



## Instructions for completing the NOAA MARS User Access Request Form



Access to MARS will be given to users only after the MARS team has received the following signed and completed forms:

- 1) MARS User Access Request Form
- 2) MARS Non-Disclosure Agreement
- 3) NOAA MARS Rules of Behavior

**The MARS User Access Request Form is an online form that is converted to PDF once you click “Save and Print.” It must be completed online and printed.**

**Request Type** –To request access to the Data Entry or Reporting & Querying module, select the check box for the appropriate action. Data Entry Modifications to “General Access” user roles can be completed by the User’s LO/FMC Administrator with no additional action required. All other requests **must be scanned and emailed to [MARS.Support@noaa.gov](mailto:MARS.Support@noaa.gov)**. Those without access to a scanner may fax to MARS Support at (301) 713-1742. Questions should be directed to your LO or FMC Administrator. **Requests for modifications will always require the submission or resubmission of all 3 forms.**

### MARS User Information

Enter the required information completely. Your mail or routing code can be found on the NOAA Staff Directory, <https://nsd.rdc.noaa.gov/nsd/intsearch>.

### MARS General Access

**MARS Data Entry Module Access** allows users to enter and track commitments, and plan execution and out year budgets. Information available in this section does not include restricted access information such as Labor Detail data or privacy information. Check the appropriate box or boxes. A description of each role is listed below. If unsure of the roles to request, contact your MARS LO or FMC Administrator.

Data Entry Reports Only	Access to the general MARS Data Entry reports only.
LO Administrator	<ul style="list-style-type: none"><li>▪ Reviews and signs MARS User Access Request forms for accuracy and completeness</li><li>▪ Notifies the MARS Support desk to delete access when users leave NOAA</li><li>▪ Maintains current copies of all user access request forms for the office</li><li>▪ Grants/revokes access/privileges to users as required</li><li>▪ Assists in training LO/SO and FMC users on MARS</li><li>▪ Coordinates the LO/SO implementation of MARS</li><li>▪ Serves as the contact point for the FMC Administrators</li><li>▪ Facilitates all discussions with the FMC Administrators involving major MARS modifications. All proposed modifications shall be entered into the MARS Change Control Request (CCR) utility. For major changes, a simple majority vote is required among FMC administrators.</li><li>▪ Develops and maintains MARS business rules in conjunction with LO management and MARS user community</li><li>▪ Serves as the final decision-maker in dispute resolutions where FMC Administrators cannot agree</li><li>▪ Keeps management and the LO community informed of all relevant MARS issues</li><li>▪ Participates in MARS Council meetings</li></ul>



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FMC Administrator	<ul style="list-style-type: none"> <li>Assists in training FMC users on MARS</li> <li>Understands the nature and meaning of the data as it relates to the FMC community and validates that users are following MARS business rules</li> <li>Maintains open communication with the LO Administrator, the local FMC community and HQs pertaining to MARS items such as upgrades, modifications, enhancements and documentation</li> <li>Assists the LO Administrator and MARS developers with ongoing evaluation and testing of MARS as required</li> <li>Represents the FMC in the decision-making process regarding MARS software upgrades, modifications and enhancements</li> <li>Grants and revokes access or privileges to FMC users as required by FMC management</li> <li>Serves as the central contact to resolve local MARS issues (CCRs, questions, training, connection problems, etc.) before they are escalated to the Line Office Administrator</li> <li>Submits recommendations for system modifications to the LO Administrator using the Change Control Request (CCR) process</li> </ul>
Budget	Allows users to access the budget module to create, modify, or delete spending plans
Commitment	Allows users to access the commitment module to create, modify, or delete commitments
Funds Control	Allows users to sub-allot CBS allotments from a program code to project codes within that program code or from FMC to lower level organizations within that FMC
Match	Allows users to run the automatic match or perform manual matches of commitments to CBS obligations
OPT Table	Allows users to create or edit various organization, project, task combinations
Ignore Records	Allows users to exclude non-labor transactions less than \$1 from the match process
Create Duplicate Commitments	Allows users to create duplicate commitments from existing commitment record

**Organization Code Limitations for MARS Data Entry Module Only:** If you are requesting access to the Data Entry Module, list the CBS organization codes, or organization code ranges, for which you will enter or view data. In most cases this is your CBS organization code; however, some users may need access to more than one organization. If unsure, contact your MARS LO or FMC Administrator.

