products/gold_cac.html
- [CDW-G](#)
Comments: [Spyrus \(CAC middleware\)](#)
- [Multiple Smart Card Reader vendors](#)
- [GTSI](#)
Comments: CAC middleware (contact by telephone); Smart Card Reader (search site by "smart card reader")
- [General information on smart card reader/CAC middleware interoperability at ARMY SET-D](#)

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- [Envoy Data](#)

PKE Vision

The vision is for the PKE website to be a collaborative forum where members of the PKE community exchange ideas, information, insights, and lessons learned related to PKE. The site contains general information on PKE, upcoming activities and events, and general technical support. In addition, resource documents, such as Hands-On, Lessons Learned, and How-To templates, are available to provide information on common PKE questions and issues. A series of discussion forums exist to facilitate information sharing on topics such as digital signature, PKE implementation issues, Virtual Private Networks (VPN), and Documents. A series of tools are offered to streamline the process of installing, publishing, and tracking certificates.

The PKE web site is dynamic and will be updated and expanded to reflect new topics and areas of interest. You are invited to participate in the shaping of the site by registering and sharing your thoughts and experiences through use of the discussion boards, document postings, and e-mail submissions.

Contact PKE

- For questions or comments regarding Public Key Enablement (PKE) or the site, please submit information to [PKE Support](#).

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PKI Identity Certificate Registration

Prerequisites:

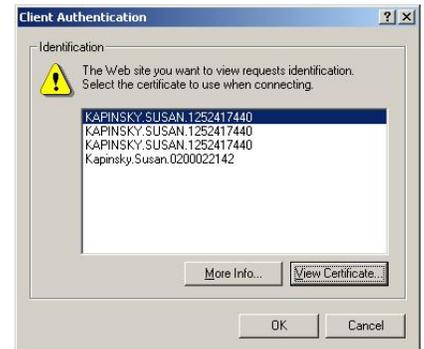
- Identity certificate from CAC must be imported to the browser(s) via ActivCard Gold Utilities. If not, see your NMCI documentation.
- Identity certificate on diskette media (aka software cert) must be imported to the browser(s).

1. Start your browser and enter the URL <https://registration.pki.navy.mil>
2. You will be prompted to present your identity certificate.

NOTE:

It is **VERY** important that the “**identity certificate**” is selected from the client authentication window. This certificate is appended to subsequent registration data from this point on. If an email certificate is selected the user **WILL NOT** be able to authenticate.

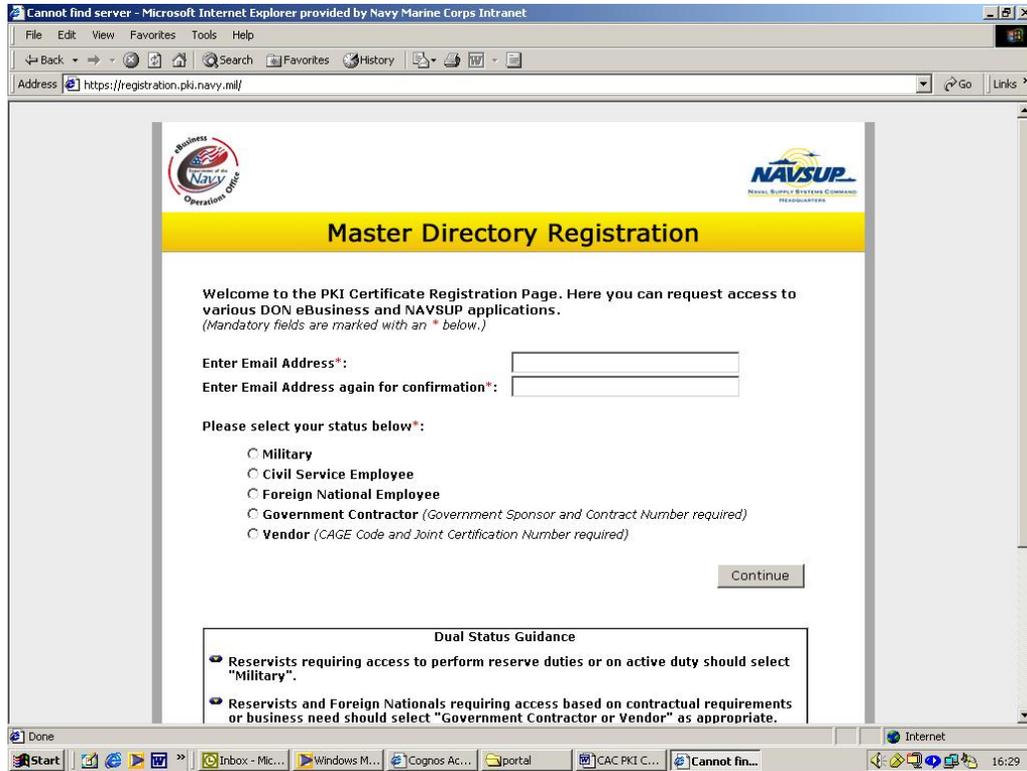
Select the “View Certificate” button to view the certificate information.



