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<td>Title: INFORMATION MANAGEMENT HANDBOOK FOR NASA ELECTRONIC FORMS REQUIREMENTS DOCUMENT</td>
<td>Assume SBU Prior to SBU Review</td>
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**INFORMATION MANAGEMENT HANDBOOK FOR NASA ELECTRONIC FORMS**

**REQUIREMENTS DOCUMENT**
SYSTEM REQUIREMENTS DOCUMENT (SRD)

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Enterprise Services & Integration ACIO
# TABLE OF CONTENTS

1.0 INTRODUCTION ........................................................................................................... 5
  1.1 Handbook Purpose ................................................................................................. 5
  1.2 System Overview ..................................................................................................... 5
  1.3 Roles and Responsibilities ...................................................................................... 6

2.0 SYSTEM REQUIREMENTS .......................................................................................... 8
  2.1 Information Architecture Requirements for Forms Servers .................................. 8
  2.2 Information Architecture Requirements for NEF ................................................ 11
  2.3 Developer System Requirements .......................................................................... 11

3.0 GENERAL REQUIREMENTS .................................................................................... 11
  3.1 Waiver Process ....................................................................................................... 11
  3.2 Forms Architecture ............................................................................................... 11
  3.3 Forms Development Process ................................................................................ 12

4.0 ADAPTIVE FORM STANDARDS ............................................................................. 13

5.0 DOCUMENT OF RECORD STANDARDS .................................................................. 13

6.0 STANDARD NAMING CONVENTIONS ................................................................... 13
  6.1 Form Names ........................................................................................................... 13
  6.2 Workbench Naming Conventions ........................................................................... 13
  6.3 Field Names ........................................................................................................... 14
  6.4 NEF Storage Repository Naming Guidelines ......................................................... 14

7.0 Compliance and Usability ......................................................................................... 15

8.0 NASA ELECTRONIC FORMS (NEF) SYSTEM GUIDELINES .............................. 15

9.0 FORM COMPLEXITIES ............................................................................................ 16

10.0 REQUIREMENTS FOR ADMINISTRATIVE ADOBE SERVER ACCESS ................. 16

11.0 Best Practices and Lessons Learned ...................................................................... 17
  11.1 Workbench Guidelines ......................................................................................... 17
  11.2 Standard Processes for regular use ..................................................................... 17

12.0 DEFINITIONS AND ACRONYMS ........................................................................ 17

13.0 NOTES ...................................................................................................................... 18

14.0 REQUIREMENTS VERIFICATION MATRIX ........................................................... 19
<table>
<thead>
<tr>
<th>APPENDIX I – DOCUMENT OF RECORD STANDARDS</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPENDIX II – FORM COMPLEXITIES</td>
<td>22</td>
</tr>
<tr>
<td>APPENDIX III – SOFTWARE TECHNOLOGY USED</td>
<td>25</td>
</tr>
<tr>
<td>APPENDIX IV – USEFUL LINKS</td>
<td>25</td>
</tr>
<tr>
<td>APPENDIX V – RESERVED WORDS</td>
<td>26</td>
</tr>
</tbody>
</table>
1.0 INTRODUCTION

1.1 Handbook Purpose

The purpose of this handbook is to set the requirements for the creation and maintenance of all NASA and Center electronic forms. The handbook ensures there is conformity and consistent development across the Agency to support the goals and objectives of an enterprise architecture that focuses on a data-centric secure framework, incorporates best practices, simplifies work processes, achieves efficiencies, ensures a capability-driven approach for the creation of data and information, and allows for data to be searched and analyzed.

This document is intended to be a foundation for the development approach and as the process matures the content may change.

1.2 System Overview

Current layout of servers – Figure 1

![Diagram of servers]

Normal User Interactions – Figure 2

![Diagram of user interactions]
Normal Developer Interactions – Figure 3

Creating a new or revising a Form (Legacy method)

1.3 Roles and Responsibilities

1.3.1 Senior Forms Developer

1.3.1.1 CRX permissions - Create and modify folders, metadata and any other sections required to create/support adaptive forms

