

# **Release of Names & Addresses (RONA) Project**

## **Requirements Specification Document**

**Version 1.7**



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## Revision History

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02/11/2014	1.3	Updated RONA Report and Reports Use Case Diagram	Jorja Comer
02/26/2014	1.4	Incorporated changes based on sprint planning meeting, including: <ul style="list-style-type: none"> <li>Updated list of roles</li> <li>Added requirement to narrow organizations based on request type</li> </ul>	Jorja Comer
03/03/2014	1.5	Incorporated changes based on design, including (see highlighted portions): <ul style="list-style-type: none"> <li>Added deactivation request notification</li> <li>Added functionality to manage organizations</li> <li>Removed functionality to add a request without an existing organization</li> <li>Removed “New” RONA status</li> </ul>	Jorja Comer
03/13/2014	1.6	Changed VA Username to display only (see highlighted portions)	Jorja Comer
04/08/14	1.7	Incorporated changes based on design, including: <ul style="list-style-type: none"> <li>Updated screenshots</li> <li>Removed requirement to change request type on update</li> <li>Combined first and last name in List RONA and User</li> <li>Removed Phone from Search</li> </ul>	Jorja Comer

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# 1. Introduction

This Requirements Specifications Document (RSD) was developed for the Release of Names & Addresses (RONA) system. Names and addresses may be released in accordance with sections 6301-6306 of USC title 38. These sections permit the release of names and addresses under VA's Outreach Program for the purpose of notifying veterans of non-VA governmental (Federal, State and local) benefits and programs. Title 38 of the United States Code authorizes the Secretary of Veterans Affairs (VA) to release the names and/or addresses of any present or former member of the Armed Forces and/or their beneficiaries:

- To nonprofit organizations (including Members of Congress) when the purpose of the release is directly connected with the conduct of programs and the use of benefits covered by title 38
- As part at VA's Outreach Program for the purpose of advising veterans of non-VA Federal, State and local benefits and programs
- To Federal, State, or local agencies, and to any criminal or civil law enforcement governmental agency or instrumentality charged under law with the protection of the public health or safety if a qualified representative of the agency or instrumentality has made a written request stating the names or addresses will be used for a purpose authorized by law

Names and addresses may not be released for purposes such as soliciting memberships for an organization or listing or inscribing names on monuments or memorials. If a request is denied, a requester has the right to appeal the denial to the VA General Counsel.

The RONA system will support the process of tracking the release of veterans' personally identifiable information (PII) to ensure that only authorized parties are able to view the released information.

## 1.1. Purpose

This document will provide specifications for functional and non-functional requirements. This document's intended audience includes software engineers, developers and architects that will be developing the software.

## 1.2. Scope

The scope of this request is to establish an RSD that further defines a tracking system for requests for veterans' data and provide a functional user interface for viewing these results.

The RONA RSD identifies specifications to:

- Manage user accounts, including creating, updating, activating, deactivating, viewing, and searching
- Manage RONAs, including creating, updating, viewing, and searching
- Manage documents associated to a RONA, including uploading, viewing, and deleting
- Manage and track the status of RONAs
- Generate reports
- Generate letters
- Generate templates
- Provide an audit trail of actions performed in the system

## 1.3. Acronyms and Definitions

This section provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the RSD.

### 1.3.1. Acronyms

Acronym	Description
VAIQ	Veteran's Affairs Intranet Quorum is a correspondence and document management system
RONA	Release of Names & Addresses
OGC	Office of General Counsel
VA	The United States Department of Veterans Affairs (VA) is Cabinet-level department that supports veterans in their time after service
OPRM	Office of Privacy and Records Management
VADS	Veterans Assistance Discharge System provides veteran names and addresses
CP&E	Compensation and Pension and Education provides veteran names and addresses
ERS	Enterprise Record Service
VACO	Veterans Affairs Central Office
VBA	Veterans Benefits Administration
VHA	Veterans Health Administration
VISN	Veterans Integrated Service Network
SDD	System Design Document
SDLC	Software Development Life-Cycle

### 1.3.2. Definitions

Term	Description
RONA	The unit of work processed when a request submitted to the VA by an outside entity for veterans' names and addresses
RONA Number	A number assigned to each organization or individual who requests data. The RONA number does not change once assigned
Personally Identifiable Information (PII)	Information that can be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual
User Account	All information associated to a particular user

## 1.4. References

- VA Handbook 6500, Information Security Program  
[http://www1.va.gov/vapubs/viewPublication.asp?Pub\\_ID=56&FType=2](http://www1.va.gov/vapubs/viewPublication.asp?Pub_ID=56&FType=2)
- VA Directive 6502, VA Enterprise Privacy Program  
[http://www1.va.gov/vapubs/viewPublication.asp?Pub\\_ID=404&FType=2](http://www1.va.gov/vapubs/viewPublication.asp?Pub_ID=404&FType=2)
- VA Handbook 6300.6, Procedures for Releasing Lists of Veterans' and Dependent's Names and Addresses  
[http://www1.va.gov/vapubs/viewPublication.asp?Pub\\_ID=425&FType=2](http://www1.va.gov/vapubs/viewPublication.asp?Pub_ID=425&FType=2)

## 2. Overall Specifications

Implementing a web based automated tool will ensure that the tracking, processing, and management of requests made for veterans' data will be more effective than the manual process currently utilized.

The requirements specified in this document describe the RONA system. Requirements may be derived from many sources, including client provided documentation, enhancement requests, the internal development team, subject matter experts (SMEs), User Acceptance Testing (UAT), and interviews with the client or end users.

### 2.1. Requirements Organization

Stakeholder needs are captured as business requirements and support the business case. Business requirements are further decomposed into functional and non-functional requirements. These requirements describe the functions the system will perform (i.e. functional requirements) or qualities the system must possess (i.e. non-functional requirements). Functional requirements may be further supported or specified with additional documentation (e.g. wireframes/screen mock up, diagrams, templates).

The wireframes/screenshots provided in this document are for reference purposes only and as they are available. They may evolve as system design and development progresses. They are included to the extent that they were available at the time of this document's publication.

### 2.2. User Roles and Responsibilities

The table below shows the user roles and descriptions within the system. Each requirement specifies which roles may perform which actions.

Term	Description
New VA User	Any user on the VA network that has not yet been assigned a RONA system role.
Analyst	A user primarily responsible for processing requests
OGC Analyst	A user responsible tracking OGC concurrence on a letter
OGC Lawyer	A user responsible for providing concurrence on a letter
Coordinator	A user responsible for facilitating Analysts' work
Director	A user able to generate reports in order to oversee RONA processing
Administrator	A user with full privileges to all system functions

### 2.3. Assumptions

The assumptions made in this specification are:

1. User authentication is outside the scope of the RONA system.
2. The RONA system will be provided sufficient credentials to identify and authorize RONA users.
3. Documents uploaded to a RONA will be in electronic format.
4. All editing of letters will be handled by the appropriate program on the user's system and is outside the scope of the RONA system.
5. All editing of templates will be handled by the appropriate program on the user's system and is outside the scope of the RONA system.
6. The device used to access the RONA system (e.g. the user's computer) will identify and launch the appropriate program to view templates and letters.
7. Letters and templates will be updated via a backend process.

### 3. Business Requirement Specifications

The table below identifies the Business Requirements.

Requirement ID	Description
BR1	The system shall provide the ability to manage user accounts.
BR2	The system shall provide the ability to manage RONAs.
BR3	The system shall provide the ability to manage documents.
BR4	The system shall provide the ability to manage letters.
BR5	The system shall provide the ability to manage templates.
BR6	The system shall provide the ability to manage reports.
BR7	The system shall provide the ability to manage help.
BR8	The system shall be accessible.
BR9	The system shall be secure.
BR10	The system shall provide the ability to manage organizations.

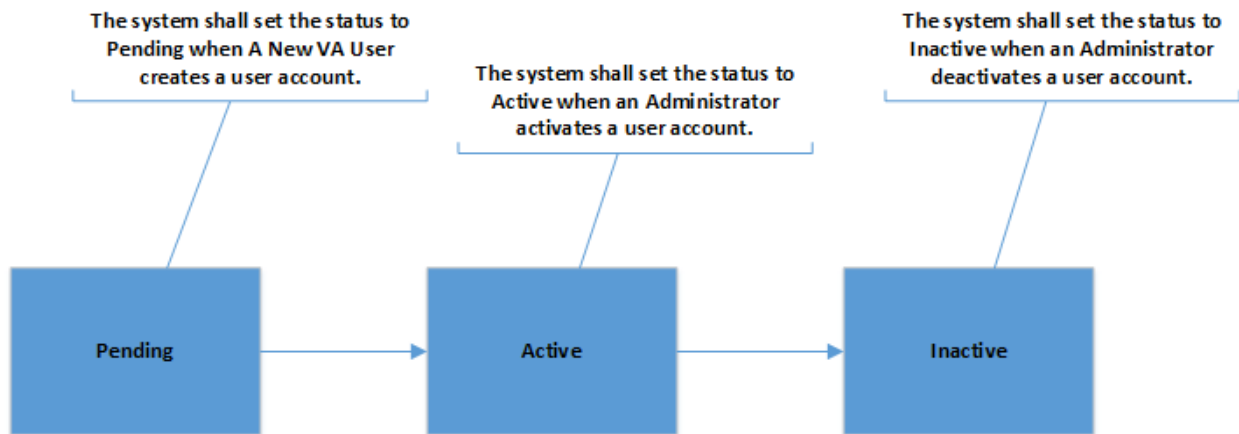
## 4. Functional Requirement Specifications

The Functional Requirements describe the implementation of all functional business requirements.

### 4.1. Manage User Accounts

The user account stores information about a given user. Any user on the VA network may create a user account. However, all user accounts must be activated by an Administrator before the user may access the system. The diagram below describes the statuses a user account may have.

**Figure 1 User Account Status Diagram**



### 4.1.1.Create User Account

Requirement ID	Description	Traceability
1.	The system shall allow a New VA user and an Administrator to create user accounts.	BR1
1.1.	The system shall allow a New VA user to create a user account for only him/herself.	BR1
1.2.	The system shall allow an Administrator to create a user account for any user.	BR1
1.3.	The system shall allow an Administrator to designate a New VA User, an Analyst, an OGC Analyst, an OGC Lawyer, a Coordinator, a Director or an Administrator Role as a required field.	BR1
1.4.	The system shall capture First Name as required field in alpha format of no more than 100 characters.	BR1
1.5.	The system shall capture Last Name as required field in alpha format of no more than 100 characters.	BR1
1.6.	The system shall capture the Primary Email address as a required field in name@domain.suffix format of no more than 50 characters.	BR1
1.7.	The system shall capture the Secondary Email address in name@domain.suffix format of no more than 50 characters.	BR1
1.8.	The system shall capture Primary Phone number as a required field in (xxx) xxx-xxxx format.	BR1
1.9.	The system shall capture Secondary Phone in (xxx) xxx-xxxx format.	BR1
1.10.	The system shall capture Title as a required field in alpha numeric format of no more than 100 characters.	BR1
1.11.	If the user is an Administrator, then the system shall capture VA Username in in alpha numeric format of no more than 50 characters.	BR1
1.11.1	If the user is a New VA User, then the system shall only display the VA Username based on the current users VA credentials.	BR1
1.12.	The system will assign a unique user identifier to the user account.	BR1
1.13.	The system shall ensure each user account is unique.	BR1
1.14.	The system shall record the time, date and user identifier of the user account creation.	BR1
1.15.	The system shall send a notification to the New VA User's and Administrator's respective Primary Email addresses specified in their user accounts upon account creation.	BR1
1.16.	The system shall validate all fields before a user account is created.	BR1
1.16.1	The system shall visually indicate all required fields.	BR1
1.16.2	If any field fails validation, then system shall indicate so for each failed field and the user account is not created.	BR1
1.17.	The system shall ensure all required fields are not null before an account is created.	BR1
1.17.1	If a required fields are not entered, the system shall indicate so and the user account is not created.	BR1
1.18.	The system shall assign a status of Pending upon user account creation.	BR1

**Figure 2 Create User Account**

The screenshot displays the RONA (Release of Names & Addresses) application interface. On the left is a blue sidebar with navigation links: Home, Manage Requests, User Administration (highlighted in red), User List, and Add User. The main content area has a header 'User Administration' and a sub-header 'Add New'. Below this, it says 'Add new user account settings below:'. The form contains several input fields: Role (a dropdown menu), First Name, Last Name, Email, Other Email, Phone, Other Phone, and Title. Each field is followed by an asterisk, indicating it is a required field. At the bottom right of the form are two buttons: 'Add' (green) and 'Reset' (grey).

**RONA** Release of Names & Addresses

Home

Manage Requests

User Administration

User List

Add User

User Administration

Add New

Add new user account settings below:

Role \*

First Name \*

Last Name \*

Email \*

Other Email

Phone \*

Other Phone

Title \*

Add Reset

### 4.1.2.View User Account

Requirement ID	Description	Traceability
2.	The system shall allow a New VA User, an Analyst, an OGC Analyst, an OGC Lawyer, a Coordinator, a Director and an Administrator to view a user account.	BR1
2.1.	The system shall allow a New VA user to only view his/her own user account.	BR1
2.2.	The system shall allow an Analyst, a Coordinator, an OGC Analyst, an OGC Lawyer, a Director and an Administrator user to view all user accounts.	BR1
2.3.	The system shall display the Role.	BR1
2.4.	The system shall display First Name.	BR1
2.5.	The system shall display Last Name.	BR1
2.6.	The system shall display Primary Email address.	BR1
2.7.	The system shall display Secondary Email address.	BR1
2.8.	The system shall display Primary Phone.	BR1
2.9.	The system shall display Secondary Phone.	BR1
2.10.	The system shall display Title.	BR1
2.11.	The system shall display the VA Username.	BR1
2.12.	The system shall display the user account Status.	BR1
2.13.	The system shall display the user identifier.	BR1
2.14.	The system shall display the user identifier of the user who performed the last action, and the time and date of last action performed on the user account.	BR1

### **4.1.3.Update User Account**

Requirement ID	Description	Traceability
3.	The system shall allow a New VA User, an Analyst, an OGC Analyst, an OGC Lawyer, a Coordinator, a Director and an Administrator to update a user account.	BR1
3.1.	The system shall allow a New VA User, an Analyst, a Director, an OGC Lawyer and an OGC Analyst to only update his/her own account.	BR1
3.2.	The system shall allow a Coordinator to update his/her own user account and all Analyst user accounts.	BR1
3.3.	The system shall allow an Administrator to update any user account.	BR1
3.4.	The system shall allow a Coordinator to assign one, and only one, Role as a required field from a list of Analyst, OGC Analyst, OGC Lawyer, Coordinator or Director.	BR1
3.5.	The system shall allow an Administrator to assign one, and only one, Role as a required field from a list of Analyst, OGC Analyst, OGC Lawyer, Coordinator, Director or Administrator.	BR1
3.6.	The system shall capture First Name as required field in alpha format of no more than 100 characters.	BR1
3.7.	The system shall capture Last Name as required field in alpha format of no more than 100 characters.	BR1
3.8.	The system shall capture the Primary Email address as a required field in name@domain.suffix format of no more than 50 characters.	BR1
3.9.	The system shall capture the Secondary Email address in name@domain.suffix format of no more than 50 characters.	BR1
3.10.	The system shall capture Primary Phone as a required field in (xxx) xxx-xxxx format.	BR1
3.11.	The system shall capture Secondary Phone in (xxx) xxx-xxxx format.	BR1
3.12.	The system shall capture Title as a required field in alpha format of no more than 100 characters.	BR1
3.13.	If the user is an Administrator, then the system shall capture VA Username in in alpha numeric format of no more than 50 characters.	BR1
3.13.1	If the user is a New VA User, an Analyst, an OGC Analyst, an OGC Lawyer, a Coordinator, or a Director, then the system shall only display the VA Username based on the current users VA credentials.	BR1
3.14.	The system shall provide the ability for a user to request his/her account be deactivated.	BR1
3.14.1	The system shall provide the ability to cancel the request to deactivate the user account, if the user account is still active.	BR1
3.14.2	If deactivation is requested, then the system shall notify the Administrator.	BR1
3.14.3	If the deactivation request is canceled, then the system shall notify the Administrator.	BR1
3.15.	The system shall record the time, date and user identifier of the user account update.	BR1
3.16.	The system shall notify the account owner at the Primary Email addresses specified in the user account upon user account update.	BR1
3.17.	The system shall validate all fields before a user account is updated.	BR1
3.17.1	The system shall visually indicate all required fields.	BR1
3.17.2	If any field fails validation, then system shall indicate so for each failed field and the user account is not updated.	BR1
3.18.	The system shall ensure all required fields are not null before an account is updated.	BR1
3.18.1	If a required fields are not entered, the system shall indicate so and the user account is not updated.	BR1