These limitations will apply to both the Data Entry Module General Access and Data Entry Restricted Access.

Organization code ranges can be indicated by truncating the organization code with an “\*”. For Example 30-20-3000-\* will allow the user to enter or view all information under the Org3 grouping.

**MARS Reporting & Querying Access** allows users to view MARS financial and budgetary reports, conduct ad-hoc querying, and conduct financial analysis. Information selected in this section does not include restricted access information such as Labor Detail data or privacy information. Check the appropriate box to select the level of MARS reporting access.

<b>Business User</b>	<b>View and refresh reports only.</b> Business Users may also receive and re-fresh reports shared by Power Users.
<b>Power User</b>	<b>View and refresh reports; create and edit ad hoc queries and reports.</b> This is the same level of access as the business user, plus the ability to create, modify, and save reports.

Below are additional data areas available to Reporting & Querying users. Check the appropriate check box to include this information.

<b>Labor Detail <u>without</u> Privacy Data</b>	Allows for detailed labor analysis while removing personally identifiable information
<b>OAR Specific Report Group</b>	Unique OAR reporting specialized reports designed by OAR for use by specific subgroups of users in their organizations



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<b>NWS Directives</b>	Allows users to create document files that contain directives information, actions, status and dates. The system provides a mechanism to track and timestamp all data entries and document actions. A report identifies directives that are coming up for review.
<b>Variance Reporting</b>	The purpose of this set of reports is to present an explanation for variances against plan by Program and an overall explanation for each Line Office (LO) by ORF, PAC and Reimbursable. In addition to the variance explanations, the LOs will also need to designate their corrective action. The process of collecting the variance explanations and corrective measures begins with the FMC. The LO level user will be able to select the FMCs and Programs that need attention. The FMC responses will roll-up to an LO level response, which can then be modified by the LO level user.
<b>Flux Reporting</b>	The purpose of this set of reports, in the Higher Level Review category, is to present the reasons for fluctuations from the previous year by Line office (LO) in the GL categories: GL-6100, Obligations, Outlays, Undelivered Orders and CWIP. The NOAA level user will use this system to highlight the LOs that need to respond to the fluctuation. The LOs level users will use this system to enter the reasons for the fluctuations.
<b>NWS Specific Report Group</b>	NWS Regional reports: Access to NWS-region specific reports  NWS Vacancy Analysis: Access to NWS Vacancy Analysis Staffing Data (restricted by FMC/Org).
<b>NWS Portfolio Allocation</b>	Allows the User to enter the Allocations and compare it with the Annual Target.
<b>NWS Quarterly Review Reports</b>	The NWS Quarterly Review Reports provide an opportunity for OCFO, the FMCs and the portfolios to identify issues and risks and work together to mitigate them. Variance explanations can be entered online using a Portfolio Report and an FMC Report. Each FMC formulates the FMC level responses for their FMC by the given due date. The same goes for each Portfolio. The LO level user reviews both the FMC and Portfolio responses and make necessary corrections or amendments in order to prepare for the Quarterly Budget Execution Review.

## MARS Restricted Access

MARS Restricted Access allows users to view and use restricted data including Labor Detail Reports with or without privacy data such as Employee or Personally Identifiable Information (PII) and Travel Detail Information. **MARS implementation leads recommend that ‘Labor Detail with Privacy Data’ and workforce management data be severely restricted within your organization.** Options selected in this section will require the approval of the **LO Administrator and SW Council Representative**. Access to restricted data also requires an **Organization Code limitation** that will allow only the appropriate data to be viewed.