On the “Issued by:” line ensure it **DOES NOT** state DOD CLASSx **EMAIL** CA-x

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After authentication, the Master Directory Registration page is displayed.



The screenshot shows a Microsoft Internet Explorer browser window titled "Cannot find server - Microsoft Internet Explorer provided by Navy Marine Corps Intranet". The address bar displays "https://registration.pki.navy.mil/". The page content includes the Navy Business Operations Office logo and the NAVSUP logo. The main heading is "Master Directory Registration". Below the heading, a welcome message states: "Welcome to the PKI Certificate Registration Page. Here you can request access to various DON eBusiness and NAVSUP applications. (Mandatory fields are marked with an * below.)". There are two input fields for "Enter Email Address*" and "Enter Email Address again for confirmation*". Below these is a section titled "Please select your status below*" with five radio button options: "Military", "Civil Service Employee", "Foreign National Employee", "Government Contractor (Government Sponsor and Contract Number required)", and "Vendor (CAGE Code and Joint Certification Number required)". A "Continue" button is located to the right of the status options. At the bottom, a "Dual Status Guidance" box contains two bullet points: "Reservists requiring access to perform reserve duties or on active duty should select 'Military'." and "Reservists and Foreign Nationals requiring access based on contractual requirements or business need should select 'Government Contractor or Vendor' as appropriate." The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock at 16:29.

REGISTRATION INSTRUCTIONS:

Performing this process will register the user's PKI identity certificate (also known as a client certificate) with the NAVSUP Master Directory. Once completed, it will take 30 minutes for this information to be replicated to the NAVSUP Portal site for application access.

1. Enter email address and confirm email address.
2. Select a radio button that describes your status type.

Depending on the status selected, any of the following five screens will appear for the user to complete.

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Address <https://registration.pki.navy.mil/>



Master Directory Registration

Welcome to the PKI Certificate Registration Page. Here you can request access to various DON eBusiness and NAVSUP applications.
*(Mandatory fields are marked with an * below.)*

Enter Email Address*:

Enter Email Address again for confirmation*:

Please select your status below*:

- Military
- Civil Service Employee
- Foreign National Employee
- Government Contractor *(Government Sponsor and Contract Number required)*
- Vendor *(CAGE Code and Joint Certification Number required)*

Dual Status Guidance

- Reservists requiring access to perform reserve duties or on active duty should select "Military".
- Reservists and Foreign Nationals requiring access based on contractual requirements or business need should select "Government Contractor or Vendor" as appropriate.
- Foreign Nationals requiring access based on employment status in accordance with a Status of Forces or other government-to- government Agreement should select "Foreign National Employee".
- Foreign National Liaison Officers including Foreign Military Sales (FMS) Officers should select "Military".
- Others - Request guidance from the System/Application Program Manager.