#### 4.1.4. Activate User Account

Requirement ID	Description	Traceability
4.	The system shall allow an Administrator to activate a user account.	BR1
4.1.	The system shall record the time, date and user identifier of the user account activation.	BR1
4.2.	The system shall notify the account owner at the Primary Email addresses specified in the user account upon user account activation.	BR1
4.3.	The system shall assign a status of Active upon user account activation.	BR1

#### 4.1.5.Deactivate User Account

Requirement ID	Description	Traceability
5.	The system shall allow an Administrator to deactivate a user account.	BR1
5.1.	The system shall record the time, date and user identifier of the user account deactivation.	BR1
5.2.	The system shall notify the account owner at the Primary Email addresses specified in the user account upon user account deactivation.	BR1
5.3.	The system shall ensure that a user account may not be deactivated if any RONAs are assigned to that particular user.	BR1
5.4.	The system shall assign a status of Inactive upon user account deactivation.	BR1

#### 4.1.6. Search User Accounts

Requirement ID	Description	Traceability
6.	The system shall allow an Analyst, OGC Analyst, OGC Lawyer, a Coordinator, a Director and an Administrator to search user accounts.	BR1
6.1.	The system shall search user accounts for any match that includes the criteria entered.	BR1
6.2.	The system shall capture the Role as a search criterion from a list of Analyst, Coordinator, OGC Analyst, OGC Lawyer and Administrator.	BR1
6.3.	The system shall capture First Name as a search criterion in alpha format of no more than 100 characters.	BR1
6.4.	The system shall capture Last Name as a search criterion in alpha format of no more than 100 characters.	BR1
6.5.	The system shall capture Email (both Primary and Secondary) address as a search criterion in name@domain.suffix format of not more than 50 characters.	BR1
6.6.	The system shall capture Phone (both Primary and Secondary) as a search criterion in (xxx) xxx-xxxx format.	BR1
6.7.	The system shall capture Title as a search criterion in alpha format of no more than 100 characters.	BR1
6.8.	The system shall allow a Coordinator and Administrator to search deactivated accounts.	BR1
6.9.	The system shall display all user accounts that match the search criteria.	BR1
6.9.1.	The system shall display no more than 25 search results per page.	
6.9.2.	If no search results are found, the system shall indicate so.	BR1
6.10.	If no criteria are specified, the system shall return all user accounts.	BR1
6.11.	The system shall permit multiple search criteria to be entered simultaneously.	BR1
6.11.1	If multiple search criteria are entered, then the system shall limit the results to only user accounts that meet all entered criteria.	BR1

### 4.1.7. List User Accounts

Requirement ID	Description	Traceability
7.	The system shall allow an Analyst, OGC Analyst, OGC Lawyer, a Coordinator, a Director and an Administrator to view a list of user accounts.	BR1
7.1.	The system shall limit the default list of user accounts to only active accounts.	BR1
7.2.	The system shall display the First Name for each user account listed.	BR1
7.3.	The system shall display the Last Name for each user account listed.	BR1
7.3.1.	The system shall display the list of user accounts in descending alphabetical order by Last Name by default.	BR1
7.4.	The system shall display the Role for each user account listed.	BR1
7.5.	The system shall display the date the account was created for each user account listed.	BR1
7.6.	The system shall allow the list to be sortable Last Name (alphabetically, ascending/descending), Role (alphabetically, ascending/descending), and date the user account was created (numerically, ascending/descending).	BR1
7.7.	The system shall display no more than 25 user accounts per page.	BR1

Figure 3 Search/List/Activate/Deactivate User

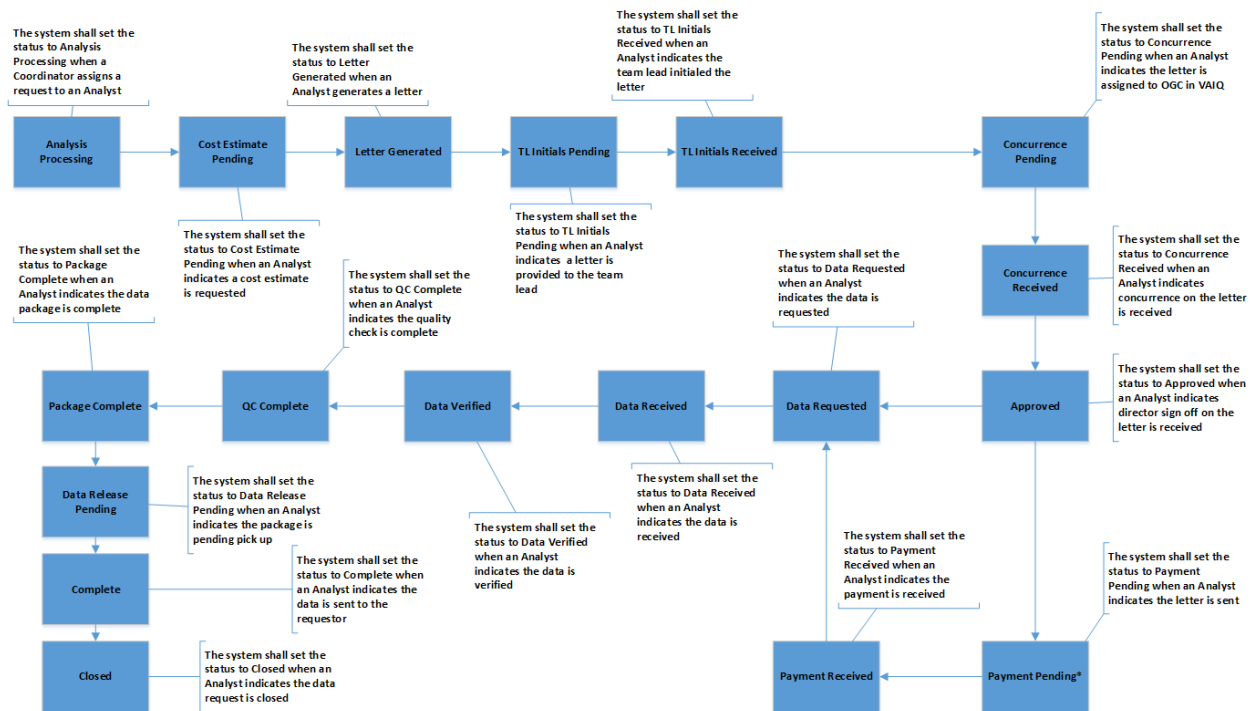
The screenshot displays the 'RONA Release of Names & Addresses' application. The left sidebar contains navigation links: Home, Manage Requests, User Administration (selected), User List, and Add User. The main content area is titled 'User Administration' and includes a search form with fields for Role, Status, First Name, Last Name, Title, Email, and Phone, along with a Search button. Below the search form is a 'User List' table with columns: Role, User ID, First Name, Last Name, Email, Other Email, Phone, Other Phone, Status, Action, and Details. The table contains four rows of data, each with an 'Active' status and 'Deactivate' and 'View' action buttons. An 'Add User' button is located at the top right of the table.

Role	User ID	First Name	Last Name	Email	Other Email	Phone	Other Phone	Status	Action	Details
								Active	Deactivate	View
								Active	Deactivate	View
								Active	Deactivate	View
								Active	Deactivate	View

## 4.2. Manage RONAs

Each request for veterans' names and addresses must be evaluated and approved before the data can be released. The diagram below describes the statuses a RONA may have as it is evaluated and processed for release.

**Figure 4 RONA Status Diagram**



## 4.2.1.Add RONA

Requirement ID	Description	Traceability
8.	The system shall allow a Coordinator and an Administrator to add a RONA.	BR2
8.1.	The system shall capture one, and only one, Data Request Type as a required field with the options of Congressional, Veterans Service Organization, Other Organization, Universities/Schools, Vocational, Private Citizen, Federal Requester, State Requester, and Local Government.	BR2
8.2.	The system shall capture one, and only one, Requestor Organization as required field from a list of active organizations.	BR2
8.2.1.	The system shall narrow the list of Requestor Organizations based on the Data Request Type selected (see Appendix for Data Request Type and Requestor Organization matrix).	BR2
8.2.2.	The system will populate a new RONA with information from the selected organization.	BR2
8.3.	The system shall capture Requestor First Name as a required field in alpha format of no more than 100 characters.	BR2
8.4.	The system shall capture Requestor Last Name as a required field in alpha format of no more than 50 characters.	BR2
8.5.	The system shall capture Suffix as a required field in alpha format of no more than 5 characters.	BR2
8.6.	The system shall capture Requestor Title as a required field in alpha format of no more than 100 characters.	BR2
8.7.	The system shall capture Requestor Street as a required field in alpha numeric format of no more than 100 characters.	BR2
8.8.	The system shall capture Requestor City as a required field in alpha format of no more than 100 characters.	BR2
8.9.	The system shall capture Requestor State as a required field from a list of US states.	BR2
8.10.	The system shall capture Requestor Zip Code as a required field in numeric format of no more than 5 characters.	BR2
8.11.	The system shall capture Requestor Email address in name@domain.suffix format of no more than 50 characters.	BR2
8.12.	The system shall capture Requestor Phone in (xxx) xxx-xxxx format.	BR2
8.13.	The system shall capture the VAIQ identifier as an alpha-numeric field of no more than 15 characters.	BR2
8.14.	The system shall capture Date Received by ERS as a required field in MM/DD/YYYY format.	BR2
8.15.	The system shall capture Date Indicated on Correspondence as a required field in MM/DD/YYYY format.	BR2
8.16.	The system shall provide the ability to indicate the RONA is expedited.	BR2
8.17.	If the request is not expedited, then the system shall populate the Due Date as 60 days from the Date Received by ERS.	BR2
8.18.	If the request is expedited, then the system shall populate the Due Date as 15 days from the Date Received by ERS.	BR2
8.19.	The system shall capture Analyst Assigned from a list of all active users.	BR2

Requirement ID	Description	Traceability
8.20.	The system shall display the RONA number assigned to the organization.	BR2
8.21.	The system shall display a summary of all information entered before the RONA is added.	BR2
8.22.	The system shall record the time, date and user identifier of the RONA creation.	BR2
8.23.	The system shall notify the Analyst Assigned at the Primary Email addresses specified in his/her user account upon RONA creation.	BR2
8.24.	The system shall validate all fields before a RONA is created.	BR2
8.24.1	The system shall visually indicate all required fields.	BR2
8.24.2	If any field fails validation, then system shall indicate so for each failed field and the RONA is not created.	BR2
8.25.	The system shall ensure all required fields are not null before a RONA is created.	BR2
8.25.1	If a required fields are not entered, the system shall indicate so and the RONA is not created.	BR2

**Figure 5 Add RONA Step 1**

Add Request - Step 1 of 4

1 Requestor 2 Assign Request 3 Additional Data 4 Confirm

Select Organization from Existing RONAs

Request Type\* Choose...

Continue ➔

**Figure 6 Add RONA Step 2**

Add Request - Step 2 of 4

1 Requestor 2 Assign Request 3 Additional Data 4 Confirm

Select a User

RONA Users

First Name Last Name (Role)  
First Name Last Name (Role)  
First Name Last Name (Role)  
First Name Last Name (Role)  
First Name Last Name (Role)  
First Name Last Name (Role)  
First Name Last Name (Role)  
First Name Last Name (Role)  
First Name Last Name (Role)

Back Continue ➔

**Figure 7 Add RONA Step 3**

Add Request - Step 3 of 4

1Requestor

2Assign Request

3Additional Data

4Confirm

Provide further request data details

Correspondence Date \*

ERS Receipt Date \*

Due Date is  
#####

Would you like to Expedite this request?

Yes  
No

VAIQ Number \*

Upload Files \*

Choose Files

No file chosen

Back

Continue

**Figure 8 Add RONA Step 4**

Add Request - Step 4 of 4

1Requestor

2Assign Request

3Additional Data

4Confirm

Please carefully review and confirm your entry below

Summary

Requestor

Organization

Assigned To

First Name Last Name (Role)

Request Type

Request Type

Correspondence Date

#####

ERS Receipt Date

#####

Due Date

#####

Expedited?

Yes or No

VAIQ Number

#####

Correspondence Uploads

File Name

File Name

## 4.2.2.View RONA

Requirement ID	Description	Traceability
9.	The system shall allow an Analyst, OGC Analyst, OGC Lawyer, a Coordinator and an Administrator to view a RONA.	BR2
9.1.	The system shall display Requestor First Name.	BR2
9.2.	The system shall display Requestor Last Name.	BR2
9.3.	The system shall display Suffix.	BR2
9.4.	The system shall display Requestor Organization.	BR2
9.5.	The system shall display Requestor Title.	BR2
9.6.	The system shall display Requestor Street.	BR2
9.7.	The system shall display Requestor City.	BR2
9.8.	The system shall display Requestor State.	BR2
9.9.	The system shall display Requestor Zip Code.	BR2
9.10.	The system shall display Requestor Email address.	BR2
9.11.	The system shall display Requestor Phone.	BR2
9.12.	The system shall display Data Request Type.	BR2
9.13.	The system shall display the VAIQ identifier.	BR2
9.14.	The system shall display the Date Received by ERS.	BR2
9.15.	The system shall display Date Indicated on Correspondence.	BR2
9.16.	The system shall indicate if the RONA is expedited.	BR2
9.17.	The system shall display the Due Date.	BR2
9.18.	The system shall display Comments.	BR2
9.19.	The system shall display the Analyst Assigned.	BR2
9.20.	The system shall display the RONA number.	BR2
9.21.	The system shall display the RONA Status.	BR2
9.22.	The system shall display all zip codes in the request.	BR2

Requirement ID	Description	Traceability
9.23.	The system shall indicate if more information is requested.	BR2
9.24.	The system shall display the Requestor Contact Comments.	BR2
9.25.	The system shall display all VA Data Centers.	BR2
9.25.1.	For each VA Data Center, the system shall display the date the data was requested, if it exists.	BR2
9.25.2.	For each VA Data Center, the system will display the date the data was received, if it exists.	BR2
9.25.3.	The system shall display the number of records received for each VA Data Centers.	BR2
9.25.4.	The system shall display the total number of records received across all VA Data Centers.	BR2
9.25.5.	The system shall display the CD Password.	BR2
9.26.	The system shall display the RONA Checklist.	BR2
9.27.	The system shall indicate if the RONA Checklist is complete.	BR2
9.28.	The system shall indicate if the letter is generated.	BR2
9.29.	The system shall indicate if the team lead's initials are received.	BR2
9.30.	The system shall indicate if concurrence is received.	BR2
9.31.	The system shall indicate if director sign off is received.	BR2
9.32.	The system shall indicate if a cost estimate is requested.	BR2
9.33.	The system shall indicate if payment is requested.	BR2
9.34.	The system shall indicate if payment is received.	BR2
9.34.1.	If payment is received, then the system shall display the amount of the payment.	BR2
9.34.2.	If payment is received, then the system shall display Date Payment Received.	BR2
9.35.	The system shall indicate if data is requested.	BR2
9.36.	The system shall indicate if data is verified.	BR2
9.37.	The system shall indicate if package is complete.	BR2
9.38.	The system shall indicate if package is pending pick up.	BR2
9.39.	The system shall indicate if package is sent.	BR2
9.40.	The system shall display the reason the RONA is closed, if it exists.	BR2
9.41.	The system will display the last action performed on the RONA, the user identifier who performed the action, the date the actions was performed and the time the action was performed.	BR2

**Figure 9 RONA Details**

View Data Request

Status: Initials Pending

Details

Checklist

Documents

History

Data Verification

General Comments

Requestor

Organization Name  
FName LName  
Title  
Addr 1  
Addr 2  
Addr 3

Primary Phone: (555) 555 - 5555  
Secondary Phone: N/A  
Primary Email: first.last@email.com  
Secondary Email: first.last@email.com

RONA

Status:  
Initials Pending  
RONA Number: 1000  
Request Type: School  
Assigned To: FName LName (Role)

Correspondence Date: ####/####  
ERS Receipt Date: ####/####  
Expedited?: Yes or No  
Due Date: ####/####  
VAIQ Number: ####/####

