DEPARTMENT OF STATE

Bureau of Oceans and International Environmental Scientific Affairs, Office of Ocean and Polar Affairs (OES/OA)





Research Application Tracking System (RATS)

User's Manual

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1 PUBLIC FUNTIONALITY

1.1 Search View Completed Cruises

1.1.1 Introduction

Users can search the archives for information on applications whose end date has passed. Login is not required for this area of the site.

Name	Description
Role	Publicly available on the DOS internet website
Assumptions	None
Preconditions	None
Post Conditions	None
Exceptions or Alternate Flows	None

1.1.2 Steps

1 User clicks the Search link to access a list of all applications whose end dates have passed:

artment of S	itate - Marine Scientific Resea	rch Applica	tion Tracking Syster		Land -	Search
earch Arch	ives					L
Provide search crit	teria using the form below					
Search Criteria						2
Coulse Number		Platform Type:	All Types			
Chief Scientist	All Chief Scientists	Platform Hame:	Select.	V		
Platform Operator:	All Platform Operators	Coastal State:	All Coastal States	~		
Type of Research	All Research Types Acoustic Thermometry Aultea Interface Biological Oceanography Chemical Oceanography	Sea Area:	All Sea Areas 🤟			
Start Date between	E and E					
End Date between:	and 🖬					

2 User may filter the available list based on the following criteria: Cruise Number, Chief Scientist, Platform Operator, Type of Research, Start Date/End Date, Platform Local, Platform Type, Platform Name, Coastal State, Sea Area

epartment of S	tate - Marii	ne Scientific	Research App	lication Tr	acking S	ystem		denedo Keedb	stk Logo
Search Arch	ives Intia using the form	n below.							
Search Criteria									
Cruise Number:				Platform Type	All Types	~		>	
Chief Scientist	All Chief Scientin	sts	*	Platform Nam	e: Select.	~			
Platform Operator.	All Platform Ope	rators	*	Coastal State:	Bahamar	5		~	
All Research Types All Research Types Type of Research AlifDea Interface Biological Oceanography Chemical Oceanography 💌			Sea Area: All Sea Areas V				Criteria		
Start Date between		and							
End Date between:		and _	דררךליליאמת, 🖬)	
Search Archives	Reset								
			Sea	arch Res	ults				
Total Applications Re	turned: 70								
	Cruise h	Name 🔻		Cruise No.	Start Date	End Date			
Direct Observation:	s in Support of Op	perational Monitorine	2	F1998-158	10/01/1998	09/30/1999			
Diplomatic Clearar	ce for Bahamas /	Airborne Oceanogri	aphic Sury	F 2000-172	03/01/2000	04/15/2000		Description	
Continental Shelf S	tability Shuty	ina eroaracio		F1997-216	05/19/1995	05/25/1996	\frown	Results	
CONTRACTOR OF THE OWNER	L.C.C.			54000.000	03/03/1000	00/20/2000			
Done								Solerne	e.

Search results are identified by; Name, Cruise Number, Stat Date, End Date

3 Click on the name of a specific application directs the user to summary information for the selected application. (Full application data is not available.) Information is displayed in the following categories: *Attachments, Application, Preliminary Cruise Report and Post-application Obligations (description and delivery date only)*

	Search Results	
Total Applications Returned: 70		
Cruise Name 🔻	Cruise No. Start Date End Date	
Direct Observations in Support of Operational Monitoring	Department of State - Marine Scientific Research Application Tracking System	1
Diplomatic Clearance for Bahamas Airborne Oceanographic Surv		and Defect Lines
Vindward Island Passages Monitoring Program	Application for Consent to Conduct Marine Scientific Research 1. General Information	< Return In Tasks < Return To Associations Print Forendic Version
	1.1 Reference ID: Application of the state o	
	Core	🔮 Internet

1.2 Feedback to Coordinator

1.2.1 Introduction

Users can complete an online form to send comments/questions to the Coordinator.

Name	Description
Role	All Users
Assumptions	None
Preconditions	None
Post Conditions	None
Exceptions or Alternate Flows	None

1.2.2 Steps

1 At any point in the system the user can select the Feedback link:

Department of S	itate - Marine Scientific Rese	arch Applica	tion Tracking System		Feedback	
Search Arch	ives eria using the form below.					
Search Criteria						
Cruise Number:		Platform Type:	All Types 💌			
Chief Scientist	All Chief Scientists 💌	Platform Name:	Select			
Platform Operator:	All Platform Operators	Coastal State:	All Coastal States	~		
Type of Research:	All Research Types Acoustic Thermometry AiriBea Interface Biological Oceanography Chemical Oceanography	Sea Area:	All Sea Areas 💌			
Start Date between:	and 1	mm.ididiyyyyy				
End Date between:	and and					
Search Archives	Search All Reset					

2 System displays a form requesting the following information: *First Name, Last Name, Organization, Email, Phone, comments.*

Return to Application	Cancel Feedback		
Feedback			
 Complete the form below to contact the Remonstrated with an antiside (7) and 	he administrator.		
First Name			
Last Name:	- 1		
Organization:		Complete form and dish	
Emait		Complete form and cuck	
Prione:	×	submit	
	<u></u>		

Note: The system sends the Coordinator an email with your feedback.

1.3 Request an Account

1.3.1 Introduction

Chief Scientists and Submitting Officers who are not already registered may request an account.

Name	Description	
Role	Publicly Available, intended only for Chief Scientists and Submitting Officers.	
Assumptions	An account does not already exist for the person submitting the request	
Preconditions	None	
Post Conditions	The system creates an account Active status not set. The new account appears in the list on the Manage User Accounts page in the Administration section of the site.	
Exceptions or Alternate Flows	If a username already exists matching the requested username, the system prompts the user to contact the Coordinator using the system feedback form (see 1.2 Feedback).	

