



Instructions for Accessing the Capabilities Knowledge Base (CKB)



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CAPABILITIES KNOWLEDGE BASE

INFORMING BETTER INVESTMENT DECISIONS



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**Please note that CPP access is a pre-requisite to obtaining CKB access.*





CAPABILITIES KNOWLEDGE BASE

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Overview:

The Capabilities Knowledge Base (CKB) was designed and developed to facilitate the use of capabilities-based cost estimating. The CKB contains data and tools that will aid the analyst and high-level decision maker throughout the entire lifecycle of a defense program. The CKB is extremely beneficial in addressing the requirement for service component cost estimates at Milestone-A as required by the December 2008 DoDI 5000.02.

The CKB contains the cross-service program capability, cost, and performance data required to produce cost forecasts within stricter timelines. The CKB, which is intended for cross-service and DoD-wide use, currently houses over 50,000 data points.

The CKB is the result of an on-going study conducted by the Early Cost Team within [The Office of the Deputy Assistant Secretary of the Army for Cost and Economics \(ODASA-CE\)](#).

The CKB is currently housed on ODASA-CE's Cost & Performance Portal (CPP). Therefore, any user looking to obtain CKB access, must first request and obtain access to the CPP (see Figure 1 below). The necessary steps to obtain CKB access (and CPP access if not already possessed) are detailed in the following pages of this document.

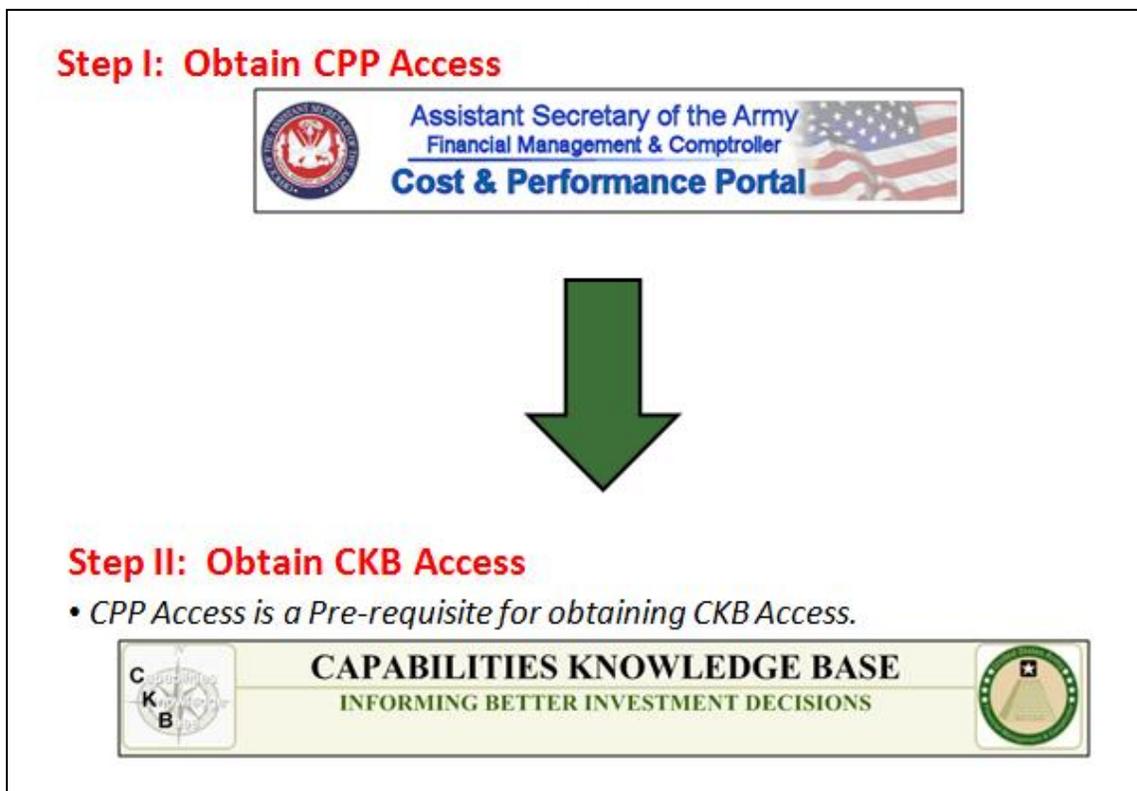


Figure 1



PART I: Request Access to the Cost & Performance Portal (CPP)

Note: If you experience problems during PART I, please email the cpphelpdesk@conus.army.mil for assistance.