### 4.2.3.Update RONA

Requirement ID	Description	Traceability
10.	The system shall allow an Analyst, a Coordinator and an Administrator to update a RONA.	BR2
10.1.	The system shall allow an Analyst to only update a RONA to which he/she is assigned.	BR2
10.2.	The system shall allow a Coordinator to update any RONA.	BR2
10.3.	The system shall allow an Administrator to update any RONA.	BR2
10.4.	The system shall allow RONAs with a status of Analysis Processing, Letter Generated, Cost Estimate Pending, TL Initials Pending, Concurrence Pending, Concurrence Received, Approved, Payment Pending, Payment Received, Data Requested, Data Received, Data Verified, QC Complete, Package Complete, and Data Release Pending to be updated.	BR2
10.5.	The system shall allow a Coordinator and an Administrator to update the Analyst Assigned from a list of all active users.	BR2
10.5.1.	The system shall enforce Analyst Assigned as a required field.	BR2
10.6.	The system shall capture Requestor First Name as a required field in alpha format of no more than 100 characters.	BR2
10.7.	The system shall capture Requestor Last Name as a required field in alpha format of no more than 50 characters.	BR2
10.8.	The system shall capture Suffix as a required field in alpha format of no more than 5 characters.	BR2
10.9.	The system shall capture Requestor Title as a required field in alpha format of no more than 100 characters.	BR2
10.10.	The system shall capture Requestor Street as a required field in alpha numeric format of no more than 100 characters.	BR2
10.11.	The system shall capture Requestor City as a required field in alpha format of no more than 100 characters.	BR2
10.12.	The system shall capture Requestor State as a required field from a list of US states.	BR2
10.13.	The system shall capture Requestor Zip Code as a required field in numeric format of no more than 5 characters.	BR2
10.14.	The system shall capture Requestor Email address in name@domain.suffix format of no more than 50 characters.	BR2
10.15.	The system shall capture Requestor Phone in (xxx) xxx-xxxx format.	BR2
10.16.	The system shall capture Comments alpha numeric format of no more than 1,000 characters.	BR2
10.17.	The system shall capture Data Request Zip Code as a required field in numeric format of no more than 5 characters.	BR2
10.17.1.	The system shall allow one or many Data Request Zip Code(s) to be captured.	BR2

Requirement ID	Description	Traceability
10.18.	The system shall capture the VAIQ identifier as an alpha-numeric field of no more than 15 characters.	BR2
10.19.	The system shall capture Date Received by ERS as a required field in MM/DD/YYYY format.	BR2
10.20.	The system shall capture Date Indicated on Correspondence as a required field in MM/DD/YYYY format.	BR2
10.21.	The system shall provide the ability to indicate the RONA is expedited.	BR2
10.21.1.	If the request is not expedited, then the system shall populate the Due Date as 60 days from Date Received by ERS.	BR2
10.21.2.	If the request is expedited, then the system shall populate the Due Date as 15 days from Date Received by ERS.	BR2
10.22.	The system shall provide the ability to indicate more information is requested.	BR2
10.22.1.	If more information is requested, then the system shall capture the date as a numeric field in MM/DD/YYYY format.	BR2
10.22.2.	If the RONA still has a status of Analysis Processing 30 days after the current date, then the system shall alert the assigned user.	BR2
10.23.	The system shall capture Requestor Contact Comments in alpha format of no more than 1,000 characters.	BR2
10.24.	The system shall capture VA Data Centers from a list of VADS, CP&E and VETSNET.	BR2
10.24.1.	The system shall allow one or many VA Data Centers to be selected from the list.	BR2
10.24.2.	For each VA Data Center selected, the system shall capture the Request Date as a required field in MM/DD/YYYY format.	BR2
10.24.3.	For each VA Data Center selected, the system will provide the ability to indicate the data is received.	BR2
10.24.4.	For each VA Data Center selected, the system shall capture the Data Received Date field in MM/DD/YYYY format.	BR2
10.24.5.	For each VA Data Center selected, the system shall provide the ability to indicate the number of records received or that the number of records received was not available.	BR2
10.24.6.	The system shall display the total number of records for all VA Data Centers.	BR2
10.24.7.	The system shall capture the CD Password in an alpha-numeric field of no more than 50 characters.	BR2
10.25.	If the RONA checklist is complete, the Request type is Veteran Service Organization, Other Organization, Universities/Schools, Vocational, or Private Citizen and the VA Data Center is VADS, then the system shall provide the ability to indicate a cost estimate is requested.	BR2
10.26.	If a letter is generated, then the system shall provide the ability to indicate the letter is sent to the team lead.	BR2
10.27.	If the letter is sent to the team lead, then the system will provide the ability to indicate the team lead's initials are received.	BR2
10.28.	If the team lead's initials are received, then the system shall provide the ability to indicate the RONA is assigned to OGC.	BR2
10.28.1.	When the RONA is assigned to OGC, then the system shall notify the OGC Analyst at the Primary Email address specified in the user account.	BR2
10.29.	If concurrence is received, then the system shall provide the ability to indicate director sign off is received.	BR2
10.30.	If a cost estimate is requested, then the system shall provide the ability to indicate payment is requested.	BR2
10.31.	If a payment is requested, then the system shall provide the ability to indicate payment is received.	BR2

Requirement ID	Description	Traceability
10.31.1.	If payment is received, then the system shall capture the amount of the payment as a required field.	BR2
10.31.2.	If payment is received, then the system shall capture Date Payment Received as a required field in MM/DD/YYYY format.	BR2
10.32.	If the data is requested, then the system shall provide the ability to indicate the data is received from all data centers from which data was requested.	BR2
10.33.	If the data is received, then the system shall provide the ability to indicate the data is verified.	BR2
10.34.	If the data is verified, then the system shall provide the ability to indicate the quality check is complete.	BR2
10.35.	If the quality check is complete, then the system shall provide the ability to indicate the data package is complete.	BR2
10.36.	If data package is complete, then the system shall provide the ability to indicate the data package is pending pickup.	BR2
10.37.	The system shall provide the ability to indicate the data package is sent.	BR2
10.38.	If the RONA status is Analysis Processing, Letter Generated, Cost Estimate Pending, TL Initials Pending, Concurrence Pending, Concurrence Received, Approved, Payment Pending, or Payment Received, then the system shall provide the ability to indicate the RONA is closed.	BR2
10.38.1.	If the request is closed, the system shall capture the reason the RONA is closed as a required field from a list of Denial/Closed, Letter Cancelled/Closed, and Elapsed/Closed.	BR2
10.39.	The system shall record the time, date and user identifier of the RONA update.	BR2
10.40.	If the Analyst Assigned is updated, then the system shall notify the Analyst Assigned (if it exists) at the Primary Email addresses specified in their user account upon RONA update.	BR2
10.41.	The system shall validate all fields before a RONA is updated.	BR2
10.41.1.	The system shall visually indicate all required fields.	BR2
10.41.2.	If any field fails validation, then system shall indicate so for each failed field and the RONA is not updated.	BR2
10.42.	The system shall ensure all required fields are not null before a RONA is updated.	BR2
10.42.1.	If a required fields are not entered, the system shall indicate so and the RONA is not updated.	BR2

**Figure 10 Update RONA: Approvals**

View Data Request

Status: Initials Pending

Details

Checklist

Documents

History

Data Verification

General Comments

Review Request Letter

Approvals

Project Request

RONA Completion

II - RONA Approval Process

Response Letter Drafted

Select Letter

Letter  
Letter  
Letter  
Letter

Enter Comments

Generate Letter

Cost estimated submitted, returned, and total amount included in response letter

Choose Files

No file chosen

Enter Comments

Response letter placed into VAIQ for OGC (024) concurrence. Check VAIQ daily for status

Choose Files

No file chosen

Enter Comments

Initialed response letter received from TL (Team Lead) and placed into folder

Choose Files

No file chosen

Enter Comments

Response letter received from OGC and placed into folder

Choose Files

No file chosen

Enter Comments

Response letter printed and forwarded to Acting ERS Director for Signature

Choose Files

No file chosen

Enter Comments

If payment required; received, copied, and filed check, then delivered check to cashier's office

Choose FilesNo file chosen

Enter Comments

Requestor contacted for more information (if necessary)

Select Template

Template  
Template  
Template  
Template

Enter Comments

Generate Templates

Received VAIQ record after project request was sent

Choose FilesNo file chosen

Enter Comments

Save Progress

Approvals Completed

Close RONA

**Figure 11 Update RONA: Project Request**

View Data Request

Status: Initials Pending

Details

Checklist

Documents

History

Data Verification

General Comments

Review Request Letter

Approvals

Project Request

RONA Completion

III - RONA Project Request

Sent project request to appropriate for VADS, CP&E and/or VETSNET

Choose Files

No file chosen

Enter Comments

Received Data from Data Center - VADS, CP&E and/or VETSNET

Receipt Date

Enter Comments

Received Data from Data Center - VADS, CP&E and/or VETSNET

Receipt Date

Enter Comments

Closed VAIQ record after project request was sent

Choose Files

No file chosen

Enter Comments

Data Request Closed

**Figure 12 Update RONA: Project Completion**

View Data Request

Status: Initials Pending

Details

Checklist

Documents

History

Data Verification

General Comments

Review Request Letter

Approvals

Project Request

RONA Completion

IV - RONA Completion

For Congressional RONAs on CD only: Checked CD for system compatibility (i.e. was able to open CD and determine that data was present.

Choose Files

No file chosen

Enter Comments

For Congressional RONAs on CD only: Placed CD-ROM in large envelope once received from Data Center; Completed OCLA correspondence sheet and tape to front of envelope; Dropped package off at the OCLA office mailbox; Filed completed RONA request folder in the RONA file cabinet.

Choose Files

No file chosen

Enter Comments

RONA Complete

**Figure 13 Update RONA: Data Verification**

View Data Request

Status: Initials Pending

Details

Checklist

Documents

History

Data Verification

General Comments

Number of Records

Save

VADS	C & P	EDUCATION
Record Count	Record Count	Record Count

Total Records: [Sum of above]

**Figure 14 Update RONA: History**

View Data Request

Status: Initials Pending

Details

Checklist

Documents

History

Data Verification

General Comments

Audit Trail

Action	Status	Date	User ID	Comments
Data Request Assigned	Analysis Processing			Lorem ipsum dolor sit amet, consectetur adipiscing elit, <a href="#">more ...</a>
Zip Codes Uploaded	Analysis Processing			Lorem ipsum dolor sit amet, consectetur adipiscing elit, <a href="#">more ...</a>
More information requested	Analysis Processing			Lorem ipsum dolor sit amet, consectetur adipiscing elit, <a href="#">more ...</a>
Follow-up email sent	Analysis Processing			Lorem ipsum dolor sit amet, consectetur adipiscing elit, <a href="#">more ...</a>
Phone Contact Attempted	Analysis Processing			Lorem ipsum dolor sit amet, consectetur adipiscing elit, <a href="#">more ...</a>
30 day close out email sent	Analysis Processing			Lorem ipsum dolor sit amet, consectetur adipiscing elit, <a href="#">more ...</a>
Calculated Cost Entered	Cost Estimate Pending			Lorem ipsum dolor sit amet, consectetur adipiscing elit, <a href="#">more ...</a>
Response Letter Generated	Initials Pending			Lorem ipsum dolor sit amet, consectetur adipiscing elit, <a href="#">more ...</a>
General Comment	Initials Pending			Phone call made and voice mail left at .... <a href="#">more ...</a>

**Figure 15 Update RONA: General Comments**

View Data Request

Status: Initials Pending

Details

Checklist

Documents

History

Data Verification

General Comments

Enter Comments

Add Comment

Note: General Comments will be added under the History tab e.g. Phone call made

#### 4.2.4. Complete a Checklist for a RONA

Requirement ID	Description	Traceability
11.	If the RONA status is Analysis Processing, Letter Generated, Cost Estimate Pending, TL Initials Pending, TL Initials Received, Concurrence Pending, Concurrence Received, Approved, Payment Pending, or Payment Received, then the system shall allow an Analyst, a Coordinator and an Administrator to complete a RONA checklist.	BR2
11.1.	The system shall provide a way to indicate a purpose statement is included in the RONA.	BR2
11.2.	The system shall provide a way to indicate a confidentiality statement is included in the RONA.	BR2
11.3.	The system shall provide a way to indicate a penalty statement is included in the RONA.	BR2
11.4.	The system shall provide a way to indicate a zip code is included in the RONA.	BR2
11.5.	The system shall capture media output.	BR2
11.5.1.	If the VA Data Center is VADS, then the system shall capture a media output from a list of Gummed Labels, Printed list, 3480 Cartridge.	BR2
11.5.1.1.	The system shall allow no more than 2 media output types to be selected.	BR2
11.5.2.	If the VA Data Center is VETSNET., then system shall capture a media output from a list of CD ROM.	BR2
11.6.	If the RONA type is Veteran Service Organization, Other Organization, Universities/Schools, Vocational, or Private Citizen and the VA Data Center is VADS, then the system shall provide a way to indicate a tax exemption statement is included in the RONA.	BR2
11.7.	The system shall provide a way to indicate the RONA checklist is complete.	BR2
11.8.	If payment is received and the Request Type is Veterans Service Organization, Other Organization, Universities/Schools, Vocational, Private Citizen, Federal Requester, State Requester, or Local Government, then the system shall provide the ability to indicate the project request is sent.	BR2
11.9.	If director sign off is received and the Request Type is Congressional, then the system shall provide the ability to indicate the project request is sent.	BR2
11.10.	The system shall provide a way to indicate VAIQ record is closed.	BR2

**Figure 16 RONA Checklist**

View Data Request

Status: Initials Pending

Details

Checklist

Documents

History

Data Verification

General Comments

Review Request Letter

Approvals

Project Request

RONA Completion

I - Review of RONA Request

Request Letter : RequestLetter

Identified data categories of information - Select VA Data Center(s)

VADS

Recently discharged Veterans

C & P, EDU

Veterans currently receiving be

Check if the request requires a cost estimate from VADS

Generate Cost Template

Enter Comments

Purpose statement included

Choose Files

No file chosen

Enter Comments

Confidentiality statement included

Choose Files

No file chosen

Enter Comments

Penalty statement included

Choose Files

No file chosen

Enter Comments

Zip codes included

Choose Files

No file chosen

Enter Comments

Media output requested

Generate Missing Media Template

VADS may receive 2 of 3

Printed lists

gummed labels

3480 Print cartridge

C&P and EDU

CD ROM only

Enter Comments

Tax exemption statement ☐

Choose Files

No file chosen

Enter Comments

Requestor contacted for more information (if necessary)

Select Template


Template

Template

Template

Template

Enter Comments

Generate Templates 

Save Progress

#### 4.2.5.Indicate Concurrence Status on a RONA

Requirement ID	Description	Traceability
12.	If the RONA status is Concurrence pending, then the system shall allow an OGC Lawyer, an OGC Analyst, an Analyst, a Coordinator and an Administrator to indicate the concurrence status on a RONA.	BR2
12.1.	The system shall provide the ability to indicate OGC concurrence is received for a RONA.	BR2
12.2.	The system shall provide the ability to indicate OGC concurrence is not received for a RONA.	BR2
12.3.	The system shall capture Comments in alpha numeric format of no more than 1,000 characters.	BR2
12.4.	The system shall ensure that concurrence status is indicated once, and only once.	BR2
12.5.	The system shall capture the user identifier, time and date concurrence status was indicated.	BR2
12.6.	The system shall notify the Analyst Assigned at the Primary Email addresses specified in his/her user account when concurrence status is indicated.	BR2

#### 4.2.6.List RONAs

Requirement ID	Description	Traceability
13.	The system shall provide the ability to list RONAs.	BR2
13.1.	If the current user is an Administrator or a Coordinator, then the system shall limit the default list to RONAs with a status of Analysis Processing, Letter Generated, Cost Estimate Pending, TL Initials Pending, TL Initials Received, Concurrence Pending, Concurrence Received, Approved, Payment Pending, Payment Received, Data Requested, Data Received, Data Verified, QC Complete, Package Complete, and Data Release Pending.	BR2
13.1.1.	If the current user is an OGC Analyst or an OGC Lawyer, then the system shall limit the default view of RONAs with a status of Concurrence Pending.	BR2
13.1.2.	If the current user is an Analyst, then the system shall limit the default view of the RONAs assigned to the current user.	BR2
13.2.	The system shall display the RONA number for each RONA listed.	BR2
13.3.	The system shall display the Requestor First Name for each RONA listed.	BR2
13.4.	The system shall display the Requestor Last Name for each RONA listed.	BR2
13.5.	The system shall display the first and last name of the user assigned for each RONA listed.	
13.6.	The system shall display the Due Date for each RONA listed.	BR2
13.6.1.	The system shall display the list of RONAs in ascending numerical order by Due Date by default.	BR2
13.7.	The system shall display the status for each RONA listed.	BR2
13.8.	The system shall allow the list to be sortable by Requestor Last Name (alphabetically, ascending/descending), status (alphabetically, ascending/descending), Due Date (numerically, ascending/descending), and RONA number (numerically, ascending/descending).	BR2
13.9.	The system shall display no more than 25 RONAs per page.	BR2

Figure 17 List/Search RONAs

**RONA** Release of Names & Addresses John Doe ▾

**Manage Requests**

RONA Number  First Name  Last Name  Email  Title  Phone

to   to  Status

ERS Receipt Date - Select date range Due Date - Select date range

**Request List**

RONA #	Organization	First Name	Last Name	Email	Title	Phone	ERS Receipt Date	Due Date	Status	Details
1000									Analysis Processing	<a href="#">View</a>
1001									Analysis Processing	<a href="#">View</a>
...									Analysis Processing	<a href="#">View</a>