1.3.2 Steps

1 User clicks the Request an Account link from the OES website.

Department of State - Marine Scientific Research Application Tracking System	<u>8</u>
	<u>Search Feedback Login</u>
Login	
→ Complete the form below to login to the system.	
*Username: *Password:	
Login	
Forgot Your Password? New User? Request an account. Request link	

2 User provides required information Required information includes: *Title (Mr., Ms., Dr.), First Name, Last Name, Nationality, Affiliation/Organization, Address, Apt/Suite, City, Country, ZIP Code, Email, Telephone, Fax, Account Type, Chief Scientist, Submitting Officer, Foreign Embassy Officer, Password, Confirm Password, Comments*

Department of State - Marine Scientific Research Application Tra	acking System
	Sauch Eccelosia L
Pequest an Account	
Request an Account	
 Complete the form below to manage your account. Items marked with an asterisk (*) are required. 	
Embassy and USG agency staff should <u>contact the system administrator</u> to obtain an account.	
Contact Information	
Title Select a Title V	
'First Name:	
"Last Name:	
*Phone: Include country and area code	
'Email:	
*Fax:	
*Affiliation: ** Organization, Depart	the end of the second se
*Countr: Select a Country 💌	
Account Information	
*Account Type: Select an account type 💌	User Data
Note: Passwords must contain at least 8 characters and 2 or more of the following	Oser Data
character types: Uppercase, Lowercase, Special Characters (i.e. #, *).	
"Usemame:	
"Password:	
*Confirm Password:	
Additional Information	
Comments	
Submit Cancel	

- 3 The system confirms will notify the user if data is not formatted correctly.
- 4 The system confirms that the requested username does not already exist in the system.
- 5 The system saves the user request information and returns a confirmation to the user that the account has been submitted and awaiting approval.
- 6 The system adds the new account, with inactive status, to the account list on the User Account Management page.

1.4 Login

1.4.1 Introduction

Users may login to the system.

Name	Description
Role	Users with active accounts.
Assumptions	None
Preconditions	User must have an active RATS account.

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Post Conditions	User is logged into RATS with the appropriate access privileges.
Exceptions or Alternate Flows	See Below

1.4.2 Steps

1 The user navigates to the RATS homepage.

	Department of State - Marine Scientific Research Application Tracking System	Starch Excellentic Logio
	Login	
	*Username: john clurk *Password:	
Click Log In	Login	
	New User? Reducest an account.	

2 The user enters the following information in the boxes provided: Username (email), Password and if correct the Task page appears. The user will receive an error if the Username/Password is incorrect.

The second	Burnelland and Income
Lask Name Cruss Number, V Line Name Date Associed Associed Associed Date Los All	NAME OF COLORADOR
Commission Commis	pieted
Concellation (2000.00) (20	hated

1.4.3 Exceptions/Alternate Flows

- Step 4. When the system verifies the user's login information, an error message will appear if:
 - a. The user does not have an active RATS account OR
 - b. The user has entered an invalid Username (email) or Password.
- Step 5. The system will then clear the login boxes and prompt the user to enter valid login information.

1.5 Reset Password

1.5.1 Introduction

Users may request that the system reset their passwords.

Name	Description	
Role	Users with active accounts.	
Assumptions	None	
Preconditions	User must have an active RATS account.	
Post Conditions	User's password has been reset to a secure, temporary value.	
Exceptions or Alternate Flows	See Below	

1.5.2 Steps

1 The user navigates to the RATS homepage and clicks "Forgot Your Password?"



2 The system displays the Forgot Password page.

partment of State - Marine Sc	ientific Research Application Tracking System	Reads I Readerst I I
		Search Feedback L
orgot Password		
Enter the email address registered for your a If you no longer have access to this email ac	ccount to receive a new password. count, please <u>contact the system administrator</u> .	
Email Address:	Enter your current	
Submit Cancel	Username (email) and	
	T 12 (142) (114 (117) 12 11 (247) (1	

- **3** The system will verify that the Username (email) entered exists and then the system will create a temporary password and email it to the address on file.
- 4 The system displays a message informing the user that their password has been reset and a new password has been emailed to them.
- 5 The user selects Return Home to return to the RATS homepage.

1.5.3 Exceptions/Alternate Flows

- Step 5. When the system verifies the user's Username (email), an error message will appear if the user does not have an active RATS account.
- Step 6. The system will then clear the Username (email) box and prompt the user to enter valid login information.

LOGGED IN USERS 2

2.1 Logout

2.1.1 Introduction

Users may logout of the system.

Chapter 2

Name	Description	
Role	Users with active accounts.	
Assumptions	None	
Preconditions	User must have an active RATS account. User must be logged into the system	
Post Conditions	User is logged out of the system. User is on the RATS homepage	
Exceptions or Alternate Flows	None	

2.1.2 Steps

While on any screen the user selects the "Logout" link. 1

U.S. Depart Mar ine Sci	ment of State ence Research Applic:	ati on Tracking Syste	m	Click L	ogout	Lagout
User: john.cl Task List	erk Role: Clerk			Appli	callons Tasks Select a r	<u>My Profile</u> <u>Administration</u> report Generate
→ Below is a list of you <u>Task Name</u>	r current task assignments. So Cruise Number	elect the task name to acce Cruise Name	ss and complete the task. <u>Date Assigned</u> No Outstanding Tasks	<u>Assigned By</u>	<u>Date Due</u>	Application Status

2 The user is logged out and the system displays the RATS homepage with login prompt.

	Starb Eastback La
ogin	
Complete the form below to login to the system.	
sername:	
Login	
raot Your Pessword?	

2.2 View Task List

2.2.1 Introduction

Users may view and print a list of all new tasks they have been assigned by the system. As the user completes each task, the system will remove it from the task list and record the task in the Action Log.