1.3.1.2 CRX Package creation and uploads CRX packages to all environments

1.3.1.3 Creates OSGI Custom Components

1.3.1.4 Creates standardized forms themes, templates, Adaptive fragments, and workflows for reuse

1.3.1.5 Performs production database updates

1.3.1.6 Also encompasses Forms Developer responsibilities

1.3.1.7 Works with Server Administrators to develop access roles and permissions for forms servers

1.3.1.8 Required experience

1.3.1.8.1 HTML5, CSS, Java
1.3.1.8.2 Database development and management
1.3.1.8.3 AEM Training for CRX functions
1.3.1.8.4 All requirements for Forms Developers

1.3.2 Forms Developer

1.3.2.1 Shall be responsible for the design, development, and maintenance of forms.

1.3.2.2 Develops the form layout and code required to support development of the form while adhering to NASA Standards

1.3.2.3 Works with the customer to gather requirements

1.3.2.4 Builds databases in development and staging servers and tests the integration between the form and the database, if skill level allows

1.3.2.5 Builds Workbench workflows on the development server

1.3.2.6 Creates the AEM – Forms Archive (also known as LiveCycle Archive (LCA) file) for the form and associated files and provides them to the senior forms developers for promoting to staging and production servers.

1.3.2.7 New developers should look at the Important Links section at the end of this document for links to guides and other important documents.

1.3.2.8 Required Experience

1.3.2.8.1 JavaScript

1.3.2.8.2 Good Documentation Skills

1.3.2.8.3 Adobe LiveCycle/AEM experience or training

1.3.3 Server Administrators

1.3.3.1 Handled by AAO at this time

1.3.3.2 Handles all hardware configuration and application configuration to allow senior forms developers and forms developers to perform their duties

1.3.3.3 Handles all security settings for the server

1.3.3.4 Support of the server including website breakages, server delays, and error logs

1.3.3.5 Manages all upgrades and patches of the server

1.3.3.6 Works with the Vendor to correct any issues with the
upgrades, patches, or bugs

1.3.4 First Draft of new Forms LiveCycle
First Draft New Forms LiveCycle – Figure 4

Creating a new or revising a Form (new method)

2.0 SYSTEM REQUIREMENTS

2.1 Information Architecture Requirements for Forms Servers

2.1.1 Data persistence

2.1.1.1 Open access to data

2.1.1.1.1 Basic read access granted to all NASA users

2.1.1.1.2 Special access granted as requested via NAMS (see Security requirements section)

2.1.1.2 Centralized storage for forms schema (e.g. templates) and form instance data

2.1.1.2.1 Production CRX and GDS repository hosted on NAS Share (//nasprod01/eformsprod)

2.1.1.2.2 Enterprise Databases hosted on MS SQL Server Cluster with connections established between Application and DBs
2.1.1.3 Analytics requirements

2.1.1.3.1 Pulse.nasa.gov tracks access by Center/Browser

2.1.1.3.2 NEF Audit History is available for tracking per form from the NEF site

2.1.2 Forms centralized server

Adobe Experience Manager (AEM) 6.2 (Production):
User Guide: [Link](#)
Technical Specifications: [Link](#)
Application Server: JBoss EAP 6.4.5
Database: MS SQL Server 2008
OS: Windows 2012 R2
CRX/Oak: TarMK

2.1.3 Security requirements

2.1.3.1 Client connection to Adobe Experience Manager (AEM) is facilitated via Secure-Socket-Layer (SSL) using port 443 instead of the default 8443

2.1.3.2 User authentication via Kerberos over LDAP for Workspace and other AEM Forms functionality with user accounts in the NCAD (Active Directory)

2.1.3.3 User authentication via Basic Authentication over LDAP for AdminUI (Forms Developers and Senior Forms Developers only) and Workbench