[Privacy Statement](#) | [DoD Warning Statement](#) | [Contact Webmaster](#)

Enter e-mail address
Select your status
and
Click Continue



Master Directory Registration

Military Registration Form

Please fill out your user information below. (Mandatory fields are marked with an * below.)

First Name*:

Middle Initial:

Last Name*:

Duty Position or Title:

Grade or Rank:

Organizational Affiliation*:

If 'OTHER' is selected above, please enter manually here:

Commercial Telephone*:
(include area code; do not use dashes - i.e., 7171234567
(EXT-xxx if necessary))

DSN Telephone:
(do not use dashes - i.e., 4305665(EXT-xxx if necessary))

UIC (i.e., N00023):

U.S. Citizen*: Yes No

Continue

Continue

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Master Directory Registration

Foreign National Registration Form

Please fill out your user information below. (Mandatory fields are marked with an * below.)

First Name*:

Middle Initial:

Last Name*:

Duty Position or Title:

Grade or Rank:

Organizational Affiliation*:

If 'OTHER' is selected above, please enter manually here:

Commercial Telephone*:

(include area code; do not use dashes - i.e., 7171234567
(EXT-xxx if necessary))

DSN Telephone:

(do not use dashes - i.e., 4305665(EXT-xxx if necessary))

UIC (i.e., N00023):

U.S. Citizen*:

Yes No

Continue

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Master Directory Registration

Government Contractor Registration Form

Please fill out your user information below. (Mandatory fields are marked with an * below.)

First Name*:

Middle Initial:

Last Name*:

Commercial Telephone*:
(include area code; do not use dashes - i.e., 7171234567(EXT-xxx if necessary))

U.S. Citizen*: Yes No

Company Name*:

Company Address*:

City*:

State*:

Zip Code*:

Country*:

Please enter your Government Sponsor's information in these boxes.

Government Sponsor's Last Name*:

Government Sponsor's First Name:

Telephone*:
(include area code; do not use dashes - i.e., 7171234567(EXT-xxx if necessary))

Sponsor's Email Address*:

Government Sponsor's UIC (i.e., N00023):

Government Sponsor's Address*:

City*:

State*:

Zip Code*:

Country*:

Please enter the Contract information in the boxes below.

Contract Number*:

Contract Expires* (i.e., 9/30/2007):

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Master Directory Registration

Vendor Registration Form

Please fill out your user information below. (Mandatory fields are marked with an * below.)