Name	Description
Role	All Users
Assumptions	None
Preconditions	The system must have assigned at least one task to the user.
Post Conditions	None
Exceptions or Alternate Flows	See Below

2.2.2 Steps

1 The user selects tasks from the menu. Tasks currently assigned to the user including the following information: *Task Name, Application Number, Application Name, Date Assigned, Assigned By, Due Date*

User: liz.tirpak	Role: Coordinator			ADDIEL	tons Tasks M	Profile Administration
ask List					Select a repor	t Generate
Delow is a list of your o	urrent task assignments. Select t	the task name to access	and complete the task.		-	
Lask Name	Cruise Number V	TAIGER	Date Assigned	Assigned By	Date Due	Pending Assignment
Assian To Clark	E E 2000-1412	TAIGER	02/06/2009	Conceptor John	02/20/2009	Pending Assignment

Note: Once the user completes a task the system will remove the task from the user's task list and record the action in the action log.

2 When there are no tasks in the task list, system displays "No Outstanding tasks."

2.2.3 Exceptions/Alternate Flows

Task assignments are based on the user's role as follows:

† Foreign EEZ only ‡ U.S. EEZ only

- a) Coordinator receives the following tasks:
 - Validate User
 - Assign Application to Clerk
- b) Clerk will receive the following tasks:
 - Submit to Embassies †
 - Submit to Agencies‡
 - Validate Authorization
 - Validate Preliminary Report
 - Validate Final Report
 - Provide Information
 - Revise Application
- c) Chief Scientists⁺ will receive the following tasks:
 - Submit Preliminary Report
 - Submit Final Report
 - Provide Information
- d) Submitting Officers⁺ will receive the following tasks:
 - Submit Application
 - Validate Preliminary Report
 - Validate Final Report
 - Provide Information
- e) Foreign Embassy Officers[±] will receive the following tasks:
 - Submit Application
 - Submit Preliminary Report
 - Submit Final Report
 - Provide Information
- f) US Embassy Science Officers⁺ will receive the following tasks:
 - Submit Application to MFA
 - Post MFA Authorization for [Coastal State]
 - Submit Preliminary Report to MFA
 - Submit Final Report to MFA
 - Submit Revisions to MFA
 - Provide Information

- g) USG Agencies‡
 - Submit Authorization

2.3 View Application List

2.3.1 Introduction

Users may view a list of applications and detailed information about each application.

Name	Description
Role † Foreign EEZ only ‡ U.S. EEZ only	Chief Scientists† Submitting Officers† Science Officers† Foreign Embassy Officers‡ USG Agency Designees‡ Coordinators Clerks
Assumptions	None
Preconditions	The applicant must be logged into the system with the appropriate security role.
Post Conditions	None
Exceptions or Alternate Flows	See Below

2.3.2 Steps

1 When the user first logs into the system, the Tasks page appears containing a list of specific tasks based on the user's role (see exceptions/alternate flows). Alternatively, the user can select the Applications link from anywhere in the system in order to access the Manage Applications page.

User: john.cler	k Role: Clerk			Applications Tasks	My Profile Administrat	ion 🖉
anage Applications						
From here you may view	w a list of all applications.					
Filter Options						
ly Status:						
Active	Approved	Cancelled				
Clearance Waived	Completed	Denied				
🔲 Draft	Draft Completed	Pending Approval				
Pending Assignmen	it 🔲 Pending Authorizatio	on 🔲 Reporting				
Filter Res	et					
Create New Application						
Cruise No. 🔻	Cruise Name	Platform	Chief Scientist	Submitted to DoS	Start Date	<u>Status</u>
TBD	dffafa		SB E. McDuff, Russell		01/29/2009	Draft

- 2 The Manage Applications table includes the following fields:
 - Application Number/Cruise No.
 - Project/Cruise Name
 - Platform Name
 - Chief Scientist
 - Submitted to DS
 - Dates (start month-year to end month-year)
 - Status
 - 1 Draft
 - 2 Pending Assignment (to Clerk)
 - 3 Pending Authorization
 - 4a Reporting
 - 4b Authorization Waived
 - 4c Cancelled
 - 4d Denied (by all coastal states)
 - 5 Completed
- **3** The user can sort the list by clicking column headings, with the exception of the Clearance Countries column.
- 4 The user can click any application's Number to view the details for the selected application (See 2.4 View Application Detail) (Extends to 1.1 Search/View Completed Cruises (Archives)).

2.3.3 Exceptions/Alternate Flows

- **Chief Scientists** can view applications to which they are assigned.
- Submitting Officers can view applications for their own platforms.
- Foreign Embassy Officers can view applications submitted by their own Embassy (country).
- **Coordinator** can view all applications.
- **Clerks** can view all applications.
- Science Officers (U.S. Embassies) can view applications that have requested authorization from their post/region.
- USG Agency Designees can view all applications.

2.4 View Application Detail

Name	Description
Role	Chief Scientists† Submitting Officers†
† Foreign EEZ only	Science Officers† Foreign Embassy Officers‡

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‡ U.S. EEZ only	USG Agency Designees‡ Coordinators Clerks
Assumptions	None
Preconditions	User has logged into the system with appropriate access privileges. The user is viewing the Application List (see 2.3 View Application List).
Post Conditions	None
Exceptions or Alternate Flows	None

2.4.1 Introduction

Users may view and print (in UN Standard Form A format) all information related to an application.