2.1.3.4 User authorization governed via NAMS Requests with specific roles granted in Production as follows:

<table>
<thead>
<tr>
<th>Group</th>
<th>Roles:</th>
</tr>
</thead>
</table>
| ND-GG-13229 eForms- Forms-Developer-Prod (Forms Developers and Senior Forms Developers) | LiveCycle Workspace User  
Application Administrator  
Services User  
Reader Extensions Web Application |
| ND-GG-13229-eForms- Forms-Developer-Stg-Dev (Forms Developers and Senior Forms Developers) | LiveCycle Workspace User  
Services User |
| ND-GG-13230-eForms- Forms-Admin (Senior Forms Developers) | LiveCycle Workspace User  
Application Administrator  
Services User |
<table>
<thead>
<tr>
<th>Group</th>
<th>Roles</th>
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</thead>
<tbody>
<tr>
<td>Reader Extensions Web Application</td>
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<tr>
<td>Forms Manager Administrator</td>
<td>Application Administrator</td>
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<td>Forms Administrator</td>
<td>Correspondence Management Administrator</td>
</tr>
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<td>Correspondence Management Application Specialist</td>
</tr>
<tr>
<td>Administration Console User</td>
<td>Correspondence Management Claim Adjustor</td>
</tr>
<tr>
<td>Application Administrator</td>
<td>Correspondence Management Developer</td>
</tr>
<tr>
<td>Correspondence Management Application Specialist</td>
<td>Correspondence Management Form Designer</td>
</tr>
<tr>
<td>Correspondence Management Claim Adjustor</td>
<td>Correspondence Management Subject Matter Expert</td>
</tr>
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<td>Correspondence Management Developer</td>
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<td>Document Upload Application User</td>
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<td>Correspondence Management Subject Matter Expert</td>
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<td>LiveCycle Workflow Process Developer</td>
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</tr>
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<td>LiveCycle Workspace Administrator</td>
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<td>Resource Administrator</td>
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<td>Reader Extensions Web Application</td>
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</tr>
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<td>Resource Administrator</td>
<td>Rights Management End User</td>
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<tr>
<td>Rights Management Administrator</td>
<td>Rights Management Invite User</td>
</tr>
<tr>
<td>Rights Management End User</td>
<td>Rights Management Manage Invited and Local Users</td>
</tr>
<tr>
<td>Rights Management Invite User</td>
<td>Rights Management Policy Set Administrator</td>
</tr>
<tr>
<td>Rights Management Manage Invited and Local Users</td>
<td>Rights Management Super Administrator</td>
</tr>
<tr>
<td>Rights Management Policy Set Administrator</td>
<td>Security Administrator</td>
</tr>
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<td>Rights Management Super Administrator</td>
<td>Services User</td>
</tr>
<tr>
<td>Security Administrator</td>
<td>Super Administrator</td>
</tr>
</tbody>
</table>
2.2 Information Architecture Requirements for NEF

2.2.1 Data persistence
   2.2.1.1 Access to data
   2.2.1.2 Centralized storage for forms metadata
   2.2.1.3 Analytics requirements

2.2.2 Server specifications

2.2.3 Security Requirements

2.3 Developer System Requirements

   2.3.1 Developers will need to be able to run the current version of AEM. Please refer to the vendor website for specifics.

---

### 3.0 GENERAL REQUIREMENTS

3.1 Waiver Process

   3.1.1 Forms that are not fully utilized as an electronic form (i.e. may need to be printed before filled) or developed in a format other than an adaptive form must have a waiver approved by a center forms manager.

   3.1.2 Approved waivers must then go to the Agency Forms Manager for review.

3.2 Forms Architecture

   3.2.1 File Format requirements
   - 3.2.1.1 XDP as Form Template
   - 3.2.1.2 XML or JSON Schema as Form Data Model
   - 3.2.1.3 HTML as Adaptive Forms
   - 3.2.1.4 PDF as Document of Record (DoR)
   - 3.2.1.5 XFA based JS for dynamic functionality
   - 3.2.1.6 CSS for Themes / XFS for Embedded Styles
   - 3.2.1.7 PNG/JPG/SVG for Embedded Images
   - 3.2.1.8 WDSL for Web Services
3.2.1.9 UL for User Lists referenced in process files
3.2.1.10 DDX for Draft Watermarking
3.2.1.11 Process files for Workbench Workflows
3.2.1.12 OSGi Framework for AEM Workflows
3.2.1.13 LCA as Archive File (to migrate Workbench items)
3.2.1.14 ZIP as Package File (to migrate CRX items)

3.2.2 Mobile/Responsive forms
3.2.2.1 Electronic forms shall be developed to be mobile friendly whenever feasible

3.2.3 Controlled vocabulary for Forms Attributes
   i.e. Policy Document, Requirement Number

3.2.4 Integration with External Data Sources
3.2.4.1 Pulling from external data sources
   3.2.4.1.1 Pre-population from LDAP, SharePoint
3.2.4.2 Pushing to external data sources
   3.2.4.2.1 SharePoint, External databases

3.2.5 Ensuring agency conformity on forms

3.2.6 Security Requirements
3.2.6.1 Security access requirements can differ per form and per document of record based on the form owner requirements or the information filled in the form.