## 4.2.7.Search RONAs

Requirement ID	Description	Traceability
14.	The system shall allow an Analyst, OGC Analyst, OGC Lawyer, a Coordinator and an Administrator to search RONAs.	BR2
14.1.	The system shall search RONAs for any match that includes the criteria entered.	BR2
14.2.	The system shall capture Requestor First Name as a search criterion in alpha format of no more than 100 characters.	BR2
14.3.	The system shall capture Requestor Last Name as a search criterion in alpha format of no more than 50 characters.	BR2
14.4.	The system shall capture Requestor Organization as a search criterion in alpha format of no more than 100 characters.	
14.5.	The system shall capture the Requestor Email address as a search criterion in name@domain.suffix format of no more than 50 characters.	BR2
14.6.	The system shall capture Requestor Title as a search criterion in alpha format of no more than 100 characters.	BR2
14.7.	The system shall capture the date Received by ERS as a search criterion.	BR2
14.7.1.	The system shall capture a range of dates Received by ERS as a search criterion in MM/DD/YYYY format.	BR2
14.7.2.	The system shall enforce that the ending date of the date range is equal to or greater than the beginning date.	BR2
14.7.3.	The system shall enforce that all dates entered are equal to or less than the current date.	BR2
14.8.	The system shall capture the Due Date as a search criterion.	BR2
14.8.1.	The system shall capture a range of dates as a search criterion in MM/DD/YYYY format.	BR2
14.8.2.	The system shall enforce that the ending date of the date range is equal to or greater than the beginning date.	BR2
14.8.3.	The system shall enforce that all dates entered are equal to or less than the current date.	BR2
14.9.	The system shall display all RONAs that match the search criteria.	BR2
14.9.1.	If no search results are found, the system shall indicate so.	BR2
14.9.2.	The system shall display no more than 25 search results per page.	BR2
14.10.	If no criteria are specified, the system shall return all RONAs.	BR2
14.11.	The system shall permit multiple search criteria to be entered simultaneously.	BR2
14.11.1.	If multiple search criteria are entered, then the system shall limit the results to only RONAs that meet all entered criteria.	BR2

#### 4.2.8.Set RONA Status

Requirement ID	Description	Traceability
15.	The system shall set RONA status.	BR2
15.1.	The system shall set the status to Analysis Processing upon RONA creation.	BR2
15.2.	The system shall set the status to Cost Estimate Pending when a user indicates a cost estimate is requested.	BR2
15.3.	The system shall set the status to Letter Generated when a user generates a letter.	BR2
15.4.	The system shall set the status to Initials Pending when a user indicates a letter is provided to the team lead.	BR2
15.5.	The system shall set the status to TL initials Received when a user indicates the team lead initialed the letter.	BR2
15.6.	The system shall set the status to Concurrence Pending when a user indicates the letter is assigned to OGC.	BR2
15.6.1.	If a RONA has a status of Concurrence Pending for 20 days, then the system shall notify the Analyst assigned to the RONA and the OGC Analyst at the Primary Email address in his/her user account.	BR2
15.6.2.	If a RONA has a status of Concurrence Pending for 30 days, then the system shall notify the Analyst assigned to the RONA, the OGC Analyst and Coordinators at the Primary Email addresses in their user accounts.	BR2
15.6.3.	If a RONA has a status of Concurrence Pending for 35 days, then the system shall notify the Analyst assigned to the RONA, the OGC Analyst and Coordinators at the Primary Email addresses in their user accounts.	BR2
15.7.	The system shall set the status to Concurrence Received when a user indicates concurrence is received.	BR2
15.8.	The system shall set the status to Approved a user indicates director sign off on the letter is received.	BR2
15.9.	The system shall set the status to Payment Pending a user indicates the letter is sent.	BR2
15.9.1.	If a RONA has a status of Payment Pending for 20 days, then the system shall notify the Analyst assigned to the RONA at the Primary Email address in his/her user account.	BR2
15.10.	The system shall set the status to Payment Received a user indicates the payment is received.	BR2
15.11.	The system shall set the status to Data Requested a user indicates the project request is sent.	BR2
15.12.	The system shall set the status to Data Received when a user indicates the data is received.	BR2
15.13.	The system shall set the status to Data Verified when a user indicates the data is verified.	BR2
15.14.	The system shall set the status to QC Complete when a user indicates the quality check is complete.	BR2
15.15.	The system shall set the status to Data Release Pending when a user indicates the package is pending pick up.	BR2
15.16.	The system shall set the status to Complete when a user indicates the data is sent to the requestor.	BR2
15.17.	The system shall set the status to Closed when a user indicates the RONA is closed.	BR2

## 4.3. Manage Documents

### 4.3.1.Upload Documents

Requirement ID	Description	Traceability
16.	The system shall allow an Analyst, a Coordinator, an OGC Analyst, an OGC Lawyer and an Administrator to upload documents to the RONA.	BR3
16.1.	The system shall capture Document Name as a required field in alpha numeric format of no more than 100 characters.	BR3
16.2.	The system shall capture Document Comments in alpha numeric format of no more than 500 characters.	BR3
16.3.	The system shall record the time, date and user identifier of the document upload.	BR3

### 4.3.2.View Documents

Requirement ID	Description	Traceability
17.	The system shall allow an Analyst, an OGC Analyst, an OGC Lawyer, a Coordinator and an Administrator to view documents associated to a RONA.	BR3
18.	The system shall ensure that documents associated to a RONA are read only.	BR3

### 4.3.3.List Documents

Requirement ID	Description	Traceability
19.	The system shall allow an Analyst, an OGC Analyst, an OGC Lawyer, a Coordinator and an Administrator to list documents associated to a RONA.	BR3
19.1.	The system shall display the Document Name for each document listed.	BR3
19.2.	The system shall display the date and time each document was uploaded.	BR3
19.2.1.	The system shall display the list of documents in ascending numerical order by date, then time by default.	BR3
19.3.	The system shall display the identifier of the user who uploaded each document listed.	BR3
19.4.	The system shall allow the list to be sortable by Document Name (alphabetically, ascending/descending), date and time the document was uploaded (numerically, ascending/descending), and user identifier (numerically, ascending/descending).	BR3
19.5.	The system shall display no more than 25 documents per page.	BR3

**Figure 18 List/Upload/Delete Documents**

View Data Request

Status: Initials Pending

Details

Checklist

Documents

History

Data Verification

General Comments

Choose Files

No file chosen

Enter Comments

Add Document

Documents

Document Name	Comments	Upload Date / Time	Uploaded By	Document	Delete
				<div>View</div>	<div>Delete</div>
				<div>View</div>	<div>Delete</div>
				<div>View</div>	<div>Delete</div>

#### 4.3.4.Delete Document

Requirement ID	Description	Traceability
20.	The system shall allow a Coordinator and an Administrator to delete documents associated to a RONA.	BR3
20.1.	The system shall enforce a confirmation before the document is deleted.	BR3

### 4.4. Manage Letters

#### 4.4.1.Generate Letter

Requirement ID	Description	Traceability
21.	The system shall allow an Analyst, a Coordinator and an Administrator to generate letters.	BR4
21.1.	If the request type is Congressional, then the system shall provide Senator and Congressional Response letters.	BR4
21.2.	If the request type is Veterans Service Organization, Other Organization, Universities/Schools, Vocational, Private Citizen, Federal Requester, State Requester, or Local Government, then the system shall provide a list of Response Letter for Non-Profit, Government Response Letter, and Denial Letter for Non-Profits.	BR4
21.3.	The system shall populate the letter using information from the RONA (see Appendix).	BR4
21.4.	The system shall generate the letter in Microsoft Word format.	BR4
21.5.	The system shall allow a letter to be generated only once, unless information in the RONA is updated.	BR4

## 4.5. Manage Templates

### 4.5.1. Generate Template

Requirement ID	Description	Traceability
22.	The system shall provide the ability to generate templates.	BR5
22.1.	If the request type is Congressional, then the system shall allow an Analyst, a Coordinator and an Administrator to generate a Congressional Missing Media Output template.	BR5
22.1.1.	The system shall generate the Congressional Missing Media Output template in the body of a Microsoft Outlook message.	BR5
22.2.	If the request type is Veterans Service Organization, Other Organization, Universities/Schools, Vocational, Private Citizen, Federal Requester, State Requester, or Local Government, then the system shall allow an Analyst, a Coordinator and an Administrator to generate a Non-Congressional Missing Media Output template.	BR5
22.2.1.	The system shall generate the Non- Congressional Missing Media Output template in the body of a Microsoft Outlook message.	BR5
22.3.	The system shall allow an Analyst, a Coordinator and an Administrator to generate a Missing Items template.	BR5
22.4.	The system shall generate the Missing Items template in the body of a Microsoft Outlook message.	BR5
22.5.	If the request type is Veteran Service Organization, Other Organization, Universities/Schools, Vocational, or Private Citizen and the data center is VADS, then the system shall allow an Analyst, a Coordinator and an Administrator to generate a VADS Cost Estimate template.	BR5
22.5.1.	The system shall generate the VADS Cost Estimate template in Microsoft Word format.	BR5
22.6.	The system shall populate the template using information from the RONA (see Appendix).	BR5

## 4.6. Manage Reports

### 4.6.1. Generate RONA Report

Requirement ID	Description	Traceability
23.	The system shall allow a Coordinator, a Director and an Administrator to generate a RONA report.	BR6
23.1.	The system shall provide the ability to enter a range of dates in MM/DD/YYYY format.	BR6
23.2.	The system shall enforce that the ending date of the date range is equal to or greater than the beginning date.	BR6
23.3.	The system shall enforce that all dates entered are equal to or less than the current date.	BR6
23.4.	The system will display the name of the report and the timeframe for which the report was generated (e.g. August 1, 2013-August 7, 2013).	BR6

The following table describes the report data elements and output.

Number	Requester	VAIQ #	RONA #	Date Assigned	Date Received by ERS	Sent to OGC	Closed/Completed
<system generated sequential list>	<Requestor First name and Requestor Last Name>	<VAIQ Identifier from RONA>	<RONA Number from RONA>	<date set to Analysis Processing>	< Date Received by ERS>	<date set to Concurrence Pending>	<date set to Closed or Complete>

#### 4.6.2. Generate Outstanding Data Request Report

Requirement ID	Description	Traceability
24.	The system shall allow a Coordinator, a Director and an Administrator to generate an outstanding RONA report.	BR6
24.1.	The system shall provide a list of RONAs with a status of Concurrence Pending.	BR6
24.2.	The system will display the name of the report and date which the report was generated (e.g. January 1, 2013-December 31, 2013).	BR6

The following table describes the report data elements and output.

No.	Requester	RONA Number	VAIQ Number	Date Submitted to OGC	Outstanding Date (20 Days Overdue)	Outstanding Date (30 Days Overdue)	Outstanding Date (35 Days Overdue)
<system generated sequential list>	<Requestor First name and Requestor Last Name>	<RONA Number from RONA>	<VAIQ Identifier from RONA>	<date set to Concurrence Pending>	<date set to Concurrence Pending + 20 days>	<date set to Concurrence Pending + 30 days>	<date set to Concurrence Pending + 35 days>

### 4.6.3. Generate Record Count Quarterly Summary List Report

Requirement ID	Description	Traceability
25.	The system shall allow a Coordinator, a Director and an Administrator to generate a record count quarterly summary list report.	BR6
25.1.	The system shall provide a count of all records requested for the past 90 days.	BR6
25.2.	The system will display the name of the report and the timeframe for which the report was generated (e.g. January 1, 2013-March 31, 2013).	BR6

The following table describes the report data elements and output.

RONA Number	Requester Name	Summary Of VADS	Summary of EDU	Summary of CP	Total Records
<RONA Number>	<Requestor First name and Requestor Last Name>	<Total # of records requested from VADS across all RONAs for this requestor for the past 90 days>	<Total # of records requested from EDU across all RONAs for this requestor for the past 90 days>	<Total # of records requested from C&P across all RONAs for this requestor for the past 90 days>	<Total # of records requested from all VA Data Centers across all RONAs for this requestor for the past 90 days>

### 4.6.4. Generate Unavailable Record Count Quarterly Summary List Report

Requirement ID	Description	Traceability
26.	The system shall allow a Coordinator, a Director and an Administrator to generate an unavailable record count quarterly summary list report.	BR6
26.1.	The system shall provide a list of all requests for which record counts were unavailable for the past 90 days.	BR6
26.2.	The system will display the name of the report and the timeframe for which the report was generated (e.g. January 1, 2013-March 31, 2013).	BR6

The following table describes the report data elements and output.

RONA Number	Requester Name	VA Data Center
<RONA Number>	<Requestor First name and Requestor Last Name>	<VA Data Center for which records were unavailable>

#### 4.6.5. Generate Monthly Tracking Report

Requirement ID	Description	Traceability
27.	The system shall allow a Coordinator, a Director and an Administrator to generate monthly tracking report.	BR6
27.1.	The system shall generate a report that contains data for the previous 31 calendar days from the current date.	BR6
27.2.	The system will display the name of the report and the timeframe for which the report was generated (e.g. January 1, 2013-March 31, 2013).	BR6

The following table describes the report data elements and output.

Organization Name	RONA Number	Original Letter	Received by ERS	Response to GC	Concurrence Received	Data Requested from VADS	Data Received from VADS	Data Requested from C&P	Data Received from C&P	Data Requested from EDU	Data Received from EDU
<Requestor Organization>	<RONA Number>	<date set to Letter Generated>	<date set to TL Initials Pending>	<date set to Concurrence Pending>	<date set to Concurrence Received>	<VA Data Center= VADS, Date Requested>	<VA Data Center= VADS, Date Received>	<VA Data Center= C&P, Date Requested>	<VA Data Center= C&P, Date Received>	<VA Data Center= EDU, Date Requested>	<VA Data Center= EDU, Date Received>

(cont.)

Number of Days in Analysis Processing	Number of Days in Letter Generated	Number of Days in TL Initials Pending	Number of Days in Concurrence Pending	Number of Days in Data Requested	Number of Days in Data Requested (VADS)	Number of Days in Data Requested (C&P)	Number of Days in Data Requested (EDU)
<count per request>	<count per request>	<count per request>	<count per request>	<count per request>	<count per request>	<count per request>	<count per request>

#### Total Calendar Days to Process

Number of Days in Analysis Processing	Number of Days in Letter Generated	Number of Days in TL Initials Pending	Number of Days in Concurrence Pending	Number of Days in Data Requested	Number of Days in Data Requested (VADS)	Number of Days in Data Requested (C&P)	Number of Days in Data Requested (EDU)
<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>
<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>

#### Summary Request Types

Congressional	Veteran's Org	Other Org	Schools	Vocational	Private Citizen	Federal	State	Local
<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>

#### Total Records Processed

Approved	Denied	Received
<total count for all requests>	<total count for all requests>	<total count for all requests>



#### 4.6.6. Generate Quarterly Tracking Report

Requirement ID	Description	Traceability
28.	The system shall allow a Coordinator, a Director and an Administrator to generate quarterly tracking report.	BR6
28.1.	The system shall generate a report that contains data for the previous 90 calendar days from the current date.	BR6
28.2.	The system will display the name of the report and the timeframe for which the report was generated (e.g. January 1, 2013-March 31, 2013).	BR6

The following table describes the report data elements and output.

Organization Name	RONA Number	Original Letter	Received by ERS	Response to GC	Concurrence Received	Data Requested from VADS	Data Received from VADS	Data Requested from C&P	Data Received from C&P	Data Requested from VETS NET	Data Received from VETS NET
<Requestor Organization>	<RONA Number>	<date set to Letter Generated>	<date set to TL Initials Pending>	<date set to Concurrence Pending>	<date set to Concurrence Received>	<VA Data Center=VADS, Date Requested>	<VA Data Center=VADS, Date Received>	<VA Data Center=C&P, Date Requested>	<VA Data Center=C&P, Date Received>	<VA Data Center=EDU, Date Requested>	<VA Data Center=EDU, Date Received>

(cont.)

Number of Days in Analysis Processing	Number of Days in Letter Generated	Number of Days in TL Initials Pending	Number of Days in Concurrence Pending	Number of Days in Data Requested	Number of Days in Data Requested (VADS)	Number of Days in Data Requested (C&P)	Number of Days in Data Requested (VETSNET)
<count per request>	<count per request>	<count per request>	<count per request>	<count per request>	<count per request>	<count per request>	<count per request>

#### Total Calendar Days to Process

Number of Days in Analysis Processing	Number of Days in Letter Generated	Number of Days in TL Initials Pending	Number of Days in Concurrence Pending	Number of Days in Data Requested	Number of Days in Data Requested (VADS)	Number of Days in Data Requested (C&P)	Number of Days in Data Requested (EDU)
<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>
<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>

#### Summary Request Types

Congressional	Veteran's Org	Other Org	Schools	Vocational	Private Citizen	Federal	State	Local
<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>

#### Total Records Processed

Approved	Denied	Received
<total count for all requests>	<total count for all requests>	<total count for all requests>

#### 4.6.7. Generate Yearly Tracking Report

Requirement ID	Description	Traceability
29.	The system shall allow a Coordinator, a Director and an Administrator to generate yearly tracking report.	BR6
29.1.	The system shall generate a report that contains data for the previous 365 calendar days from the current date.	BR6
29.2.	The system will display the name of the report and the timeframe for which the report was generated (e.g. January 1, 2013-March 31, 2013).	BR6

The following table describes the report data elements and output.