For users with a CAC:

NAVIGATE TO THE SITE

1. Type <https://cpp.army.mil> as the URL in your browser window to access the new CPP.

Note: If you are a **Windows Vista User** please follow these four additional steps:

1. From Internet Explorer, go to Tools → Internet Options
2. Click on the Advanced Tab
3. Ensure that the 'Use SSL 2.0' box is checked
4. Click on OK

2. Click on the "REQUEST A NEW ACCOUNT" button and follow the instructions for "registering using your CAC certificate" (see Figure 2).

Welcome To The New Cost & Performance Portal (CPP)

The new CPP has been upgraded based on recent software releases to provide:

- Reliable and consistent access to cost, unit cost and performance data.
- Easy navigation with links from the Main page to all key user pages.
- New analytic tools designed to drill into detailed data.
- Improved security with CAC login and authentication based on AKO email.

Important Note: Users of the "old" CPP must request a new account.

REQUEST A NEW ACCOUNT



To request a new account:

- Click the ENTER SITE button below and a "Choose a digital certificate" popup window will appear.
- To register using your CAC certificate 
 - Choose the digital certificate labelled "EMAIL"
 - You will be taken to the CAC registration page
- If you do not have a CAC
 - Select "Cancel" on the "Choose a digital certificate" popup
 - You will be taken to the AKO email registration page

Figure 2



3. Click on the “Enter Site” button (see Figure 3).

DOD Disclaimer

This is a DoD web site. The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. DoD web sites may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD web site, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DoD web site may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes.

If you accept these terms, click the button below to enter the site.

ENTER SITE 

Figure 3

SELECT PKI CERTIFICATE

4. You will be prompted to choose a digital certificate to proceed. Select your latest DoD **EMAIL** digital certificate and click “OK” (see Figure 4).

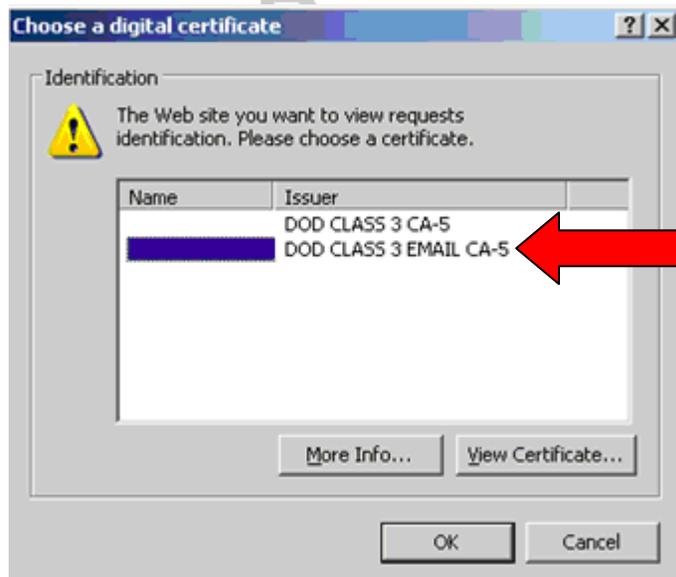


Figure 4



Note: You will receive an error message if you do not select your latest EMAIL certificate (see Figure 5 below). To try logging in again, you **MUST** close all existing browser windows and open a new browser window in order to choose a new certificate to use.

The screenshot shows the header of the portal with the Assistant Secretary of the Army logo and the text "Assistant Secretary of the Army Financial Management & Comptroller Cost & Performance Portal". Below the header, a message states: "The login process found a browser certificate but you do not have an active CPP account. In order to request a CPP account, you must use the DoD Mail/Signature certificate off of your CAC." A bulleted list provides instructions: "CPP uses this mail certificate so it can verify your identity AND your AKO email address.", "Please try again using the DoD Mail/Signature certificate (one approved by the DoD Email CA).", "Note that you MUST open a new browser window in order to choose a new certificate to use when logging in.", and "If you need further assistance, contact the CPP Administrators."

Figure 5

SUBMIT ACCOUNT REQUEST

5. Upon initial login to the new CPP, you will receive a message indicating that you do not have an account (see Figure 6). Click on the “here” link to request an account.

You do not currently have a CPP account. To proceed to request an account, please click [here](#). Or contact the [CPP Administrators](#) for further assistance.

Figure 6



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6. You will then be presented with an account request form. Fill in all relevant fields and select the “Request new account” button (see Figure 7).

We could not find an account for you within CPP using either your AKO username (from your CAC) or your unique DoD id number (EDIPI from CAC). To request an account, please complete the following form below. If you think you reached this page in error, please contact us via [email](#).

Fill in the following fields to request a CPP account. Or if you wish to return to the CPP Home, please click Cancel.

EDIPI:

AKO Username:

AKO Email:

First Name:

Last Name:

Phone: (e.g. 555-555-5555)

Title: (e.g. Ft Bragg - RM, GS Analyst, etc.)