3.2.7 Form data Identification Strategy
3.2.7.1 Form instance data identifiers
   i.e. Control Number, Tracking Number

3.3 Forms Development Process
3.3.1 Forms Re-use Strategy
3.3.1.1 Custom Components – Use of fragments and templates

3.3.2 Iterative Design
3.3.2.1 Reference Normal Developer Interactions Figure in the System Overview Section

3.3.3 Change Management
3.3.3.1 Form version history will be maintained to allow for rollback
to previous versions as necessary and for audit history record.

3.3.4 Testing, Staging, and Deployment

3.3.4.1 Development shall occur on the Agency AEM Developer server.

3.3.4.2 Agency AEM Staging Server shall be used for user testing and acceptance.

3.3.4.3 Agency Production Server shall house all actively used forms and make them accessible to users.

4.0 ADAPTIVE FORM STANDARDS

4.1 Agency themes shall be utilized, to keep a consistent look and feel across the Agency and for ease of customer use.

4.1.1 Agency Themes will be designed according to NASA style guides where possible.

4.2 Agency templates shall be utilized whenever possible. This reduces time and effort by streamlining the development process. Utilization of Agency templates also helps support data consistency.

4.3 OSGI Workflows and Workbench Workflows are to be reused whenever possible.

5.0 DOCUMENT OF RECORD STANDARDS

5.1 Documents of Record shall be developed according to the standards listed in Appendix I of this document.

6.0 STANDARD NAMING CONVENTIONS

6.1 Form Names

6.1.1 Forms shall have unique forms numbers to identify them per center and per agency, as necessary.

6.1.2 Form names shall be center identifier followed by the form number.

6.1.2.1 Examples: KSC16-30, ARC826

6.2 Workbench Naming Conventions

6.2.1 Application Naming

6.2.1.1 All applications shall be created with center identifier followed by the form number or group name

6.2.1.1.1 Examples: JSC1172, KSC50-225, MSFC-Medical
6.2.1.2 Public applications shall have the word “Public” prefixed to the application name.

6.2.1.2.1 Examples: PublicJSC1172, PublicKSC16-30, PublicMSFC-Environmental

6.2.1.3 Non-NASA Forms, if approved to be released, shall be prefixed with the current standard prefix.

6.2.1.3.1 Examples: DD250, SF120

6.2.2 Process Naming

6.2.2.1 The main form process shall be named the form number appended with the word “Process.”

6.2.2.1.1 Examples: KSC16-30Process, ARC826Process

6.2.2.2 Other processes related to a form need to have the form number and related function.

6.2.2.2.1 Examples: JF111PrepareData, JF111CopyGen, JF837Lookup

6.2.3 Schema Names within Workbench

6.2.3.1 Schema names shall be the form number appended with the word “Schema.”

6.2.3.2 Examples: KSC16-30Schema, ARC826Schema

6.3 Field Names

6.3.1 Fields shall be uniquely named.

6.3.2 Fields shall be named using Title Case.

6.3.3 Field names shall be understandable and make sense with regard to the caption or function of the field itself.

6.3.4 Attempts should be made to make field names universal across forms. For example, a phone number field might be named PhoneNumber across all forms containing that field.

6.3.5 Field names shall not be reserved words or use invalid Symbols.

6.3.5.1 Reserved Words: In Appendix V

6.3.5.2 Invalid/Bad symbols: hyphen (-), spaces ( ) and period (.).

6.4 NEF Storage Repository Naming Guidelines

6.4.1 Suggested sample file naming conventions within the NEF storage repository
6.4.1.1 Center identifier\Center identifier_Sample\Center identifier####_Sample

6.4.1.1.1 Examples:
KSC\KSC_Sample\KSC28-13_Sample.jpg,
LaRC\LaRC_Sample\LaRC78_Sample.pdf

6.4.2 Suggested artwork file naming conventions within the NEF storage repository in the artwork folder

6.4.2.1 Center identifier\Center identifier_Artwork\Center identifier####

6.4.2.1.1 Examples: KSC\KSC_Artwork\KSC42-24.zip,
GSFC\GSFC_Artwork\GSFC1254.indd

6.4.2.2 If there are multiple artwork files associated with the same form, they shall be compressed together into a zip file and the zip file uploaded.