2.4.2 Steps

1 The user clicks the Cruise Number of the desired Application.

lanage Applicat	tions					
From here you m	ay view a list of all applications					
Filter Options						
By Status:						
Active	Approved	Cancelled				
Clearance Wa	wed Completed	Derried				
Draft	Draft Completed	Pending Approval				
233 Statements						
Pending Assig	priment 🛄 Pending Authorizat	ion 🛄 Reporting				
Pending Assig	prment 🗋 Pending Authorizat ect a Clerk: 🤟	ion 🔲 Reporting				
Pending Assig	rrment Pending Authorizat oct a Clerk .	ion Reporting				
Pending Assig Assigned To: Seli	nment Pending Authorizat ect a Clerk 👱	ion 🗌 Reporting				
Pending Assig Assigned To: Bell Filter	nment Pending Authorizat	ion C Reporting	Chief Scientist	Submitted in DoS	Start Date	Status
Fitter	roment Pending Authorizat	Cruise No.	Chief Scientist 98 Scientist John	Submitted to DoS 0206/2009	Start Date 02/15/2009	Status Pending Authorization
Pending Assigned To: Eali Fitter Excusse_Na., Excusse_N	Reset	Cruise No.	Chief Scientist Si Scientist John Si Scientist John	Submitted to DeS 0206/2009	Stort Date 02/15/2009 02/16/2009	Status Pending Autorization Draft
Filter Filter	Reset	Truise No.	Chief Scientist 68 Scientist John 68 Scientist John 68 Court Russel)	Submitted to DoS 02/06/2009	Start Date 02/15/2009 02/15/2009 01/29/2009	Status Pending Authorization Draft Draft
Pending Assig Assigned To: Bell Filter Cruise, Ns., ▼ P 22009-1412 TEQ TEQ TEQ TEQ	Reset	Cruise No.	Chief Scientist SE Scientist John SE Scientist John SE E. McDuff, Bussell SE Turkolis, Shim	Submitted to DoS	Stort Date 02/15/2009 02/16/2009 01/29/2009 01/29/2009	Statux Pending Authorization Draft Draft Draft
Pending Assig Assigned To: Seli Fater Cruise, Ns., ♥ P 2009-1412 P TEQ 9 TEQ 9 TEQ 9 TEQ 9 TEQ	erarger Testing Friday diffia erarger TEST CRUSE (1/28/2000)	Cruise No.	Chief Scientist 19 Steers John 19 Steers John 19 Chief John 19 Chief Data 19 Steers John 19 Steers John	Submitted to Das	Start Date 02/15/2009 02/16/2009 01/29/2009 01/29/2009 02/03/2009	Status Pending Juthorization Draft Draft Draft Draft
Pending Assig Assigned To: Seli Filter Cruises.No. ▼ P [2009-3412) TEQ) TEQ) TEQ) TEQ) TEQ) TEQ) TEQ	et a Clan: Clans C	Cruise No.	Chief Scientist St Scientist, John, St Scientist, John, St Levent, Lahn, St Livertist, John St Livertist, John	Submitted in Das	Start Date 02/15/2009 02/16/2009 01/29/2009 01/29/2009 02/02/2009 02/02/2009	Status Pendig Autorization Draft Draft Draft Draft

- 2 Using the tabs provided, the user may view all details of the application, including: *(See Figure below)*
 - a) Attachments
 - b) Coastal States (including status of authorizations)
 - c) Reports (i.e., Preliminary Report, Final Report, other documentation associated with the application)
 - d) Action Log (extends to use case 3.2 View Action Log)
 - e) Entire application (select Print Friendly Version link)

Marine Science	of State Research Application Tracking		Assistence State Mittade American Pro-
Contraction Contractions	Filme Clark OLB 103		structure performance and the state of the second
Foreign EE2. Foreign John	10.04		
Application Attachments A	Action Log		
	54	Application for Consent to Conduct Marine Scientific Research	 Return To Applications
I. General Information			
1.1 Reference ID:			
Application number: Project name:	F2009-102 Foreign John Test		
1.2 Sponsoring institution(s)			
Institution	Contact Information Orrec	tor	
1.3 Scientist in charge of the	project		
Hame	accepted inter		
Attilation	none		
Address.			
Phone:	123-778-0875		
Fac.	334-578-0982		
Email	john scientist@email.com		
1.4 Scientists from coastal s	states involved in the planning of the proje	ct	
See Section 8 (Participal	ton)		
1.5 Submitting officer:			
Name	onwister Libe.		
Attiliation.	none		
Address			
Phone:	123-654-7678		
Fax.	123-875-8900		
Email	john operator@wmail.com		
Description of Project			
2.1 Nature and objectives of	the project:		
745			
2.2 Belevant previous or fatu	re research projects		

NOTE: When you select the "Print Friendly Version" a print window will appear.

- 3 The user with the appropriate privileges can perform the following actions:
 - a) Return to Application List
 - b) Request additional information (extends to use case **3.5 Request Information**).
 - c) Update application information (extends to use case **2.5 Update Application**).

2.5 Update Application in Draft Mode

2.5.1 Introduction

Users with appropriate privileges may update (edit or cancel) an existing application and associated information.

Name	Description
Role † Foreign EEZ only ‡ U.S. EEZ only	Chief Scientists† Submitting Officers† Science Officers† Foreign Embassy Officers‡ USG Agency Designees‡ Coordinators Clerks
Assumptions	None
Preconditions	The user has logged into the system with appropriate access privileges. The application needing modification already exists. The user is on the Application Detail page (see 2.4 View Application Detail)

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	The Application is in draft mode
Post Conditions	The Application has been updated, the change is recorded in the action log and the status is adjusted as necessary.
Exceptions or Alternate Flows	None

2.5.2 Steps

1 The user clicks the Cruise No they would like update.

	U.S. Dep ar Mar ine Sci User liz tim	tment of State ience Research Applicat ak Role: Coordinator	i on Tracking System		Applications []	<u>Search</u> E Tasks My Profile	eedback Logaut
	Manage Application From here you may Filter Options Dy Glabus: Active Clearance Waive Draft Pending Assigned To: Select Filter	ns view a list of all applications. Approved Draft Completed ment Pending Authorization a Clerk v	Cancelled Denied Pending Approval Reporting				
	Caulco No. 💌	Cruise Name	Platform	Chief Scientist	Submitted to DoS	Start Date	Status
	F2009-1412	TAIGER	CAPTAIN'S LADY	69 Scientict John	02/06/2009	02/15/2009	Pending Authorization
	780	Testing Friday	See risk a Debi	69 Scientist John	020012000	02/16/2009	Draft
	TBD	dffafa		ODE McDuff Dussell		01/29/2009	Draft
	TBD	erarowr		02 Tucholke Brian		01/29/2009	Draft
ruise No. 🔚	TBD	TEST CRUISE (1/28/2009)		Scientist John		02/03/2009	Draft
1000 1 101	TBD	Test 1 Foreign EEZ		Scientist John		02/02/2009	Draft

2 The user completes all required form information to make necessary changes to the application and clicks the Save & Continue button.