**MARS Data Entry Module Restricted Access Roles** allows users to enter, manage, view and project labor data. Check the appropriate box or boxes. A description of each role is listed below. If unsure of the roles to request, contact your MARS LO or FMC Administrator. *Access to any of these roles/functionalities requires the additional approval of the office’s CBS Software Council representative.*



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Personnel	Allows users to view employee NFC data and to create vacancy information.
Labor Module	Allows users to create, edit, and delete labor projections for on-board and vacant positions.
Restricted Labor Reports	Reports available within the Data Entry module that contain either labor detail data or privacy information.
Employee Projection E-Mail Notification	Changes in NFC data (employee coming on board or no longer on board) are sent to the user with reminder to update labor projections.
Travel Detail (E2) Information	Allows the User to view Travel Detail Information.

**MARS Reporting & Querying Restricted Access Data Options** - Check the appropriate box to request access to the following options. If unsure, contact your MARS LO or FMC Administrator. *Access to any of these roles/functionalities requires the additional approval of the office's CBS Software Council representative.*

Labor Detail with Privacy Data	Allows for detailed labor analysis and includes personally identifiable information; i.e., employee name, active status, email address, and CBS employee no. Selecting this option also allows users to view restricted labor reports in the MARS data entry module
Workforce Management Data	Workforce Management and NFC information about NOAA employees
Restricted Workforce Management Data	Certain data within the WFM Universe and Reports is kept at a higher level of privacy and is only accessible to those that need this information. This higher level of privacy is applied to the following reports and related universe objects: Disability Report by Organization by Employee, Drug Test Report, Financial Disclosure Report, Veteran Preference Description, Veterans Readjustment Report
Table of Organization Reporting Only	Authorized positions, employees on-board and related reporting
Table of Organization Reporting w/Maintenance	Allows the user to add / update position information, create new billet numbers and add WFM change requests
Table of Organization Reporting w/Maintenance excluding Adding Billet	Allows the user to update position information, but not allowed to create new billet numbers and add WFM change requests
Table of Org Reporting with Comments	Allows the user to document changes in the Table of Organization.
Travel Detail (E2) Information	Allows the user to view sensitive employee destination Travel Detail Information
NWS Vacancy Analysis	Unique to NWS. Allows the user to see Position, Employee and Vacancy Information by Pay Period.
NWS FAAPS (Major Acquisitions)	A set of reports that allow analyzing FAAPS (Forecasting and Advanced Acquisition Planning System) data. To ensure adequate acquisition planning, early communications between the program office and NOAA Acquisition and Grants Office (AGO) should begin as soon as the need is identified and well in advance of the beginning of the fiscal



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	year in order to improve scheduling of actions, increase control of fourth quarter obligations, and further opportunities for consolidating requirements. As forecasts are required prior to the appropriation of funds for the next fiscal year, they will be based on the best estimate available from budget projects. The Advanced Acquisition Plan will foster thorough and efficient execution of procurements. Planned data are required to be entered into the Forecasting and Advanced Acquisition Planning System (FAAPS) for each acquisition with an anticipated value greater than \$150,000. NWS is responsible for updating their FAAPS data at the end of each quarter to enable accurate planning. Any action submitted after that date will be considered an unplanned action. Planned actions will receive priority over unplanned actions.
CDRM / CDRM Rates Maintenance	The Damage Assessment, Remediation and Restoration Program (DARRP) Cost Documentation Reporting Module (CDRM) is used to generate Labor and Transaction cost reports. Users with the Rates Maintenance profile can alter CDRM rates.
Grants OnLine	A set of reports that allow NOAA users of grants data to analyze Grants Online proprietary data that is no more than one day old. General: Grants Management and Program Offices use Grants Management: Specific to AGO\GMD
NWS Regional Application	Unique to NWS Southern Region. Allows the user to see Bargaining Unit, Labor and Financial Information by Division and Portfolio.

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These limitations will apply to Reporting and Querying Access.

Organization code ranges can be indicated by truncating the organization code with an “\*”. For Example 30-20-3000-\* will allow the user to enter or view all information under the Org3 grouping.

### Approval and Signature

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Print, sign and date the request form. Signatures from your supervisor, MARS FMC Administrator, and LO Administrator are required. Signatures from your LO Administrator and CBS Software Council representative are required if you request restricted access data. **The MARS team cannot accept a request form without the proper signatures.**