6.4.3 Case Files for NF forms shall be stored with the naming convention NF####_Version_CaseFile_YYYYMMDD.zip in the NASA_CaseFiles folder

6.4.3.1 Date is date of form request submission

6.4.3.2 Add link to Case File when you release the form in the NEF notes field for that form.

7.0 Compliance and Usability

7.1 The agency will adhere to NASA 508 Standards

8.0 NASA ELECTRONIC FORMS (NEF) SYSTEM GUIDELINES

8.1 Minimum Required Fields
8.2 Every effort shall be made to be as thorough as possible with NEF updates, updating as many fields as pertain to the form or the action being performed in addition to the Minimum Required Fields.

8.3 The version listed for a form within the NEF should match the version number on the footer of the form.

8.4 It is recommended to add a note into the Notes field for any major changes or updates.

8.5 NF Forms shall have Managing Center set, if applicable.

8.6 Print media stored in the NEF shall have a sample file available to view.

8.6.1 Sample URL should be entered into the NEF record so that the customer can view the sample item uploaded.

9.0 FORM COMPLEXITIES

9.1 Form complexities shall be defined as described in Appendix II of this document.

10.0 REQUIREMENTS FOR ADMINISTRATIVE ADOBE SERVER ACCESS

10.1 NASA Electronic Forms Working Group meeting attendance

10.1.1 To receive and retain access to the servers, you or someone in your development group shall attend and participate in NEFWG meetings.

10.1.2 Nonattendance or participation for four months shall be considered grounds for revocation of access.
10.2 Additional Requirements

10.2.1 Those with access shall follow all guidelines laid out in this document.

10.2.2 Failure to follow any of the requirements laid out in this document shall be grounds for revocation of access to the servers.

11.0 Best Practices and Lessons Learned

11.1 Workbench Guidelines

11.1.1 One form per application shall be maintained, except where multiple forms are part of the same process, or are “sister” forms that are always revised at the same time.

11.1.2 Application versioning shall be utilized, so that the version number on the application within Workbench matches the version number in the footer of the form itself.

11.1.3 A maximum of 50 items per application version shall be maintained.

11.1.4 Obsolete forms shall be removed from all three server environments and archived on the NEF in LifeRay to free space on the servers and to help clear the application list of applications no longer in use.

11.1.4.1 Center identifier\Center identifier_Archive\ 

11.1.5 DoR forms shall utilize a reader extension Workbench process whenever feasible. Otherwise, a direct linking method shall be used. Using a process is the preferred method.

11.1.6 DoR forms created with Adobe Forms Designer (previously known as LiveCycle Designer) shall be stored and maintained within the Workbench development server.

11.2 Standard Processes for regular use

11.2.1 Submit and Email to target.

11.2.2 Submit, route for approval, and E-mail to target.

11.2.3 Submit Loop for approval and E-mail to target.

11.2.4 Approval routing update Process.

12.0 DEFINITIONS AND ACRONYMS

12.1 Acronyms

12.1.1 AAO Agency Applications Office

12.1.2 AEM Adobe Experience Manager
12.1.3 CRX  Content Repository  
12.1.4 DBs  Data Bases  
12.1.5 DoR  Document of Record  
12.1.6 JSON  JavaScript Object Notation  
12.1.7 LCA  LiveCycle Archive  
12.1.8 LDAP  Lightweight Directory Access Protocol  
12.1.9 MS SQL  MicroSoft Structured Query Language  
12.1.10 NAMS  NASA Access Management System  
12.1.11 NASA  National Aeronautics and Space Administration  
12.1.12 NEF  NASA Electronic Forms  
12.1.13 NEFWG  NASA Electronic Forms Working Group  
12.1.14 NRRS  NASA Records Retention Schedule  
12.1.15 PDF  Portable Document Format  
12.1.16 OSGI  Open Service Gateway Initiative  
12.1.17 QR Codes  Quick Response Code

12.2 Definitions

12.2.1 Adaptive Forms – Web Forms developed to work on web browsers and other devises (desktops, tablets, mobile phones etc.)

12.2.2 Document of Record (DoR) – Flat file containing adaptive form data to be used as an archive file of that adaptive form’s instance.

12.2.3 Themes – A collection of Cascading Style Sheet (CCS) IDs, classes and properties that are configured to apply constant visual styles to forms.

12.2.4 Global Document Storage (GDS) – A directory used to store critical LiveCycle ES2 product components and long-lived files used within a process.

12.2.5 Print Media – Hardcopy output on various materials requiring controlled original files and customized printing at a print shop (Tags, Signs, Labels, Envelopes, Stickers, Folders, Notebooks, etc.)

