Instructions for completing the NOAA MARS User Access Request Form

For access to MARS all users will be issued a user ID and password. The MARS team will issue a user ID and password only after receiving 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 – MARS requires separate ID's & Password's for the Data Entry Module and for Reporting & Querying. 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 - No additional action is required. All other requests must be **faxed to MARS Support at (301) 713-1742**. Questions should be directed to your LO or FMC Administrator. **Requests or modifications to restricted information will always require the submission or re-submission 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	▪ Reviews and signs MARS User Access Request forms for accuracy and completeness ▪ Notifies the MARS Support desk to delete access when users leave NOAA ▪ Maintains current copies of all user access request forms for the office ▪ Grants/revokes access/privileges to users as required ▪ Assists in training LO/SO and FMC users on MARS ▪ Coordinates the LO/SO implementation of MARS ▪ Serves as the contact point for the FMC Administrators ▪ 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. ▪ Develops and maintains MARS business rules in conjunction with LO management and MARS user community ▪ Serves as the final decision-maker in dispute resolutions where FMC Administrators cannot agree ▪ Keeps management and the LO community informed of all relevant MARS issues ▪ Participates in MARS Council meetings
FMC Administrator	▪ Assists in training FMC users on MARS ▪ Understands the nature and meaning of the data as it relates to the FMC community and validates that users are following MARS business rules ▪ Maintains open communication with the LO Administrator, the local FMC community and HQs pertains to MARS items such as upgrades, modifications, enhancements and documentation ▪ Assists the LO Administrator and MARS developers with ongoing evaluation and testing of MARS as required ▪ Represents the FMC in the decision-making process regarding MARS software upgrades, modifications and enhancements ▪ Grants/revokes access/privileges to FMC users as required by FMC management ▪ Serves as the central contact to resolve local MARS issues (CCRs, questions, training, connection problems etc.) before they are escalated to the Line Office Manager ▪ Submits recommendations for system modifications to the LO Administrator using the Change Control Request (CCR) process

	▪ Responsible for routine reconciliation of MARS data with CBS data ensuring that timely corrections to erroneous data in either system be made to achieve the highest level of data quality
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
Foreign Travel Numbering System	Assign this role only if you plan to use the foreign travel numbering. The Foreign Travel Numbering System gives out sequential foreign travel numbers in proper format for use with the CBS Travel Manager System. If this role is selected, you must choose either User Access or FMC Access.
User Access	Allows users to enter travel orders for their FMC; they can enter, view and update only those travel orders they enter
FMC Access	Allows the same privileges as User Access but they are able to view travel order numbers for their FMC and update them
Domestic Travel Numbering System	Assign this role only if you plan to use the travel numbering functionality (currently used only by NMFS).The Domestic Travel Numbering System gives out sequential domestic travel numbers in proper format for use with the CBS Travel Manager System
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.

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

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

Labor Detail <u>without</u> Privacy Data	Allows for detailed labor analysis while removing personally identifiable information
Specific Report Group (NWS and QAR Only)	Unique NWS and OAR reporting specialized reports designed by LO's for use by specific subgroups of users in their organizations
Variance Reporting	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.
Flux Reporting	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, Un-delivered 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.

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 '*Labor Detail with Privacy 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 appropriable 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.

Personnel	Allows users to view employee NFC data and to create vacancy information. *Access to this functionality requires the additional approval of the office's CBS Software Council representative*
Labor Module	Allows users to create, edit, and delete labor projections for on-board and vacant positions. *Access to this functionality requires the additional approval of the office's CBS Software Council representative*
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 Information	Allows the User to view sensitive employee level 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.

Labor Detail <u>with</u> 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. *Access to this functionality requires the additional approval of the office's CBS Software Council representative*
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 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 user to update position information, but not allowed to create new billet numbers and add WFM change requests
Travel Detail Information	Allows the User to view sensitive employee level Travel Detail Information
Cost Documentation Reporting Module	Allows a user to generate Labor and Transaction Cost Reports and submit a cost package to the responsible parties in order to justify services rendered

Organization Code Limitation for MARS ACCESS - When requesting access to MARS Data, list the CBS organization codes, or organization code ranges, for which you will 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 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

Print, sign and date the request form. Signatures from your supervisor, MARS FMC 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.**