Martne Sc	riment of State Jence Research Ap						31802) I .	Endisch I Scape	1000
Userjam	seventist frate Chi	d Norestant					Sandara I	Start Million	1
oreige EEZ: TEST C	RUISE (1/28/2009)								
General Information	Platform Information	Methods and Me	ann Coastal State	a Geography	Attachements				
		You must sel	ect the Save humo	at the lotters of	each page to save y	rem thanges.	2		
Seneral Informati	ion							×c	ercel Changes
* nems marked with an	asterick (*) are required								
Cruice Name:	TEST CRUISE (1/200	(009)							
Start Date:	02/03/2009								
End Date	02/04/2009		Internet Basemonth Traver						
Hesearch (IDes	Acoustic Thermomet Air/Sea Interface Bollonia Oceanogri Chemical Oceanogri Ecological Research	aya Aya A	Bullgraf Dearspron						
Chief Scientist.	Scientist, John								
Platform Operator:	Operator, John	SI 9.3	escuto.						
Sponsoring Institutions:	Add Sponsoring In	stitution							
Institution					Cantact Inform	iation (Director	Actions	
Reporter control + ound	secon.				asoka	8001		203 1908	222
Nature and objectives o	(the project								
Triature and objectives o asa	(the project			8					
Teature and objectives o asa	(the project.			10 10					
Triabure and objectives o atta Relevant previous and fu	(the project. ture research application	1 -		10 N					
Nature and objectives o as a Televant previous and fu	f the project. ture research application	1 -		N (5) (5) (5)					
Habire and objectives o as a Relevant previous and fu Previously published res	f the project. Bure research application earch data reliating to the	1 project		10 10 10 10					
Nature and objectives o as a Yeleward previous and fu Newlocally published res	f the project fure research application earch data velating to the	1 project		0 8 0 8 0					
Nature and objectives o as a Talaward predout and fu Televanity published res	fthe project. fure research application earch data reliating to the	s project		0 k 0 k 0					
Triature and objectives o as a Relevant previous and fu Trenscusty published res	(the project) fure research application earch data reliating to the	s project		a 10 a 10 a					
Takue and objectives o as a Televent previous and fu Previously published res	(The prosect.) Bure research application exerch data reliating to the	s project		8 0 K 0 K					
Televand objectives o as a Relevand previous and fu hereisusky published res Loccess to Data, Ba	(the project: ture research application earch citia reliating to the explose and Research	roject		10 N N N N					
Tables and objectives o as a Relevant previous and fu Previously published res] Access to Data, Ba	(the project.) Are research application earch data reliating to the implies and Research	i prijett		4 D R D R					
Nature and objectives o is a relevant previous and fu- reveausly published res eccess to Data, Bab preliminary responsed in interpretations with an interpretations with	(the project.) Are research application earch data veising to the respins and Research to provided you more than the provided you more than	s project N Results 20 days Toos The 4	nd of the cruise. Data	an a					
Nature and objectives on a same objectives on a same objective of the same of	(the project. Aure research application earch data reliating to the explose and these arcs the provided or struct Taus the provided or struct Taus	s project h Results 20 days from the A	nd offse cruss. Data	angles, and					
Halave and objectives o as a reserved previous and fs Reserved previous and fs Previously published res I Access to Data, Ba Apreliminary report will b interpretation with b "Program mana ofma and	(The project 2 there research application exercit data validing to the resples and Researce the provided your request. Aing results international	i n Results 20 days trans the coastal state(or y syntatore	nd of the chuise. Data,	a a a a a a a a a a a a a a a a a a a					
Tabeva and objectives of as a Released previous and fu Previously published res Access to Data, So Sala Inferencial Control will be Application and research control will be and inferencial control will be	The project : fure research application earch cide residing to the replex and Researce the provided appoint earch scatt provided uppoint earch scatt p	s project N Results 20 days from the a the coastal state(o y available	nd offer onsise. Data,	Complex, taken with					
Hadar and objectives on also freeword previous and for freeword previous and for freeword published ray because to published ray becauses to published ray of an exercise to published or of the exercise of the of the exercise of the the objective of the the the the the objective of the	The project fare research application earch obla winding to the mples and Research to provide of on more than the provided at no reserve.	r project h Results 30 days from the é the coastal state(o	nd of the cruss. Data,	a angles, tore with					
Nature and closethes a ass featured protocol and fu represent published rep areas to Dota, Bo Access to Dota, Bo and another published rep and the assess frequent of the and the second second second second and the second second second second as descent second second second second second second second second second second second second second second second second se	The protect	n Results 20 days from Re e The coastal state(or or available	nd of the cruice. Data 5 Samples and acces	and					
Nature and structures of ana followed protocol and fo "research published or "research published or excess to Data, Son guardemana report will be a drawna scheme scheme Proposed means of me	The provid her reserve spots along watch data milding to the mighters and Research as product or now have to cardin data milding to the minimum state of the spotses of the spotses and research as product on the spotses of the spots	n h Results 20 days from He e he coastal state(c y available	nd offer onsise Data, Storgees and access AVCE &		nue				

- 3 The system will alert the applicant of any incomplete information.
- 4 Upon completion of the Application Detail form, the system will save updated information.
 - a) If application status is "Pending Authorization", User is prompted to fill out an action log, providing description of why the application is revised, and sends update notification to Science Officers⁺/USG Agency Designees[±].

2.5.3 Exceptions/Alternate Flows

Cancel Application:

- 1 The user clicks the Update button.
- 2 The user clicks the Cancel Application button.
- 3 The system requests the user to confirm request to cancel (y/n to proceed).
- 4 User is prompted to fill out an action log, providing description of why the application is cancelled.
- **5** If application status is "Pending Authorization", system changes application status to "Cancelled" and sends cancellation notification to Science Officers⁺ /USG Agency Designees[±].

<u>+Cancel Coastal State:</u>

- 1 The user clicks the Update button.
- 2 The user clicks the Cancel Coastal State button.
- 3 The user selects which of the coastal state(s) authorization is/are no longer necessary.