<b>Organization Name</b>	<b>RONA Number</b>	<b>Original Letter</b>	<b>Received by ERS</b>	<b>Response to GC</b>	<b>Concurrence Received</b>	<b>Data Requested from VADS</b>	<b>Data Received from VADS</b>	<b>Data Requested from C&amp;P</b>	<b>Data Received from C&amp;P</b>	<b>Data Requested from EDU</b>	<b>Data Received from EDU</b>
<Requestor Organization>	<RONA Number>	<date set to Letter Generated>	<date set to TL Initials Pending>	<date set to Concurrence Pending>	<date set to Concurrence Received>	<VA Data Center=VADS, Date Requested>	<VA Data Center=VADS, Date Received>	<VA Data Center=C&P, Date Requested>	<VA Data Center=C&P, Date Received>	<VA Data Center=EDU, Date Requested>	<VA Data Center=EDU, Date Received>

(cont.)

<b>Number of Days in Analysis Processing</b>	<b>Number of Days in Letter Generated</b>	<b>Number of Days in TL Initials Pending</b>	<b>Number of Days in Concurrence Pending</b>	<b>Number of Days in Data Requested</b>	<b>Number of Days in Data Requested (VADS)</b>	<b>Number of Days in Data Requested (C&amp;P)</b>	<b>Number of Days in Data Requested (EDU)</b>
<count per request>	<count per request>	<count per request>	<count per request>	<count per request>	<count per request>	<count per request>	<count per request>

#### Total Calendar Days to Process

<b>Number of Days in Analysis Processing</b>	<b>Number of Days in Letter Generated</b>	<b>Number of Days in TL Initials Pending</b>	<b>Number of Days in Concurrence Pending</b>	<b>Number of Days in Data Requested</b>	<b>Number of Days in Data Requested (VADS)</b>	<b>Number of Days in Data Requested (C&amp;P)</b>	<b>Number of Days in Data Requested (EDU)</b>
<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>
<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>	<Average for all requests>

#### Summary Request Types

<b>Congressional</b>	<b>Veteran's Org</b>	<b>Other Org</b>	<b>Schools</b>	<b>Vocational</b>	<b>Private Citizen</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>
<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>	<total count for all requests>

#### Total Records Processed

<b>Approved</b>	<b>Denied</b>	<b>Received</b>
<total count for all requests>	<total count for all requests>	<total count for all requests>

#### 4.6.8. Generate Payment Report

Requirement ID	Description	Traceability
30.	The system shall allow a Coordinator, a Director and an Administrator to generate a payment report.	BR6
30.1.	The system shall provide the ability to select one, many or all Requestor Organizations.	BR6
30.2.	The system shall provide the ability to select one, many or all RONA Numbers.	BR6
30.3.	The system shall provide the ability to enter a range of dates in MM/DD/YYYY format.	BR6
30.3.1.	The system shall enforce that the ending date of the date range is equal to or greater than the beginning date.	BR6
30.3.2.	The system shall enforce that all dates entered are equal to or less than the current date.	BR6
30.4.	The system will display the name of the report and the timeframe for which the report was generated (e.g. January 1, 2013-March 31, 2013).	BR6

The following table describes the report data elements and output.

Organization	RONA	Payments	Payment Grand Total
<Requestor Organization>	<RONA Number for the Organization>	<all Payment Received amounts for the specified date range>	<Sum of all Payment Received amounts>

## 4.6.9. Generate Customer Report

Requirement ID	Description	Traceability
31.	The system shall allow a Coordinator, a Director and an Administrator to generate a customer report.	BR6
31.1.	The system shall provide the ability to select one, many or all Requestor Organizations.	BR6
31.2.	The system shall provide the ability to select one, many or all RONA Numbers.	BR6
31.3.	The system shall provide the ability to enter a range of dates in MM/DD/YYYY format.	BR6
31.3.1.	The system shall enforce that the ending date of the date range is equal to or greater than the beginning date.	BR6
31.3.2.	The system shall enforce that all dates entered are equal to or less than the current date.	BR6
31.4.	The system will display the name of the report and the timeframe for which the report was generated (e.g. January 1, 2013-March 31, 2013).	BR6

The following table describes the report data elements and output.

Organization	RONA	Requests
<Requestor Organization>	<RONA Number for the Organization>	<List of all RONAs received to date>

## 4.7. Manage Help

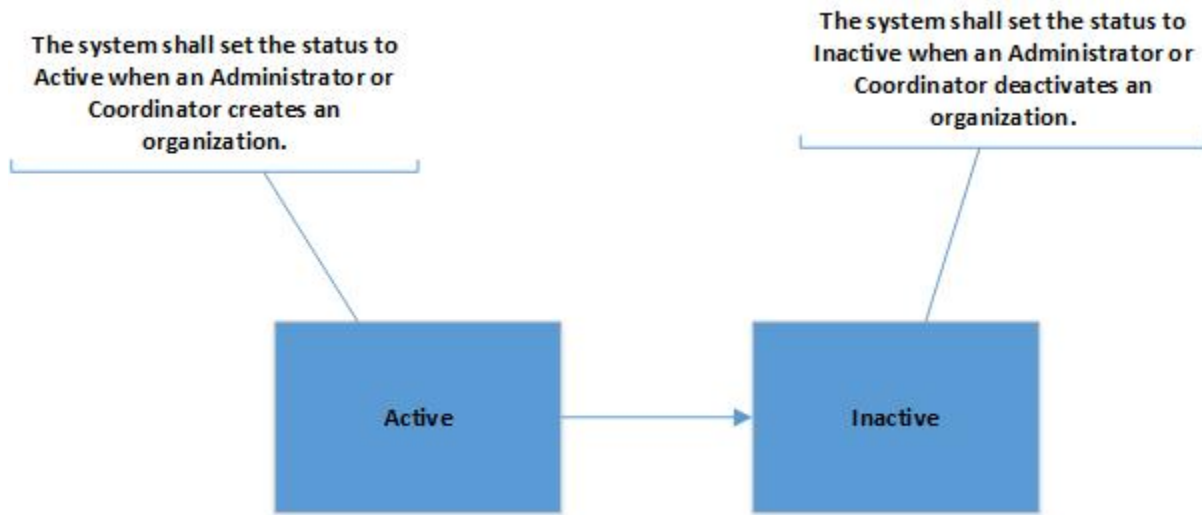
### 4.7.1. View Help

Requirement ID	Description	Traceability
32.	The system shall provide the ability to view system help information.	BR8

## 4.8. Manage Organizations

In order to maintain and assure the accuracy and consistency of organizations within the RONA system, functionality is provided to manage the list of organizations that may be associated to a RONA.

**Figure 19 Organization Status Diagram**



### 4.8.1. Create Organization

Requirement ID	Description	Traceability
33.	The system shall allow a Coordinator and an Administrator to create an organization.	BR10
33.1.	The system shall capture Organization Name as a required field in alphanumeric format of no more than 255 characters.	BR10
33.1.1.	The system shall ensure that each Organization Name is unique.	BR10
33.2.	The system shall capture one, and only one, Data Request Type as a required field with the options of Congressional, Veterans Service Organization, Other Organization, Universities/Schools, Vocational, Private Citizen, Federal Requester, State Requester, and Local Government.	BR10
33.3.	The system shall assign a RONA number to the organization.	BR10
33.4.	The system shall assign a status of active to the organization.	BR10
33.5.	The system shall record the time, date and user identifier of the organization creation.	BR10
33.6.	The system shall validate all fields before an organization is created.	BR10
33.6.1.	The system shall visually indicate all required fields.	BR10
33.6.2.	If any field fails validation, then system shall indicate so for each failed field and the organization is not created.	BR10
33.7.	The system shall ensure all required fields are not null before an organization is created.	BR10
33.7.1.	If a required fields are not entered, the system shall indicate so and the organization is not created.	BR10

## 4.8.2.Update Organization

Requirement ID	Description	Traceability
34.	The system shall allow a Coordinator and an Administrator to update an organization.	BR10
34.1.	The system shall capture Organization Name as a required field in alpha format of no more than 255 characters.	BR10
34.1.1.	The system shall ensure that each Organization Name is unique.	BR10
34.2.	The system shall record the time, date and user identifier of the organization update.	BR10
34.3.	The system shall validate all fields before an organization is updated.	BR10
34.3.1.	The system shall visually indicate all required fields.	BR10
34.3.2.	If any field fails validation, then system shall indicate so for each failed field and the organization is not created.	BR10
34.4.	The system shall ensure all required fields are not null before an organization is updated.	BR10
34.4.1.	If a required fields are not entered, the system shall indicate so and the organization is not created.	BR10

### 4.8.3.Deactivate Organization

Requirement ID	Description	Traceability
35.	The system shall allow a Coordinator and an Administrator to deactivate an organization.	BR10
35.1.	The system shall ensure an organization may not deactivated, if any RONAs with a status of Analysis Processing, Letter Generated, Cost Estimate Pending, TL Initials Pending, Concurrence Pending, Concurrence Received, Approved, Payment Pending, Payment Received, Data Requested, Data Received, Data Verified, QC Complete, Package Complete, or Data Release Pending are associated to the organization.	BR10
35.2.	The system shall assign a status of Inactive.	BR10
35.3.	The system shall record the time, date and user identifier of the organization deactivation.	BR10

### 4.8.4.List Organization

Requirement ID	Description	Traceability
36.	The system shall allow a Coordinator and an Administrator to view a list of organizations.	BR10
36.1.	The system shall display the Organization Name for each organizations listed.	BR10
36.2.	The system shall display the RONA number for each organization listed.	BR10
36.3.	The system shall display the status for each organization listed.	BR10
36.4.	The system shall display the Request Type for each organization listed.	BR10
36.5.	The system shall display the list of organizations in ascending alphabetical order by Organization Name (i.e. A-Z) by default.	BR10
36.6.	The system shall allow the list to be sortable by Organization Name (alphabetically, ascending/descending), RONA number (numerically ascending/descending), status (alphabetically, ascending/descending), and Request Type (alphabetically, ascending/descending).	BR10
36.7.	The system shall display no more than 25 organizations per page.	BR10

## 4.8.5. Search Organization

Requirement ID	Description	Traceability
37.	The system shall allow a Coordinator or Administrator to search organizations.	BR10
37.1.	The system shall search organizations for any match that includes the criteria entered.	BR10
37.2.	The system shall capture Organization Name in alphanumeric format of no more than 255 characters.	BR10
37.3.	The system shall capture one, and only one, Data Request Type with the options of Congressional, Veterans Service Organization, Other Organization, Universities/Schools, Vocational, Private Citizen, Federal Requester, State Requester, and Local Government.	BR10
37.4.	The system shall capture status with the options of Active and Inactive.	BR10
37.4.1.	The system shall display Active as the default search criteria.	BR10
37.5.	The system shall display all organizations that match the search criteria.	BR10
37.5.1.	If no search results are found, the system shall indicate so.	BR10
37.6.	The system shall display no more than 25 search results per page.	BR10
37.7.	If no criteria are specified, the system shall return all organizations.	BR10
37.8.	The system shall permit multiple search criteria to be entered simultaneously.	BR10
37.8.1.	If multiple search criteria are entered, then the system shall limit the results to only organizations that meet all entered criteria.	BR10

## 5. Non-Functional Requirement Specification

### 5.1. Accessibility Specifications

Compliance with all Section 508 requirements is required. VACO recognizes that these are enterprise cross-cutting legal requirements for all developed Electronic & Information Technology initiatives.

Requirement ID	Description	Traceability
38.	The system shall comply with the regulations established by the Access Board, found at 36 CFR Part 1194. Required checklists in support of development efforts can be found at: <a href="http://vaww.section508.va.gov/Section_508_Checklist_and_CVS.asp">http://vaww.section508.va.gov/Section_508_Checklist_and_CVS.asp</a>	BR9

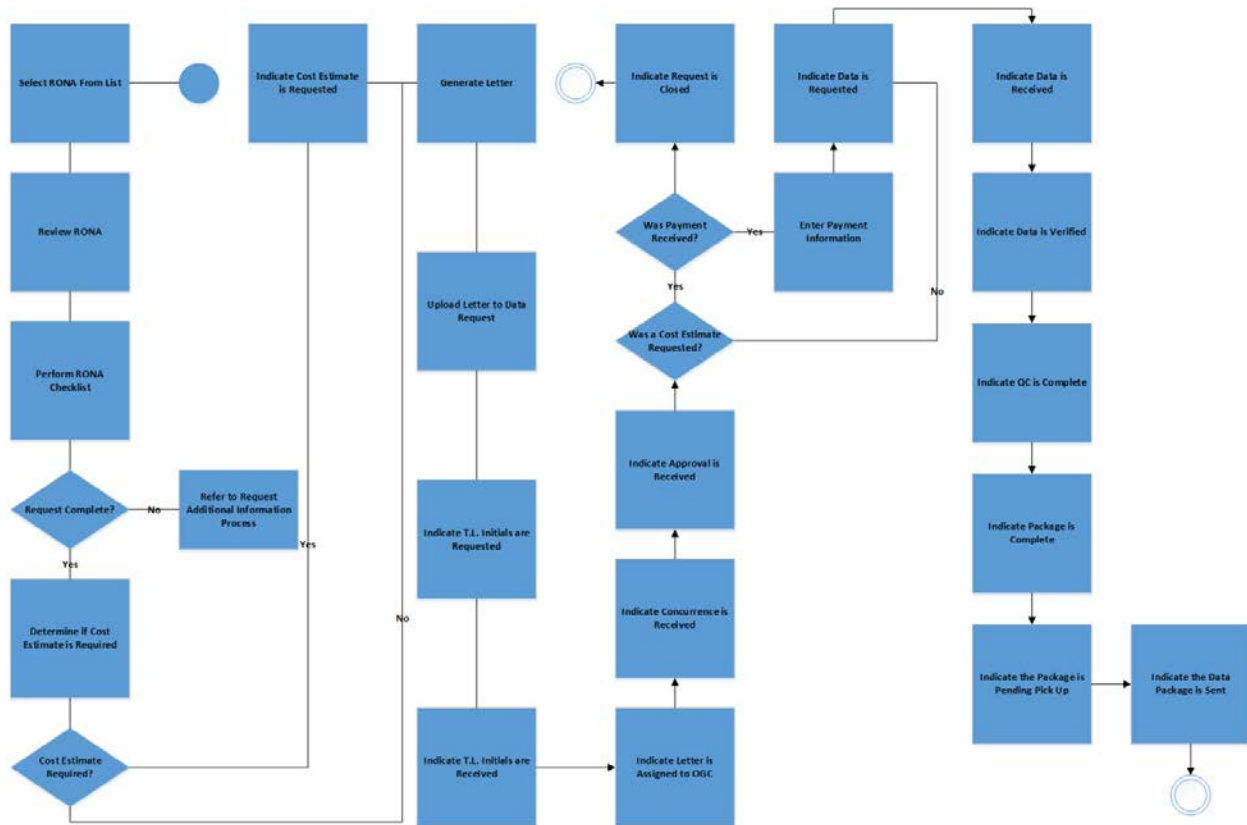
## 5.2. Security Specifications

Requirement ID	Description	Traceability
39.	The system shall accomplish user authentication through Microsoft Active Directory (AD) Services. Access to VA information systems shall be controlled and limited based on positive identification and authentication mechanisms when possible.	BR10
40.	The system shall accomplish user authentication through Microsoft Active Directory (AD) Services. Access to VA information systems shall be controlled and limited based on positive identification and authentication mechanisms when possible.	BR10
41.	The system shall comply with the Privacy Act of 1974.	BR10
42.	The system shall comply with the e-Government Act.	BR10
43.	The system shall comply with and NIST 800-53.	BR10
44.	The system shall protect all communications in accordance VA Information Security standards.	BR10
45.	The system shall inform users concerning authorized or appropriate use, either through a logon banner or a notification.	BR10