Organization: (e.g. ASA FM&C)

User Type: (e.g. Contractor, Government, etc.)

Sponsor:

Sponsor Phone: (e.g. 555-555-5555)

Passwords must be >= 10 chars with 2 uppercase, 2 lowercase, and 2 special characters. You also cannot use one of your last 10 passwords.

Password:

Verify Password:

Password Hint: (a question)

Password Hint Answer:

Figure 7

7. Upon request of a new account, the CPP administrators must verify the requestor’s information in AKO. Please allow up to a 24 hour turnaround before your account is enabled. When accessing the CPP prior to the account being enabled, the following message is displayed:

Your account is not currently enabled because either 1) you just recently applied for a new account and your application is being processed or 2) your account has been disabled by an administrator. If you need further assistance, please email the [CPP Administrators](#).

Figure 8



8. When your account is approved and enabled, you will receive a confirmation email. Type <https://cpp.army.mil> as the URL in your browser window to access the new CPP.

9. Click on the “Enter Site” button (see Figure 9).

Welcome To The New Cost & Performance Portal (CPP)

The new CPP has been upgraded based on recent software releases to provide:

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Important Note: Users of the "old" CPP must request a new account.

REQUEST A NEW ACCOUNT

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If you accept these terms, click the button below to enter the site.

ENTER SITE



Figure 9



SELECT PKI CERTIFICATE

10. You will be prompted to choose a digital certificate to proceed. Select any of your current digital certificates and click “OK” (see Figure 10).

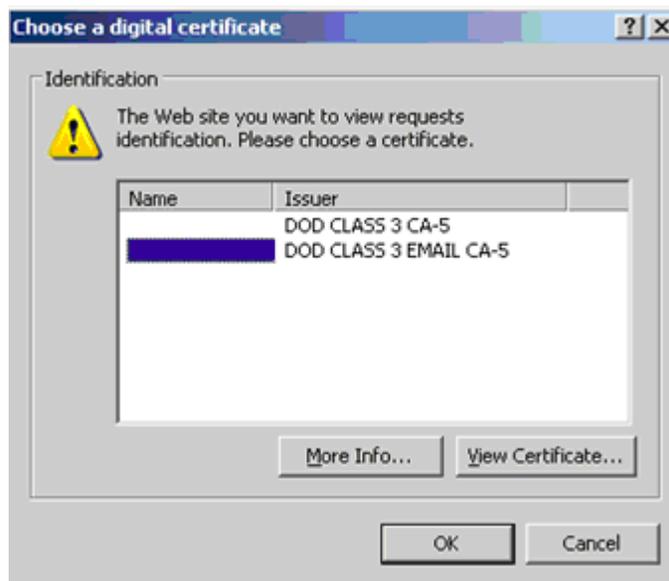


Figure 10

11. After selecting one of your current certificates, you will land on the home page of the CPP.



PART II: Request Access to the Capabilities Knowledge Base (CKB)*

***Please note that CPP access is a pre-requisite.**

Note: If you experience problems during PART II, please email the CKBHelpDesk@conus.army.mil for assistance.

For users with a CAC and CPP Access:

NAVIGATE TO THE CPP HOME PAGE

1. Navigate to and enter the CPP home page (<https://cpp.army.mil>).
 - Please follow the detailed instructions provided above in PART I of this document to request CPP access if needed.
2. Click on the “Capabilities Knowledge Base” link on the left menu bar of the CPP home page (see Figure 11).