- 4 The system requests the user to confirm request to cancel (y/n to proceed).
- 5 User is prompted to fill out an action log, providing description of why the coastal state is cancelled.
- **6** If application status is "Pending Authorization", system sends cancellation notification to the appropriate Science Officer(s).
 - **Chief Scientists** can update only the applications that have not been submitted to the Coordinator. If an application has already been submitted to the Coordinator, the Chief Scientist can contact the Coordinator (or Clerk) outside the system.
 - **Submitting Officers** can update only the applications that have not been submitted to the Coordinator. If an application has already been submitted to the Coordinator, the Submitting Officers can contact the Coordinator (or Clerk) outside the system.
 - Foreign Embassy Officers can update only the applications that have not been submitted to the Coordinator. If an application has already been submitted to the Coordinator, the Foreign Embassy Officers can contact the Coordinator (or Clerk) outside the system.
 - **Coordinator** can update applications that are not in Completed status.
 - Clerk can update applications that they are assigned to and are not in Completed status.
 - Science Officers (U.S. Embassies) and USG Agency Designees cannot update applications.

2.6 Edit Application (Draft Complete)

2.6.1 Introduction

Users with appropriate privileges the user may update edit an existing application and associated information after the draft has been completed.

Name	Description
Role † Foreign EEZ only ‡ U.S. EEZ only	Chief Scientists† Submitting Officers† Science Officers† Foreign Embassy Officers‡ USG Agency Designees‡ Coordinators Clerks
Assumptions	None
Preconditions	The user has logged into the system with appropriate access privileges. The application needing modification already exists. The user is on the Application Detail page (see 2.4 View Application Detail) The Application is in draft mode

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Post Conditions	The Application has been updated, the change is recorded in the action log and the status is adjusted as necessary.
Exceptions or Alternate Flows	None

2.6.2 Steps

1 The user clicks the Cruise No they would like update.

Marine Scie	U.S. Department of State Marine Science Research Application Tracking System						
User john de	erk Role Clerk (0.010)						
Manage Application	15						
interinge reparenter	and the second second						
From here you may vi	ew a list of all applications.						
Eliter Ontions							
B. Claber							
Annormal		arance Walued					
		anance scanes					
Composted	E Denied E Dra	an a					
Draft Completed	🛄 Pending Approval 🛄 Per	nding Assignment					
Filter	eset						
Filter Re	iset						
Filter Re	Ensise Name	Platform	Chief Scientist	Submitted to DoS	Start Date	Dest.	
Filter Re	IS Cruise Name To Be Determined Exercise July Tat	Elatform ADIOS	Chief Scientist	Submitted to DoS	Start Date	Draft Completed	
Filter Re Create New Accilication Create New Accilication TBQ F2002-102 F2002-101	IS Cruise Name To Se Determined Foreign John Test Santa-Ana	Elatform ADIOS ADVENTUROUS DINNE G	Chief Scientist 98 scientist John 98 scientist John	Submitted to DoS 11/08/2009 1108/2009	Start Date 11/09/2009 12/01/2009	Dratt Completed Prending Authoriza	
Filter Re Crease How Application Crease No. V 180 F2000-102 F2000-100 F2000-100	IS Cruise Name To Be Determined Foreign John Test Santa-Anna cruise-don-0077	Elatterm ADIOS ADVENTUROUS DIVAE G ADIOS	Chief Scientist	Submitted In DoS 11/08/2009 11/08/2009 11/07/2009	Start Date 11/09/2009 12/01/2009 11/07/2009	Dratt Completed Pending Authoriza Draft Completed	
Filter Re Creates Fiew Applicable Creates No. V F180 F2002-101 F2002-101 F2002-000 F2002-000	IS Cruise Name To Be Determined Forsign John Test SantaAnna ruisis-don-007 ruisis-don-007	Elattorm ADIOS ADVENTUROUS DHAE G ADIOS ADIOS	Chief Scientist Bi scientsi John Bi scientsi John Bi scientisi John Bi scientisi John	Submitted to DoS 11/08/2009 11/08/2009 11/07/2009 11/07/2009	Start Date 11/09/2009 12/01/2009 11/07/2009	Dratt Completed Pending Authoriza Draft Completed Draft Completed	
Filter Re Create Liew Acceledits Create Liew Acceledits E2002-102 F2002-101 F2002-101 F2002-001 F2002-002 F2002-002	20 Cruiss Name To Bo Determined Foreign John Test Santa-Ina cruise-don-007f cruise-don-007f cruise-don-004f	Elatterm ADIOS ADVENTUROUS DIANE G ADIOS ADIOS ADIOS	Chief Scientist Bi scientist.John Bi scientist.John Bi scientist.John Bi scientist.John Bi scientist.John	Submitted to Da5 1108/2002 1108/2009 1107/2009 1107/2009	Start Date	Dratt Completed Prending Authoriza Draft Completed Draft Completed Draft Completed	
Filter R4 Create tiew Application Create tiew Application D 126 E2000-102 E 2000-102 E 2000-102 E 2000-103 E 2000-103 E 2000-103 E 2000-103 E 2000-103 E 2000-103 E 2000-103 E 2000-003 E 2000-003 E 2000-003	20 Cruise Name To 8e Determined Foreign John Test Santa-Ana cruise-don-007 cruise-don-004 cruise-don-0031	Elationm ADVOS ADVENTURQUS DHAIE G ADVOS ADVOS ADVOS ADVOS	Chief Scientist Bi Scientist John Bi Scientist John Bi Scientist John Bi Scientist John Bi Scientist John Bi Scientist John	Submitted to DoS 1108/2009 1108/2009 1107/2009 1107/2009 1107/2009 1107/2009	Start Date 11/09/2009 12/01/2009 11/07/2009 11/07/2009 11/07/2009	Draft Completed Prending Authoriza Draft Completed Draft Completed Draft Completed Reporting	
Filter R4 Craster Inex Accilication Craster Inex Accilication Table Ecocol-102 Ecocol-101 Ecocol-101 Ecocol-101 Ecocol-101 Ecocol-102 Ecocol-103 Ecocol-103 Ecocol-103 Ecocol-103 Ecocol-103 Ecocol-103 Ecocol-103 Ecocol-103 Ecocol-103 Ecocol-103 Ecocol-103	Set Cruise: Kamp To Be Determined Foreign John Test Santa-Yana cruse-don-0001 cruse-don-0001 cruse-don-0001 cruse-don-0001 John test	ADIOS ADIUSTURQUS DIVILG ADIOS ADIOS ADIOS ADIOS ADIOS PELICINI	Chief Sciential 92 ScientsLiohn 93 ScientsLiohn 93 ScientsLiohn 93 ScientsLiohn 93 ScientsLiohn 93 ScientsLiohn 93 ScientsLiohn	Salamitted to Do5 1108/2009 1108/2009 1107/2009 1107/2009 1107/2009 1107/2009 1107/2009	Start Date	Ba Draft Completed Prending Autorizat Draft Completed Draft Completed Draft Completed Reporting Completed	
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2 The user clicks the Edit Application Link.