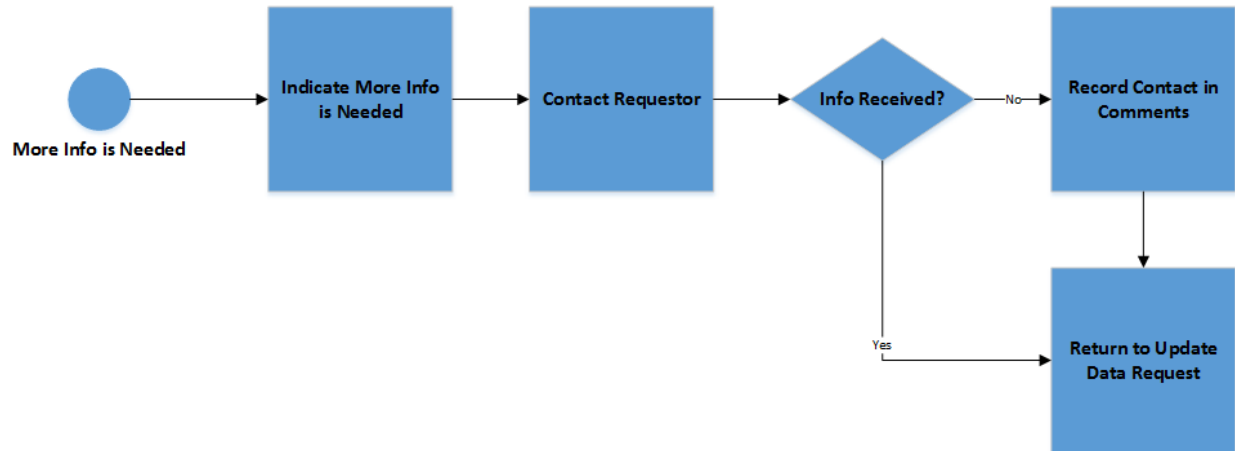
## 6. Appendix

### 6.1. Diagrams

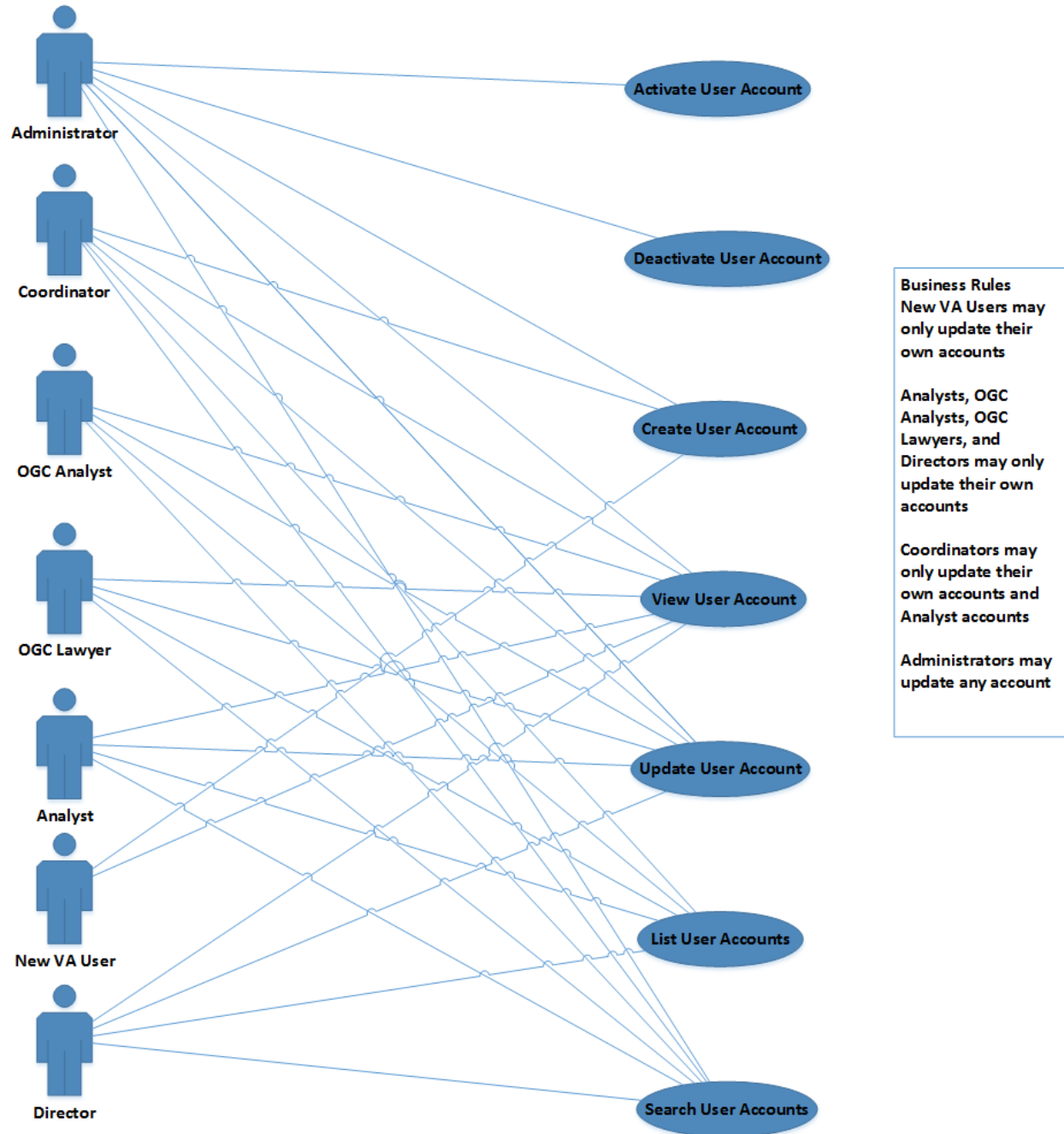
#### 6.1.1.Update RONA Process Flow



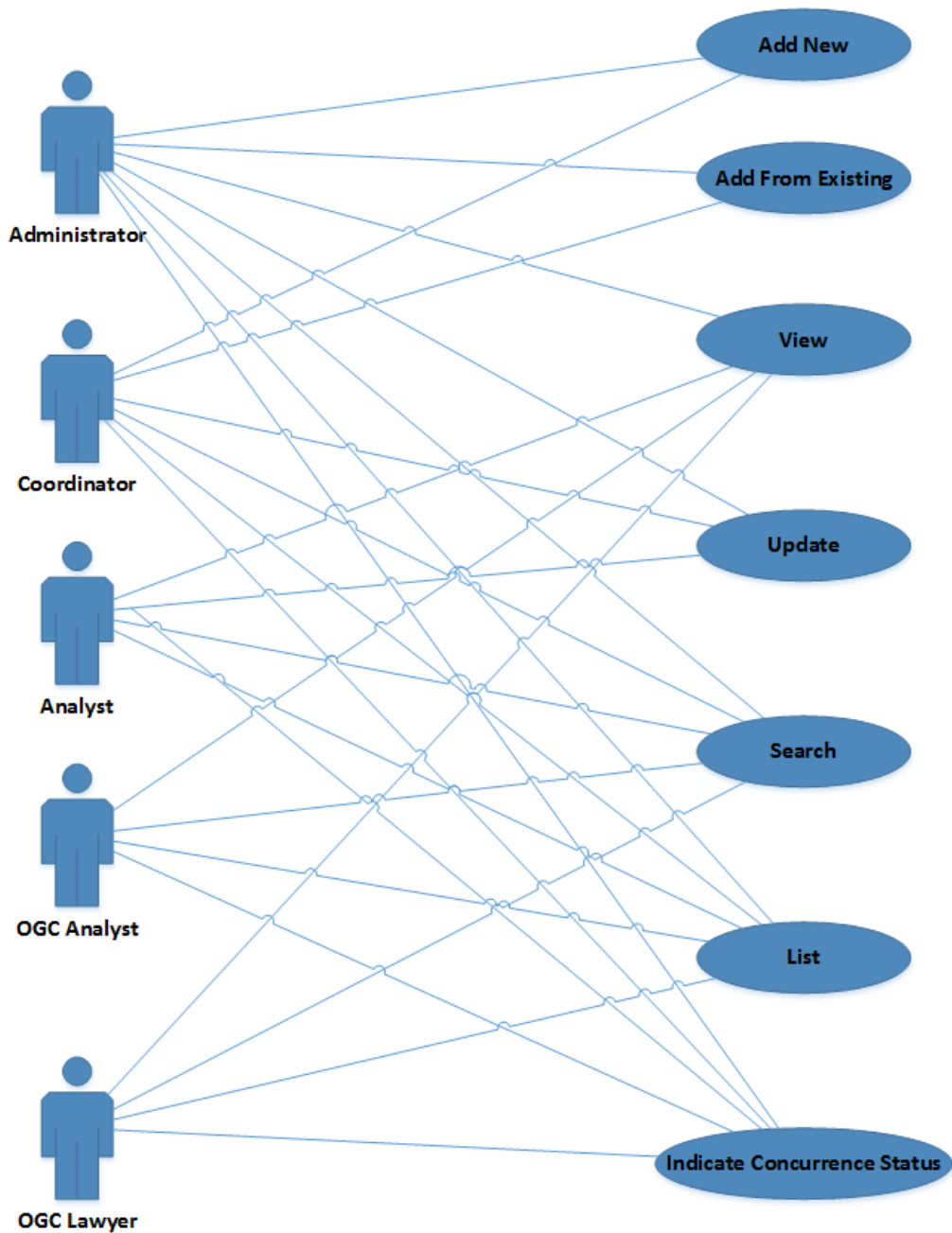
### 6.1.2.Request More Information Process Flow



### 6.1.3.Manage Users Use Case Diagram



## 6.1.4. Manage RONA Use Case Diagram



### Business Rules

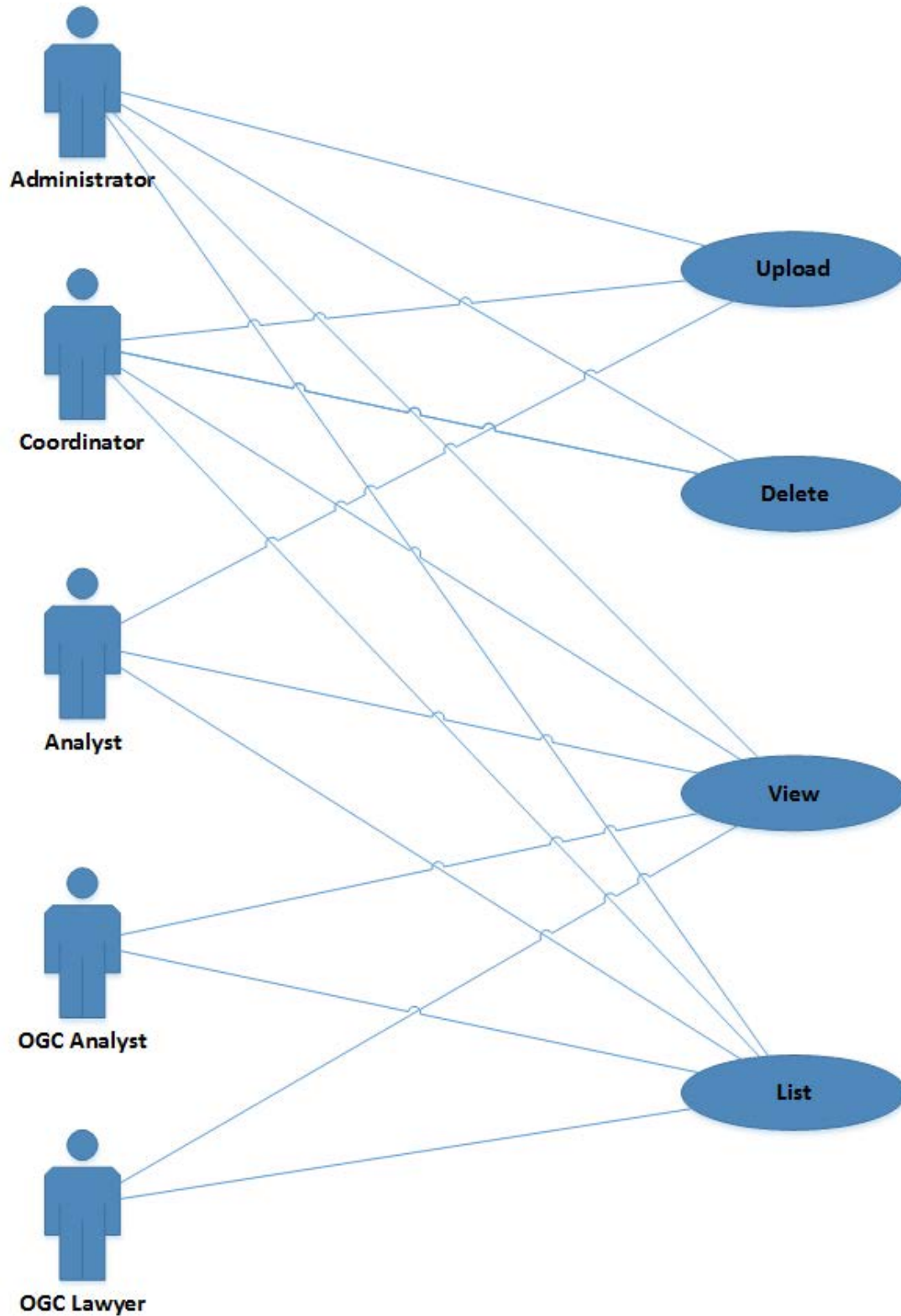
Analysts may only update data requests to which they are assigned

OGC Lawyer may only indicate concurrence status for data requests with a status of Concurrence Pending

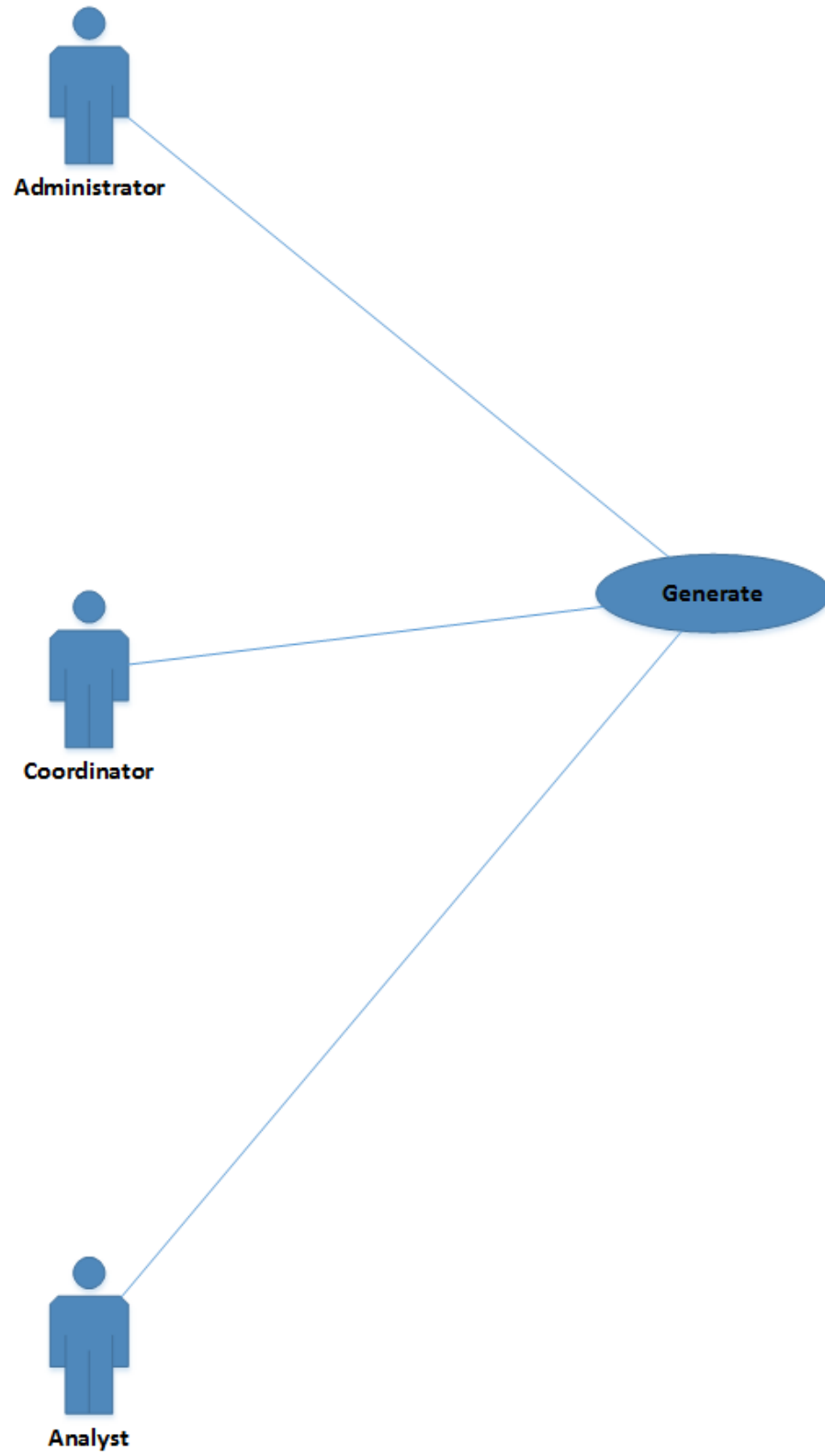
Coordinators and Administrators may update any data request

