

## DAVE Access – Quick Reference Guide

**Description** - The Defense Acquisition Visibility Environment (DAVE) site is a single point of access to data and information to support Defense Acquisition analysis, oversight, insight, and decision-making. Access to DAVE is restricted to DoD Common Access Card (CAC) holders and individuals with an approved External Certificate (ECA). Follow these instructions to access DAVE with your CAC.

### Steps

1. If needed, update your MilConnect profile at <https://www.dmdc.osd.mil/milconnect/>. If you make changes, wait at least 24 hours before registering for DAVE.
2. On the DAVE site (<https://dave.acq.osd.mil/>), click on Register.
3. Click Sign in with your CAC and select email or CAC certificate.

4. Click Register again.
5. Review information imported from MilConnect

- a) Add preferred email address, if needed.
- b) Select Yes to confirm information.
- c) Click Next to proceed.

**User Registration**

Last Name\* [ ] First Name\* [ ]  
 Middle Initial [ ] Designation\* [ ]  
 US Citizenship\*  Yes  No Administrative Org\* [ ]  
 E-mail\* [ ] Preferred Email [ ]  
Note: Some of the information above was pulled from your MilConnect profile and cannot be edited.

Job Title\* [ ] Duty Org\* [ ]  
 Office Symbol/Dept\* [ ] Duty Sub-Org\* [ ]  
 Office Phone #\* [ ] Alternate Phone # [ ]  
 Office Address\* [ ]  
Note: The information above was pulled from your MilConnect profile and cannot be edited in DAVE.

Is this information complete and correct?  Yes  No  
\*Denotes mandatory field

**Next**

6. Add your supervisor's name and contact information.

7. If you are a contractor, enter your contract information.

8. Click Next to proceed.

9. In the non-disclosure agreement,

- a) Specify your organization.
- b) Click the check box to indicate that you accept the NDA.
- c) Click the Next button.

**Government Supervisor**

Enter contact information for a government supervisor:

Last Name\* [ ] First Name\* [ ]  
 Middle Initial [ ] Organization\* [ ]  
 Office Phone #\* [ ] Alternate Phone # [ ]  
 E-mail Address\* [ ]  
Note: Must be government, non-contractor email

Enter contract information:

Company Name\* [ ] Contract/Task Order Number\* [ ]  
 Prime Contractor Name\* [ ] Contract Expiration Date\* [ ]  
(May be same as company name)  
\* Denotes mandatory field

**Next**

**Non-Disclosure Agreement**

DAVE NDA  
 Effective Date: 2018-03-03

I, [ ] a government employee, contractor, or subcontractor, supporting [ ] and I understand that I may have access to non-public, sensitive, proprietary business, technical, financial, performance, vendor source selection information belonging to the United States Government or Government Contractors. This information includes, but is not limited to, contract data, Government award plan data, Planning, Programming, Budgeting and Execution documents and information as defined in DoD Directive 7045.14, trade secrets, cost estimates, funding, and financial data, acquisition strategies and plans, acquisition decision memoranda, or NDAP and M&AS program data and performance information.

I understand that I may access and use this information only in connection with my performance of lawful and authorized Government purposes. I agree not to use, discuss, disseminate, or disclose this information or data to any person or entity except those persons directly concerned with the use of this information. I understand that the unauthorized disclosure, use for other than Government purposes, or negligent handling of the information by me could cause irreparable injury to the information owner (Government or Government Contractor).

I understand that the Government may seek any remedy available to enforce this agreement including, but not limited to, application for a court order prohibiting disclosure of information in breach of this agreement. Court costs and reasonable attorney fees incurred by the Government may be assessed against me if I breach this action. I also understand that a company might file a separate claim against me if I have misused its proprietary information. (Should I negligently use, discuss, divulge, or disclose non-public, sensitive, or proprietary information or data, I understand that I may be subject to the administrative, civil, and criminal penalties of:

- 18 U.S. Code § 793 - Gathering, transmitting or losing defense information;
- 18 U.S. Code § 793B - Disclosure of confidential information generally; and,
- 41 U.S. Code § 101-2 - Prohibitions on disclosing and obtaining procurement information.

These provisions do not extend to information that is: (1) in the public domain at the time of receipt or it came into the public domain thereafter through no act of mine; (2) disclosed with the prior written approval of the information owner; (3) disclosed pursuant to court order, after notification to the information owner; or (4) disclosed and inadvertently divulged the exercise of the same reasonable degree of care a party normally uses to protect its own proprietary information.

These provisions are consistent with and do not supersede, conflict with, or otherwise alter the obligations, rights, or liabilities created by existing statute or Executive Order relating to (1) classified information; (2) communications to Congress; (3) reporting to an Inspector General the violation of any law, rule, or regulation; or (4) management, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety; or (4) any other applicable law.

Check here to accept the NDA.

**Next**