U.S. Department Marine Science	t of State Research Application Tracking System	Ass	Erach Terdink Legen
User: John Avent	Role: Clerk: (0.010)		
U.S. EEZ: cruise-don-005		. Se	nd Notification Request information Cancel Cruise
Application Attachments A	Authorizations		
Edit Application	Edit Application	Conduct Marine Scientific Research	Return To Tasks Return To Applications Return To Applications
. General Information			Generate Approval Letter
1.1 Reference ID:			
Application number: Project name:	U2009-097 cruise-don-005		
1.2 Sponsoring institution(s)	· · · · · · · · · · · · · · · · · · ·		
Institution No sponse	Contact Information Director		
1.3 Scientist in charge of the	e project:		
See Section 2.1 (Nature	and objectives of the project)		
1.4 Scientists from coastal	states involved in the planning of the project:		
See Section 8 (Participa	tion)		
1.5 Submitting officer:			
Name Affiliation: Address Phone Fax Email:	verdeo, john Bahamas 123-565-4432 123-578-5543 john verdeo@email.com		
2. Description of Project			
2.1 Nature and objectives of	the project:		
asdf			
2.2 Relevant previous or future	ire research projects:		
2007			
2.3 Previously published res	earch data relating to project:		

NOTE: Users can only edit applications they are submitting or approving while in the draft complete mode. Once an application is completed it cannot be edited or cancelled.

- **3** The user will be able to make edits on any of the application tabs. Once the edits have been completed the user selects the Save & Continue link at the bottom of the page.
- 4 Once all changes have been made the user will need to go to the last tab "Attachments" to save all changes. Once the users clicks the "save" link they will be redirected to the Manage Applications screen.

2.7 Search All Files

2.7.1 Introduction

Users can search the archives for information on all applications entered into the system.

Users can view and print the following reports on click of query button:

- Overdue preliminary and post-cruise reports by Coastal State
- Overdue authorizations by Coastal State
- Requests to US EEZ by nationality of scientist, submitting officer or flag of platform
- Pending authorizations (< one month till start date) by Coastal State

Name	Description
Role	USG Agencies Science Officers Coordinator Clerks
Assumptions	None
Preconditions	The User needs to access the RATs site.
Post Conditions	None
Exceptions or Alternate Flows	None

2.7.2 Steps

1 User clicks the Search link to query all applications in the system.

U.S. Department of Marine Science F	of State Research Application T	Tacking System			Search		Search
Task List	Kone, oner ottennist				<u>Centrations</u>		
Task Name Cr	task assignments, Select the uise Number Cr	task name to access ruise Name	Date Assigned	Assigned By	Date Due	Applicatio	on Status
			No Outstanding Tasks				

2 User may filter the available list based one or more of the following criteria:

repartment of state - marine scientific Research Application Tracking System	Search EersBack Lopin
Return to Tracking System	
Search Archives	
→ Provide search criteria using the form below.	a. Cruise Number
Search Criteria	b. Chief Scientist
Cruise Number: Platform Type: All Types V	c. Submitting Officer
Platform Operator: All Platform Operators Coastal States All Coastal States	d Type of Research
All Research Types Acoustic Thermometry All Sea Areas	a. Start Data between month year
Type of Research: AmSea Interface Biological Oceanography	6. Find Date between month year
Chemical Oceanography	1. End Date between month-year
End Date between:	g. Platform Type
Search Archives Reset	– h. Platform Name
	i. Coastal State
	j. Sea Area
	,

3 System displays the total number of results for the selected criteria.

					Search Eeedback Login
Return to Tracking System					
Search Archives					
Provide search criteria using the form to	elow.				
Search Criteria					
Cruise Number:	Platform Type: All	Types 👻			
Chief Scientist scientist, john	Platform Name: Se	ect	·		
Platform Operator: All Platform Operat	ors Coastal State: All	Coastal States	~		
All Research Types	Sea Area: All	Sea Areas 🐱			
Accustic Thermom Type of Research: Air/Sea Interface Biological Oceano Chemical Oceano	raphy v				
Start Date between:	and and addition				
End Date between:	and				
Search Archives Reset)			1	
	1			Search R	esulte Dieplay
		Search Results		Scaren K	courto Display.
				2	. Cruise Name
Total Applications Returned: 2	Cruise No.	Start Date	End Date	1	
John test	U2009-099	11/09/2009	11/30/2009		5. Cruise Numbe
oreign John Test	F2009-102	11/09/2009	11/30/2009		Start Date
J				[°]	
					t End Date

4 Clicking on the name of a specific application directs the user to summary information for the selected application. (Full application data is not available.)



3 WORKFLOW USE CASES—GENERAL

3.1 Assign Application

3.1.1 Introduction

The Coordinator identifies the Clerk for processing each application.