13.0 NOTES
### 14.0 REQUIREMENTS VERIFICATION MATRIX

<table>
<thead>
<tr>
<th>SP 2010</th>
<th>Requirement</th>
<th>Responsible Engineer</th>
<th>Verification Method</th>
<th>Document Providing Verification</th>
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<td>SRD RQMT #</td>
<td></td>
<td></td>
<td>Inspection (I)</td>
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<td></td>
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<td>Test (T)</td>
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<td></td>
<td></td>
<td>Special (S)</td>
<td></td>
</tr>
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APPENDIX I – DOCUMENT OF RECORD STANDARDS

1.0 Font
   1.1 Title Size: Arial, 14pt, Bold, Title Case
   1.2 Section Titles: Arial, 10pt, Bold
   1.3 Captions: Arial, 8pt
   1.4 Values: Times New Roman, 10pt
   1.5 General Text: Arial, 8pt
   1.6 Changes to these default styles may be made on a per form basis according to customer and individual form requirements.

2.0 Form Header Information
   2.1 Header information shall be placed on the Master page(s) ¾ inch at the top.
   2.2 The NASA Meatball should be .75in wide, center left aligned on the Header.
      2.2.1 Use of the NASA Meatball or Logo will follow the NASA Style Guide.
      2.2.2 Use the standard Flat Meatball located on the NEFWG SharePoint.
   2.3 NASA or Center acronym(s) should be spelled out as standard 3-4 lines
      2.3.1 Adjacent to the right of the NASA Meatball in ALL CAPS Arial 8pt bold
   2.4 The title of the form should be center right aligned on the Form Header.

3.0 Margins
   3.1 Margins around the form shall be 0.5 inches, unless it is necessary to shrink the margin based on the amount of data being captured on the form.
   3.2 Margins shall not be less than 1.25 inches on any side.
   3.3 Margins should be set on the Master page(s).

4.0 Borders
   4.1 Recommended page border within the margins of the page is 0.02 inches on all sides.
   4.2 Borders shall be no thicker than 0.02 inches.
   4.3 Borders around fields, where present, shall be 0.0069 inches.

5.0 Form Footer Information
   5.1 Footer information shall be placed on the Master page(s).
   5.2 Footer information shall be no more than two lines of text, unless the form is of an especially small size.
5.3 Center identifier, form number, revision date, and version shall be left justified and aligned to the left border of the form.

5.4 Page number and NRNS number (if present), shall be right justified and aligned to the right border of the form.

5.4.1 It is recommended that instructional pages be numbered separately from the remainder of the form to avoid confusion.

5.5 PREVIOUS EDITIONS ARE OBSOLETE and other necessary text items shall be centered, unless there is not enough room for the text to be centered.

5.5.1 If there is not enough room for the text to be centered, the text shall be put on the next line, underneath the form number and left justified and aligned to the left border of the form.

5.6 Full size form footer example

```
JSC Form ###A 06/13 (1.0)  PREVIOUS EDITIONS ARE OBSOLETE  NRNS ###/###
Page # of ##
```

5.7 Half size form footer example

```
JSC Form ###A 06/13 (1.0)  PREVIOUS EDITIONS ARE OBSOLETE  NRNS ###/###
Page # of ##
```

5.8 Form footer shall be located at the bottom of the form page, leaving at least a 0.25 inch margin between the form footer text and the end of the page. The form footer may be located above or below the 0.5 inch page border, as long as the minimum 0.25 inch margin with the end of the page is maintained.

6.0 Recommended interval for Drawing Aids in Designer

6.1 15/in X, 16/in Y or

6.2 32/in X, 32/in Y

6.3 Any changes to the Drawing Aids interval shall be made in multiples of 2.

7.0 Custom color for background shading

7.1 Gray backgrounds

7.1.1 Red: 221, Green: 221, Blue: 221 or

7.1.2 Hex: #dddddd

8.0 Input field layout

8.1 Captions shall be at the top of input fields, unless the customer or form design requires differently.
8.2 There shall be no separating lines between captions and values of input fields.