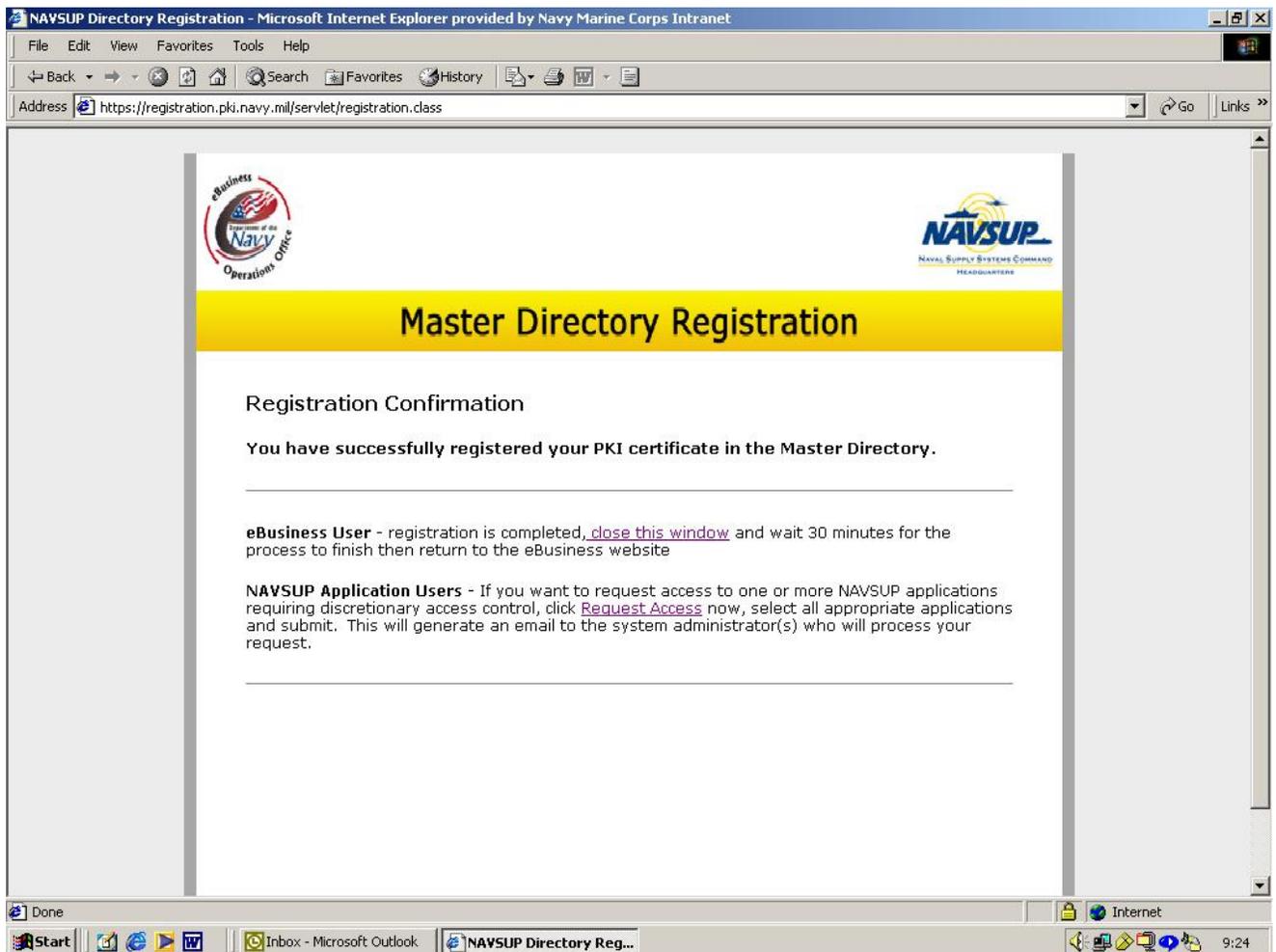
First Name*:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name*:	<input type="text"/>
Commercial Telephone*:	<input type="text"/>
<i>(include area code; do not use dashes - i.e., 7171234567(EXT-xxx if necessary))</i>	
U.S. Citizen*:	<input type="radio"/> Yes <input type="radio"/> No
Company Name*:	<input type="text"/>
Company Address*:	<input type="text"/>
Company City*:	<input type="text"/>
Company State*:	<input type="text" value="Choose State"/>
Company Zip Code*:	<input type="text"/>
Company Country*:	<input type="text" value="United States"/>
Cage Code*:	<input type="text"/>
Joint Certification Program Number: (if required - i.e., DD 2345)	<input type="text"/>

Continue

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At this point the user's certificate is registered and the "[close this window](#)" link can be selected.

If the user would like to access other NAVSUP applications they would select the "[Request Access](#)" link and complete the on-line registration that is on the following page.



If you click the "[Request Access](#)" link, you'll see the next screen:

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Master Directory Registration

Below is a list of NAVSUP applications that require permission to access. Select the appropriate application(s) to which you are requesting access. An email will then be sent to the application administrator with the information you have provided in the previous screen. After you click "Continue", a confirmation page will appear showing that each application request has been processed.

Select the application for which you are requesting access.

- COSIW
- FISC SD Extranet
- INFOSEC
- MyNAVSUP
- PMRS
- VBR

Select your desired application and click Continue.
Multiple selections can be made.

The user will receive the following confirmation.

Master Directory Registration

You have successfully registered for NAVSUP Applications, an email has been sent to the Administrator(s) of the Application(s) listed below.

MyNAVSUP

[Close Window](#)