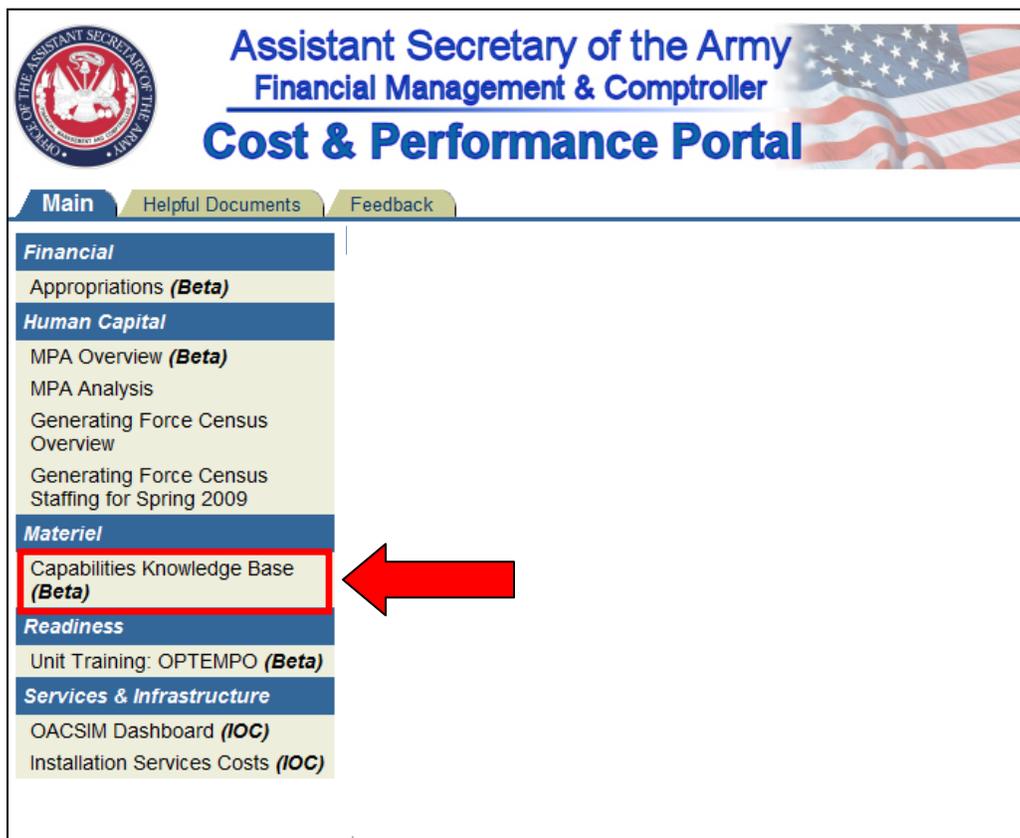


Figure 11



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3. Click on the “REQUEST ACCESS” button (see Figure 12).

Welcome To The Cost & Economics Capabilities Knowledge Base (CKB)

The Capabilities Knowledge Base (CKB) was designed and developed to facilitate the use of capabilities-based cost estimating. The CKB contains data and tools that will aid the analyst and high-level decision maker throughout the entire lifecycle of a defense program. The CKB is thought to be extremely beneficial in addressing the new requirement for service component cost estimates at Milestone-A as required by the December 2008 DoDI 5000.02.

The CKB contains the cross-service program capability, cost, and performance data required to produce cost forecasts within stricter timelines. The CKB, which is intended for cross-service and DoD-wide use, currently houses over 18,000 data points.

If you do not see the "RUN CKB" button below, then you do not have access to the CKB application. Click on the "Request Access" button to generate an email request for access to CKB.

REQUEST ACCESS
←

Figure 12

4. Complete and Send the “CKB Access Request” email (see Figure 13). Please ensure that the following information is provided in the request email:

- Government or Support Contractor: Please identify whether you are employed by the Government (enlisted or civilian) or by a support contractor.
- Service: Please identify what Military Service or Branch that you are part of (if government) or support (if contractor).
- Organization: Please identify your organization (for both government and contractors).
- Justification: Please provide a short justification of your intended use / need of the CKB.

Send	To...	ASA FM, CKB Help Desk
	Cc...	
	Subject:	CKB Access Request
<ul style="list-style-type: none"> • Government or Support Contractor: Government • Service (if applicable): Army • Organization (Government or Contractor): ODASA-CE • Justification of Access Request: Access requested in order to utilize CKB when completing early cost estimates. 		

Figure 13



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5. Congratulations! You have now successfully requested CKB access. Your application will be reviewed and you will receive feedback from the CKB Helpdesk regarding your application as soon as possible. Please email the CKB Helpdesk (CKBHelpDesk@conus.army.mil) for further assistance.
6. Once you have been granted CKB access, please re-follow Steps 1 and 2 above.
 - Step 1: Navigate to and enter the CPP home page (<https://cpp.army.mil>).
 - Step 2: Click on the “Capabilities Knowledge Base” link on the left menu bar of the CPP home page (see Figure 11).
7. You should now see the screen shown in Figure 14 below. After clicking on the “RUN CKB” button, you will land on the home page of the CKB.

Welcome To The Cost & Economics Capabilities Knowledge Base (CKB)

The Capabilities Knowledge Base (CKB) was designed and developed to facilitate the use of capabilities-based cost estimating. The CKB contains data and tools that will aid the analyst and high-level decision maker throughout the entire lifecycle of a defense program. The CKB is thought to be extremely beneficial in addressing the new requirement for service component cost estimates at Milestone-A as required by the December 2008 DoDI 5000.02.

The CKB contains the cross-service program capability, cost, and performance data required to produce cost forecasts within stricter timelines. The CKB, which is intended for cross-service and DoD-wide use, currently houses over 18,000 data points.

If you do not see the "RUN CKB" button below, then you do not have access to the CKB application. Click on the "Request Access" button to generate an email request for access to CKB.

Click the RUN CKB button to launch the CKB application:



Figure 14