The default list of Analysts will be data requests to which they are assigned

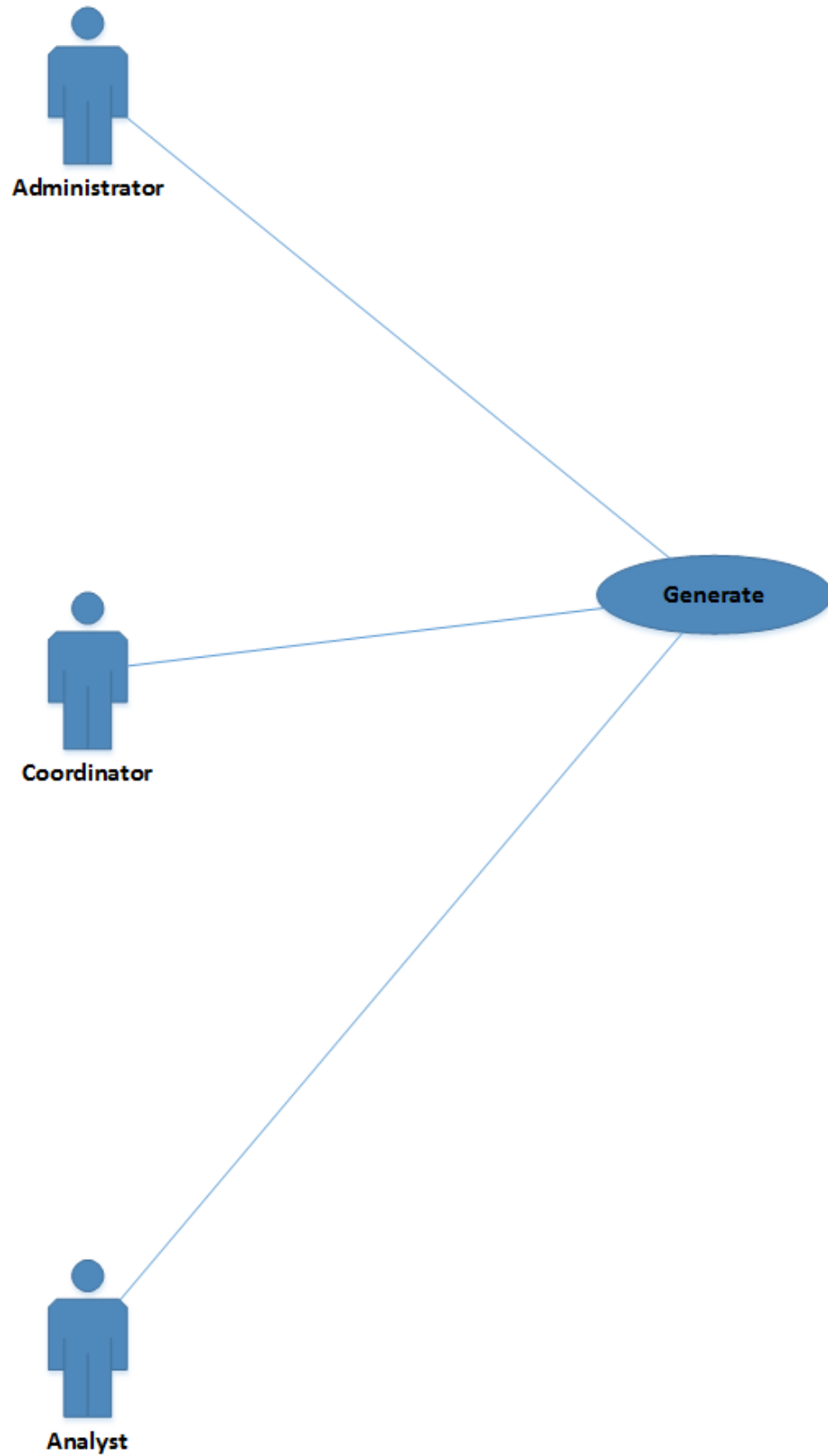
### 6.1.5.Manage Documents Use Case Diagram



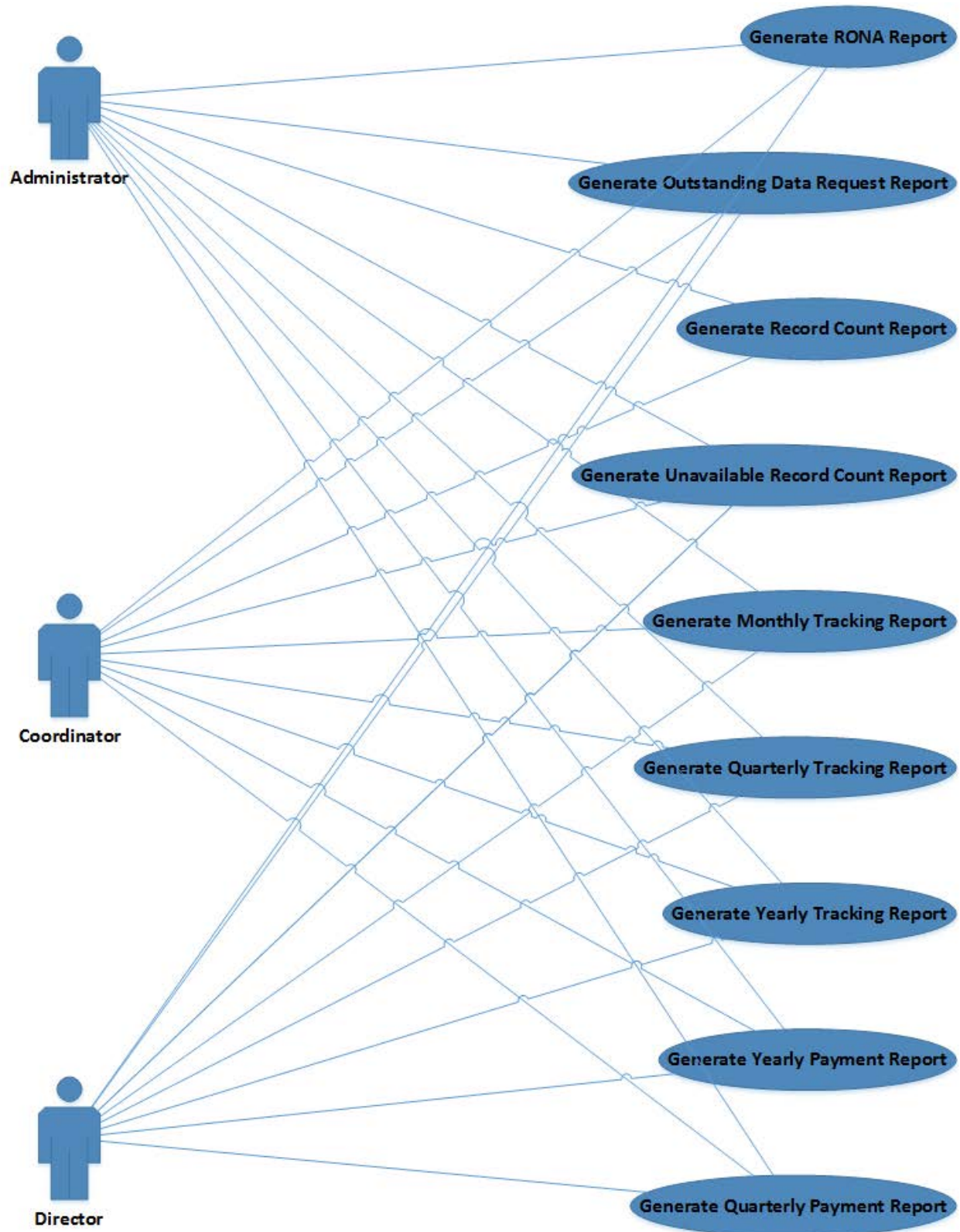
### 6.1.6. Manage Letters Use Case Diagram



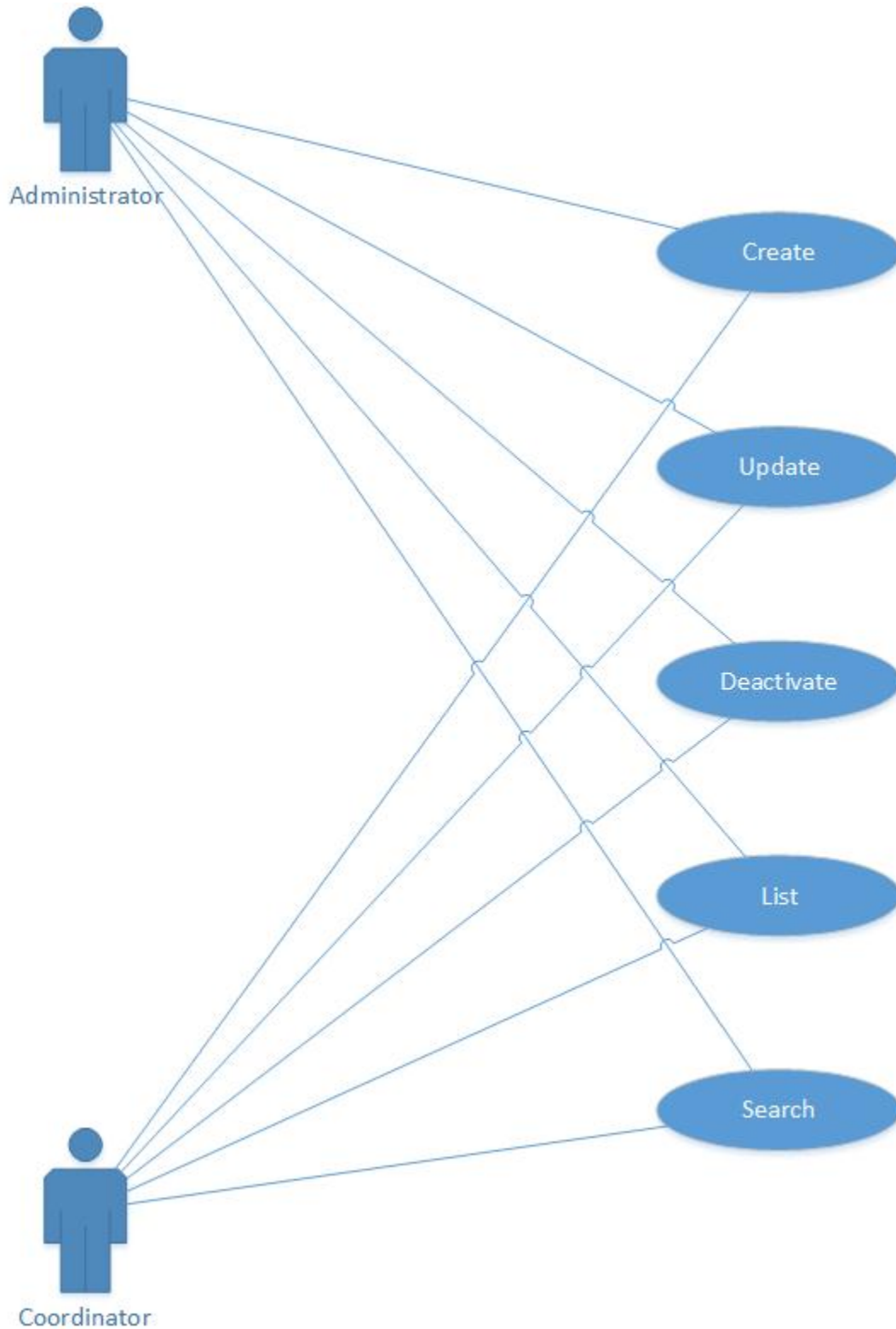
### 6.1.7. Manage Templates Use Case Diagram



### 6.1.8.Manage Reports Use Case Diagram



### 6.1.1.Manage Organizations Use Case Diagram



## 6.2. Letter Samples

### 6.2.1. RONA Response Letter for Schools with Payment Request

<insert Requestor First Name, Requestor Last Name and Suffix>

<insert Requestor Title>

<insert Requester Organization Name>

<insert Requester street address>

<insert Requester city, state and zip code>

**Mr./Mrs./Ms.**<insert Requestor Last Name>:

I am pleased to inform you that your request for names and addresses of recently discharged Veterans who reside in the State of <insert Requestor State> has been approved. This approval is in effect on a semiannual basis for one year.

The information to fulfill your request will be extracted from the Veterans Assistance Discharge System and produced on <insert media output type>. The cost is **UPDATE COST** (which includes a one-time program and set-up fee of \$250.00) for the period covering **UPDATE TIME PERIOD**. The compensation, pension and education request will be produced on a CD-ROM. The cost is **UPDATE COST**. Please note that the programming and set up fee is applicable regardless of the period of coverage. Your payment is due in advance.

The confidentiality of Veterans' names and addresses is protected by Title 38 United States Code (U.S.C.) and the Privacy Act. Under Title 38 U.S.C., section 5701(f), use of Veterans' names and address listings is limited to purposes directly connected to the conduct of programs and utilization of benefits under Title 38. This section limits the release of names and addresses to nonprofit organizations for the purpose of advising and assisting eligible Veterans in obtaining VA benefits such as education, compensation, and medical care. We are releasing the names and addresses to you for the specific purpose of informing Veterans of their educational benefits under Title 38 and the programs which are available at your educational institution. No other use is authorized. There is a penalty for any other use not specified in this approval letter. Administrative controls are inserted to evaluate the purpose for which the names and addresses are used.

We request that the following statement be included in your letters to Veterans:

"The U.S. Department of Veterans Affairs (VA) has made your name and address available to us as part of its outreach program. Aside from that, it is not involved in administering this local program. Under Federal law, no other use of your name and address by the <insert Requestor Organization> is permitted."

Page 2.

We will process your request as soon as we receive your check or money order in the amount of **UPDATE COST** made payable to the Department of Veterans Affairs: 810 Vermont Avenue, NW, Washington, DC 20420. If you have any questions, or if further assistance is required, please contact <insert user First Name, User Last Name and Primary Phone for the analyst assigned>. In responding, please refer to 005R1B/RONA <insert RONA Number>.

Sincerely,

Samuel Nichols  
Director, Enterprise Records Service

## 6.2.2. Congressional Response Letter

The Honorable <insert Requestor First Name and Requestor Last Name>  
U.S. House of Representatives  
Washington, DC 20515

Dear Congressman <insertRequestor Last Name and Suffix>:

I am pleased to inform you that your request for names and addresses of Veterans from your district has been approved. The Department of Veterans Affairs (VA) provides one free name and address listing per year to Members of Congress whose written requests for such information are approved. There is a charge for any additional listings provided within one year of this approved request.

The VA does not provide RONA's by Congressional District; rather, our search capability is only by zip code. This means that requests delivered may contain Veterans' names and addresses outside of your Congressional District, but in a zip code requested. These "split zip codes" contain more than one Congressional District, and cannot be further delineated. To the extent validation is required by the Franking Commission, your office will be responsible for assuring that the addresses fall within your Congressional District.

The requested information will be extracted from the Veterans Assistance Discharge System (VADS), the Compensation and Pension System (C&P), and the Education (EDU) file. The VADS data will be provided to you on <insert Media Output Type>. The C&P and EDU data will be provided on encrypted Compact Disks (CD-ROM). Unfortunately, the above listed media and file formats are the only methods through which this data can be disclosed. Records that contain bank addresses are not included. You may expect delivery of the information in approximately 10 days.

The confidentiality of Veterans' names and addresses is protected by Title 38 United States Code (U.S.C.) and the Privacy Act. Under Title 38 U.S.C., section 5701(f) (1), use of Veterans' names and addresses is limited to purposes directly connected with the conduct of programs and utilization of benefits under Title 38. This section also provides a penalty for any other use. We are releasing the names and addresses to you for the purpose of informing Veterans in your district of legislation that affects VA benefits and programs under Title 38, and for this purpose only. Use of these names and addresses to inform Veterans of other types of legislative matters is not authorized. Administrative controls are placed on each list to review the purpose for which the names and addresses have been used.

Page 2 Congressman <insert Requestor First Name and Requestor Last Name>

If you have any questions or require further assistance, please have a member of your staff contact <insert user First Name, User Last Name and Primary Phone for the analyst assigned>. In responding, please refer to 005R1B/RONA <insert RONA Number>.

.Sincerely,

Samuel Nichols  
Director, Enterprise Records Service

### 6.2.3.Senator Response Letter

The Honorable <insert Requestor First Name,  
Requestor Last Name and Suffix>  
U. S. Senate  
Washington, DC 20510

Dear Senator <insert Requestor First Name,  
Requestor Last Name and Suffix>:

I am pleased to inform you that your request for names and addresses of Veterans in the State of <insert Requestor State> has been approved. The Department of Veterans Affairs (VA) provides one free name and address listing per year to Members of Congress whose written requests for such information are approved. There is a charge for any additional listings provided within one year of this approved request.