8.3 A solid border on all sides of the field is recommended.

APPENDIX II – FORM COMPLEXITIES

1.0 Form Functionality

1.1 Basic Functionality

1.1.1 Electronic DoR Forms that include the following functionality:

1.1.1.1 No calculations

1.1.1.2 Non-Locking Signature(s)

1.1.1.3 No more than 10 mutually exclusive checkboxes

1.1.1.4 Basic email submit button

1.1.1.5 Attach button

1.1.1.6 Expanding field(s)

1.1.1.7 Global field(s)

1.1.1.8 Static table(s)

1.2 Moderate Functionality

1.2.1 Electronic DoR Forms that include the following functionality:

1.2.1.1 Auto increment numbering

1.2.1.2 Custom button(s)

1.2.1.3 Locking signature(s)

1.2.1.4 Dynamic table(s)

1.2.1.5 Basic math calculation(s)

1.2.1.6 Create basic schema from preview data

1.2.1.7 More than 10 mutually exclusive checkboxes

1.2.2 Adaptive forms that include the following:

1.2.2.1 Basic form layout without custom scripting

1.2.2.2 No approval steps or workflow beyond a simple submit

1.3 Low Complexity Functionality

1.3.1 Electronic DoR forms that include the following functionality:

1.3.1.1 User lookup(s)
1.3.1.2 Dynamic visibility
1.3.1.3 Workbench workflow, with one approval/rejection branch, up to 8 workflow items
1.3.1.4 Creation of schema data without preview data
1.3.1.5 Use of schema data
1.3.1.6 Custom JavaScript function(s)/functionality
1.3.1.7 Import/Export of data
1.3.1.8 Barcodes/QR Codes

1.3.2 Adaptive forms that include the following:
1.3.2.1 No approval steps or workflow beyond a simple submit
1.3.2.2 Any of the features listed above

1.4 Complex Functionality
1.4.1 AEM HTML5 Forms
1.4.2 Electronic DoR Forms that include the following functionality:
1.4.2.1 Workbench workflow, including multiple approval/rejection branches and/or more than 8 workflow items
1.4.2.2 Any type of workflow that contains 8 or more steps/items that a forms developer has to setup/maintain, even if it is outside of Workbench

1.4.3 Adaptive forms that include the following:
1.4.3.1 Approvals and workflows with no database integration
1.4.3.2 Any of the features listed above

1.5 Highly Complex Functionality
1.5.1 Electronic DoR Forms that include the following functionality:
1.5.1.1 Database integration with the intent to integrate with outside systems
1.5.1.2 Form based application development which includes, but is not limited to, the following features: Form with workflow, submits to a database, database query-able from external website (an example is NF1676B)

1.5.2 Adaptive forms that include the following:
1.5.2.1 Approvals and workflows with database integration
1.5.2.2 Custom AEM Web Interface
1.5.2.3 Any of the features listed above

2.0 Revision Request Type Complexities

2.1 Basic Revision
   2.1.1 Addition of any Basic Functionality
   2.1.2 Removal of fields without scripting/calculation(s)
   2.1.3 Changing the title/text of fields without change of schema or scripting/calculation(s)
   2.1.4 Rearrangement of fields in a static form (no expanding fields)
   2.1.5 Change of text

2.2 Moderate Revision
   2.2.1 Addition of any Moderate Functionality
   2.2.2 Change to or removal of any Moderate Functionality already in the form
   2.2.3 Removal of fields with scripting/calculation(s)
   2.2.4 No more than 10 changes of title/text fields with change of scripting/calculation(s) and/or schema according to Moderate Functionality requirements
   2.2.5 Rearrangement of fields in a dynamic form that allows for expanding fields.
   2.2.6 Removal of expanding fields

2.3 Low Complexity Revision
   2.3.1 Addition of any Low Complexity Functionality
   2.3.2 Change to or removal of any Low Complexity Functionality already in the form
   2.3.3 More than 10 changes of title/text of fields with change of scripting/calculation(s) and/or schema

2.4 Complex Revision
   2.4.1 Addition of any Complex Functionality
   2.4.2 Change to more than four workflow steps/items that a forms developer has to setup/maintain, even if it is outside of workbench

2.5 Highly Complex Revision
2.5.1 Addition of any Highly Complex Functionality
2.5.2 Change to or removal of any Highly Complex Functionality

APPENDIX III – SOFTWARE TECHNOLOGY USED

Adobe AEM
Adobe Form Designer
Adobe Workbench

APPENDIX IV – USEFUL LINKS

Onboarding Document
Simple Process Creation
Public Form Submission
Complex Process Creation
APPENDIX V – RESERVED WORDS

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