The information will be extracted from the Veterans Assistance Discharge system (VADS), the Compensation and Pension System (C&P), and the Education (EDU) file. The VADS data will be provided to you on <insert media output type>. The C&P and EDU data will be provided on encrypted Compact Disks (CD-ROM). Unfortunately, the above listed media and file formats are the only methods through which this data can be disclosed. Records that contain bank addresses are not included. You may expect delivery of the information in approximately 10 days.

The confidentiality of Veterans' names and addresses is protected by Title 38 United States Code (U.S.C.) and the Privacy Act. Under Title 38 U.S.C., section 5701(f) (1), use of Veterans' names and addresses is limited to purposes directly connected with the conduct of programs and utilization of benefits under Title 38. This section also provides a penalty for any other use. We are releasing the names and addresses to you for the purpose of informing Veterans in your State of legislation that affects VA benefits and programs under Title 38, and for this purpose only. Use of these names and addresses to inform Veterans of other types of legislative matters is not authorized. Administrative controls are placed on each list to review the purpose for which the names and addresses have been used.

Page 2

Senator <insert Requestor First Name, Requestor  
Last Name and Suffix>:

If you have any questions or require further assistance, please have a member of your staff contact Ms. <insert user First Name, User Last Name and Primary Phone for the analyst assigned>. In responding, please refer to 005R1B/RONA <insert RONA Number>.

Sincerely,

Samuel Nichols,  
Director, Enterprise Records Service

## 6.2.4.RONA Response Letter for Non-Profit/Schools with Payment Request (Recurring)

<insert Requestor First Name, Requestor Last Name and Suffix>

<insert Requestor Title>

<insert Requestor Organization Name>

<insert Requestor street address>

<insert Requestor city, state and zip code>

**Mr./Mrs./Ms.**<insert requestor Last Name>:

I am pleased to inform you that your request for names and addresses of recently discharged Veterans who reside in the State of <insert Requestor State> has been approved. This approval is in effect on a semiannual basis for one year.

The information to fulfill your request will be extracted from the Veterans Assistance Discharge System and produced on <insert media output type>. The cost is **UPDATE COST** (which includes a one-time program and set-up fee of \$250.00) for the period covering **UPDATE TIME PERIOD**. The compensation, pension and education request will be produced on a CD-ROM. The cost is **UPDATE COST**. Please note that the programming and set up fee is applicable regardless of the period of coverage. Your payment is due in advance.

The confidentiality of Veterans' names and addresses is protected by Title 38 United States Code (U.S.C.) and the Privacy Act. Under Title 38 U.S.C., section 5701(f), use of Veterans' names and address listings is limited to purposes directly connected to the conduct of programs and utilization of benefits under Title 38. This section limits the release of names and addresses to nonprofit organizations for the purpose of advising and assisting eligible Veterans in obtaining VA benefits such as education, compensation, and medical care. We are releasing the names and addresses to you for the specific purpose of informing Veterans of their educational benefits under Title 38 and the programs which are available at your educational institution. No other use is authorized. There is a penalty for any other use not specified in this approval letter. Administrative controls are inserted to evaluate the purpose for which the names and addresses are used.

We request that the following statement be included in your letters to Veterans:

"The U.S. Department of Veterans Affairs (VA) has made your name and address available to us as part of its outreach program. Aside from that, it is not involved in administering this local program. Under Federal law, no other use of your name and address by the <insert Requestor Organization> is permitted."

Page 2.

We will process your request as soon as we receive your check or money order in the amount of **UPDATE COST** made payable to the Department of Veterans Affairs: 810 Vermont Avenue, NW, Washington, DC 20420. If you have any questions, or if further assistance is required, please contact <insert user First Name, User Last Name and Primary Phone for the analyst assigned>. In responding, please refer to 005R1B/RONA <insert RONA Number>.

Sincerely,

Samuel Nichols  
Director, Enterprise Records Service

## 6.2.5.RONA Government Response Letter

<<insert Requestor First Name, Requestor Last Name and Suffix>  
<insert Requestor Title>  
<insert Requestor Organization>  
<insert Requestor Address, City, State, and Zip code>

Dear **Mr. /Mrs. /Ms.** <insertrequestor Last Name>:

I am pleased to inform you that your request for names and addresses of recently discharged Veterans who reside within the zip codes you provided has been approved. The information will be extracted from the <insert VA Data Center>, for the period covering **UPDATE TIME PERIOD**. The <insert VA Data Center> data will be provided to you in a printed list.

The confidentiality of Veterans' and dependents' names and addresses is protected by title 38, United States Code (U.S.C.) and the Privacy Act. Under 38 U.S.C. § 5701(f) (1), use of Veterans' and dependents' name and address listing is limited to purposes directly connected to the conduct of programs and utilization of benefits under title 38. This section limits the release of names and addresses to nonprofit organizations for the purpose of advising and assisting eligible Veterans in obtaining VA benefits under title 38, i.e., education, compensation, and medical care. In addition, sections 6301-6306 of title 38 permit the disclosure of names and addresses for the purpose of notifying Veterans of non-VA government benefits and programs. We are releasing the names and addresses to you for the specific purpose of informing Veterans of their title 38 benefits, as well as state benefits that are available to them, therefore, the outreach must be connected to these purposes. No other use is authorized. Administrative controls are placed in each list to review the purpose for which the names and addresses are used, and there is a penalty for any other use not specified in this approval letter.

We request that the following statement be included in your letters to Veterans:

“The U.S. Department of Veterans Affairs (VA) has made your name and address available to us as part of its outreach program. Aside from that it is not involved in administering this local program. Under Federal law, no other use of your name and address <insert Requestor Org>, is permitted.”

If you have any questions or require further assistance, please contact <insert user First Name, User Last Name and Primary Phone for the analyst assigned>. In responding, please refer to 005R1B/RONA <insert RONA Number>.

Sincerely,

Samuel Nichols  
Director, Enterprise Records Service

## 6.2.6.RONA Response Letter to Non Profits (Denial)

<insert Requestor First Name, Requestor Last Name and Suffix>  
<insert Requestor Title>  
<insert Requestor Organization>  
<insert Requestor Address, City, State, and Zip code>

Dear **Mr./Mrs./Ms.**<insert Requestor Last Name and Suffix>:

Your request for a list of names and addresses of current enrollees in the <insert VA Data Center> program was received in this office for consideration.

The confidentiality of Veterans' names and addresses is protected by Federal laws (title 38, United States Code, section 5701(f) and the Privacy Act of 1974). This information may be disclosed under limited circumstances. Section 5701(f)(1) of title 38 allows for disclosure of names and addresses to nonprofit organizations only if the purpose is directly connected with the conduct of programs and utilization of benefits under title 38. Your purpose of obtaining the list to conduct a national survey does not meet the direct connection requirement of title 38, section 5701(f) (1).

We regret that we are unable to provide the information you seek at this time. If you disagree with our decision, you are entitled to appeal to the Office of General Counsel (024), Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, DC 20420. If you have any questions or require further assistance, please contact <insert user First Name, User Last Name and Primary Phone for the analyst assigned>. In responding, please refer to 005R1B/RONA <insert RONA Number>.

Sincerely

Samuel Nichols  
Director, Enterprise Records Service

## 6.3. Template Samples

### 6.3.1. Missing Media Output (Non-Congressional)

Good afternoon **Mr. /Mrs. /Ms.** <Requestor Last Name and Suffix>,  
The Office of Enterprise and Records Service which handles the release of names and addresses (RONA) program, received a RONA request from <insert Requestor Organization>. There are a few more items we need before we can continue to process your request. Your organization requested the names and addresses of recently discharged Veterans and Veterans receiving benefits. These categories of information are produced in different formats. Information on recently discharged Veterans is produced in two formats, a printed list or gummed labels (labels for the front of an envelope). You have the option to choose either of these formats. Information on Veterans receiving benefits is produced in CD format only.  
You have requested to receive the complete listing in an electronic format by email. While this can be done for the CD Rom you must choose either printed list or gummed labels for information on recently discharged Veterans. If we don't receive the necessary information within 30 days we will presume your office is no longer interested in the data and we will proceed with closing out your request. Please let me know if you have any questions. Please let me know if you have any questions.

Best regards,

<insert user First Name, user Last Name for the analyst assigned>  
Enterprise Record Service  
OPRM (005R1B)  
<insert user Primary Phone for the analyst assigned>  
<insert user Primary Email Address for the analyst assigned>

### 6.3.2. Missing Media Output (Congressional)

Good afternoon **Mr./Mrs./Ms.** <insert Requestor Last Name and Suffix>,  
The Office of Enterprise and Records Service which handles the release of names and addresses (RONA) program, received a RONA request from Congressman <insert Requestor Organization>. There are a few more items we need before we can continue to process your request. Congressman <insert Requestor Organization> requested the names and addresses of recently discharged Veterans and Veterans receiving benefits. These categories of information are produced in different formats. Information on recently discharged Veterans is produced in two formats, a printed list or gummed labels (labels for the front of an envelope). You have the option to choose either of these formats. Information on Veterans receiving benefits is produced in CD format only.  
Congressman <insert Requestor Organization> has requested to receive the complete listing in the form of <insert Media Output Type>. While the CPE data can be produced on a CD-ROM you must choose either printed list or gummed labels for information on recently discharged Veterans.  
If we don't receive the necessary information within 30 days we will presume your office is no longer interested in the data and we will proceed with closing out your request.  
Please let me know if you have any questions.  
Best regards,

<insert user First Name, user Last Name for the analyst assigned>  
Enterprise Record Service  
OPRM (005R1B)  
<insert user Primary Phone for the analyst assigned>  
<insert user Primary Email Address for the analyst assigned>

### 6.3.3.Missing Items

Good morning **Mr./Mrs./Ms.**<insert Requestor Last Name and Suffix>,  
The Office of Enterprise and Records Service which handles the release of names and addresses (RONA) program received a RONA request from <insert Requestor Organization>. The below items are missing information that our office needs in order to continue the processing of your request:

- 1. UPDATE Missing item 1**
- 2. UPDATE Missing item 2**

We will continue to process your RONA request upon receipt of the above items. If we don't receive the necessary information within 30 days we will presume your office is no longer interested in the data and we will proceed with closing out your request.

Please let me know if you have any questions.

<insert user First Name, user Last Name for the analyst assigned>

Enterprise Record Service

OPRM (005R1B)

<insert user Primary Phone for the analyst assigned>

<insert user Primary Email Address for the analyst assigned>

### 6.3.4. VADS Cost Estimate

DEPARTMENT OF VETERANS AFFAIRS  
Request for Estimated Costs

TO: HARLAN KAMM  
CALVIN LAKE

FROM: Director, Records Management Service (005R1B)

1. RONA No.<insert RONA Number> 2. Requested By: <insert user first and user Last Name of Analyst Assigned>

**COMPLETE FOR ONE-TIME EXTRACTS**

3. No. of Months

4. No. of Records

5. Reporting Period

**COMPLETE FOR RECURRING EXTRACTS**

6. Period Covered

7. Beginning Date

8. No. of Records

9. Other Criteria (Specify):

State(s):

Type of Output:

Total No. of Zip Codes:

10. Requested Return Date for Cost Estimate:

Signature of Requesting Official:

Date

TO: Director, Records Management Service (005R1B)  
FROM: **ANALYST**

**ESTIMATED COSTS**

Signature of Authorizing Official

VA Form 70-5240  
Jul 1984

### **6.3.5.Special Delivery to Congress**

#### **SPECIAL DELIVERIES FORM**

DELIVER TO: CONGRESSIONAL LIAISON OFFICE  
RAYBURN BUILDING  
ATTN: 009 S/H (**RICK ARMSTRONG**)

HON. HONORABLE <insert Requestor First Name and Requestor Last Name>  
RONA# <insert RONA Number – Data Center>

Sender: \_\_ <insert user First Name, User Last Name for the analyst assigned>

Phone: \_\_(<insert user Primary Phone for the analyst assigned>  
Location: 810 Vermont Ave., NW, Washington, DC

Send Date: <insert current date>

## **6.4. Notification Samples**

### **6.4.1. New User Account Creation**

Below is the text of the notification that should be sent when a new user creates an account.

Subject: New RONA Account Created

Welcome to the Release of Names & Addresses (RONA) system.

You can view your account information here <insert link to user account>.

### **6.4.2.Administrator Account Creation**

Below is the text of the notification that should be sent to an administrator when a new user creates an account.

Subject: New RONA Account Created

<insert First Name and Last Name of new account> created an account. Please activate this account in RONA  
<insert link to user account>.

### **6.4.3.Account Update**

Below is the text of the notification that should be sent to the account holder when the account is updated.

Subject: RONA Account Updated

Your RONA account was updated. You can view your account information here <insert link to user account>.

### **6.4.4.Account Activation**

Below is the text of the notification that should be sent to the account holder when the account is activated.

Subject: RONA Account Activated

Your RONA account was activated. You can view your account information here <insert link to user account>.

### **6.4.1.Account Deactivation Request**

Below is the text of the notification that should be sent to the administrator when a user requests his/her account be deactivated.

Subject: RONA Account Deactivation Requested

<Insert First Name and Last Name of new account> has requested account deactivation. Please deactivate this account in RONA <insert link to user account>.

### **6.4.1.Account Deactivation Request Canceled**

Below is the text of the notification that should be sent to the administrator when a user cancels the request to deactivate his/her account.

Subject: RONA Account Deactivation Request Canceled

<Insert First Name and Last Name of new account> has canceled the request for account deactivation.

### **6.4.2.Account Deactivation**

Below is the text of the notification that should be sent to the account holder when the account is deactivated.

Subject: RONA Account Deactivated

Your RONA account was deactivated. You may no longer access the RONA system. If you believe this is in error, please contact <insert First Name and Last Name of the Administrator user account>.

### **6.4.3.RONA Assigned**

Below is the text of the notification that should be sent to a user when he/she is assigned to a RONA.

Subject: Data Request Assigned

RONA request <insert RONA Number> has been assigned to you for processing. Please access the RONA system <insert link to RONA> to process this request.

### **6.4.4. Concurrence Pending**

Below is the text of the notification that should be sent to the OGC Analyst when team lead's initials are received.

Subject: Concurrence Pending

RONA request <insert RONA Number> is pending concurrence. Please ensure that this request receives OGC's concurrence in a timely manner.

Please access the RONA system <insert link to RONA> to view information about this request.

### **6.4.5. Concurrence Pending 20 Days**

Below is the text of the notification that should be sent to the analyst assigned to a request and the OGC Analyst when it has been in Concurrence Pending status for 20 days.

Subject: Concurrence Pending 20 Days

RONA request <insert RONA Number> has been pending concurrence for 20 days. Please access the RONA system <insert link to RONA> to view information about this request.

### **6.4.6. Concurrence Pending 30 Days**

Below is the text of the notification that should be sent to the Analyst assigned to the RONA, the OGC Analyst and Coordinators when it has been in Concurrence Pending status for 30 days.

Subject: Concurrence Pending 30 Days

RONA request <insert RONA Number> has been pending concurrence for 30 days. This request is now overdue. Please access the RONA system <insert link to RONA> to view information about this request.

### **6.4.7. Concurrence Pending 35 Days**

Below is the text of the notification that should be sent to the Analyst assigned to the RONA, the OGC Analyst and Coordinators when it has been in Concurrence Pending status for 35 days.

Subject: Concurrence Pending 35 Days

RONA request <insert RONA Number> has been pending concurrence for 30 days. This request is now 5 days overdue.

Please access the RONA system <insert link to RONA> to view information about this request.

### **6.4.8. Payment Pending 20 Days**

Below is the text of the notification that should be sent to the analyst assigned to a request when it has been in Payment Pending status for 20 days.

Subject: Payment Pending 20 Days

RONA request <insert RONA Number> has been pending payment for 20 days. Please contact the requestor to assure that payment is imminent.

Please access the RONA system <insert link to RONA> to view this request.

## **6.5. Backlog Specifications**

The Backlog is a list of prioritized requirements for future releases of the RONA Application.

There are no backlog items at this time.

## 6.6. Approval Signatures

This section is used to document the approval of the Requirements Specification Document during the Formal Review. The review should be ideally conducted face-to-face where signatures can be obtained 'live' during the review; however the following forms of approval are acceptable:

1. Physical signatures obtained face-to-face or via fax or email
2. Digital signatures tied cryptographically to the signer
3. /es/ in the signature block provided that a separate digitally signed e-mail indicating the signer's approval is provided and kept with the document

The <TITLES> are required to sign. Please annotate signature blocks accordingly.

REVIEW DATE: \_\_\_\_\_

SCRIBE: \_\_\_\_\_

- \_\_\_\_\_  
Signed: Marty Hill  
                    <TITLE> Date: \_\_\_\_\_
- \_\_\_\_\_  
Signed: Samuel Nichols  
                    <TITLE> Date: \_\_\_\_\_
- \_\_\_\_\_  
Signed: Brian Bullock  
                    <TITLE> Date: \_\_\_\_\_