Chapter 3

Name	Description
Role	Coordinator Clerk
Assumptions	None
Preconditions	A new Application has been submitted to DoS (see 3.2 Submit Application (U.S. EEZ) and 4.2 Submit Application (Foreign EEZ)).
Post Conditions	The selected application is assigned to a specific Clerk for processing. The Clerk receives a task to process the new Application.
Exceptions or Alternate Flows	Clerk may generate U.S. or foreign EEZ application in which case the coordinator does not assign the clerk. Process flow begins with Create Application.

3.1.2 Steps

1 The system sends the Coordinator a task to assign a new Application to a clerk.

oner na litpax	Kons. Coordinator			ARDIN 1	Contraction 1910	ANNAL ANNALY ANNALY
ask List					Select a report	t 🕑 Generate
Below is a list of your o	urrent task assignments. Select t	he task name to access	and complete the task.			
Task Name	Cruise Number 🔻	Cruise Name	Date Assigned	Assigned By	Date Due	Application Status
test	PE2009-1412	TAIGER	02/06/2009	Scientist John	1	Pending Assignment
Assign To Clerk	E2009-1412	TAJOER	02/06/2009	St Operator, John	02/20/2009	Pending Assignment

2 The Coordinator views the Task List and clicks the task's Name.

	U.S. Departm	nent of State nce Research Application	n Trucking System			Sea	th Eastheath Logous
	User: liz.lirpak	k Role: Coordinator	DECEMBER AND		Artes	dions Tanles M	Endle Administration
	Task List					Select a repo	rtGenerate
	→ Below is a list of your is	current task assignments. Select t	he task name to access	and complete the task.			
	Task Name	Cruise Number V	Eruise Name	Date Assigned	Assigned By	Date Due	Application Status
Task Name 📥	Assian To Clerk	F2009-1412	TAIGER	02/08/2009	SR Operator, John	02/20/2009	Pending Assignment

3 The Coordinator selects the desired clerk and clicks Assign.

	U.S. Department of State Marine Science Research Application Tracking System	Search Feedback Logout
	User: liz.tirpak Role: Coordinator	Applications Tasks My Profile Administration
	Task: Assign Application	
	Complete the form below to assign the application to an available clerk.	
	⇒ Items marked with an asterisk (*) are required.	
	Application Summary	
	Cruise Number: F2009-1412 Cruise Name: TAIGER Platform: CAPTAINS LADY Start Date: Feb 15, 2009 12:00:00 AM Chief Scientist:	
	Review Details: Cruise No. F2009-1412	
Click Assign	*Select Clerk Select a Clerk Select a Clerk Select Clerk Select a Clerk Select Clerk	
		×
	<u>د</u>	<u>></u>

Note: The system will return the Coordinator to the Task List.

4 The system sends the Clerk a task to process the new application.

5 The system changes application status from "Pending Assignment" to "Pending Authorization"

Usur: liz.tirpa	ak Role Coordinator			TWACK, FIGURE	CHARGE L CHELLWICK	a examination of the
anage Application	ns					
From here you may v	new a list of all applications.					
Effort Ontione						
Status:						
Active	Approved	Cancelled				
Clearance Waived	d Completed	Denied				
Draft	Draft Completed	Pending App	levoro			
Draft Draft Completed Pending Approval						
Pending Assignm	rent 🔲 Pending Authorizatio	n 🔲 Reporting				
Pending Assignm	vent 🔲 Pending Authorizatio	n 🔲 Reporting				
Pending Assignm	nent 🔲 Pending Authorizatio a Clerk 💌	in 🔲 Reporting				
Pending Assignm ssigned To: Select:	nent 🔲 Pending Authorizatio a Clerk 💌	in 🔲 Reporting				
Pending Assignm ssigned To: Select : Filter R	nent 🗋 Pending Authorizatio a Clerk 🖉	in 🗌 Reporting				
Pending Assignm ssigned To: Select : Filter R	nent 🗌 Pending Authorizatio a Clerk 🖉	in 🔲 Reporting				
Pending Assignm ssigned To: Select : Filter Ro	esel	in 🗌 Reporting		ed to Das	Start Date	Status
Pending Assignm ssigned To: Select : Filter Ri Cruise No. V	a Clerk	In Reporting	Pending Authorizati	tid to Dos	Start Date	Status Pendina Authorization
Pending Assignm ssigned To: Select a Filter Ri Cruise No. ▼ F2009.1412 TBD	eset Cruise Name TAIGER Taige Fiday	In CAPTA	Pending Authorizati	on state pos	Start Date	Status Pending Authorization Draft
Pending Assignment ssigned To: Select i Filter Ro Cruise No. ▼ F2009-1412 TBD TBD	enet Pending Authorizatio a Clerk V exact TAIGER Tecting Friduy dffafa	n 🗌 Reporting B CAPTAI	Pending Authorizati	on states	Start Date 02/16/2009 01/29/2009	Status Pending Authorization Drati Drati
Pending Assignmed ssigned To: Select : Filter Ri Crosse No. V E2009-1412 TBD TBD TBD	enet Pending Authorizatio a Clerk	In Reporting	Pending Authorizati	on states	Start Date 02/18/2009 01/29/2009 01/29/2009	Status Pending Authorization Draft Draft Draft
Pending Assignm ssigned To: Select : Filter R: E2009.1412 TBD TBD TBD TBD	enet Pending Authorizatio a Clerk v meet Cruise Name TA/OER Testing Friday dfafa eranger TEST CRUISE (1/28/2009)	n 🗌 Reporting	Pending Authorizati	ion dia bos	5tart Date 02/16/2009 01/29/2009 01/29/2009 02/03/2009	Status Pending Authorization Draft Draft Draft Draft
Pending Assignm ssigned To: Select : Filter R: Cruise No. ¥ E2009-1412 TBD TBD TBD TBD TBD	enet Pending Authorizatio a Clerk v enet TAIGER TAIGER Testing Filday difafa eranger TEST CRUSE (1/78/2009) TEST CRUSE (1/78/2009)	In Reporting	Pending Authorizati Structure, Russell Structure, John Structure, John	on side to Das	5tart Date 02/18/2009 01/29/2009 01/29/2009 02/03/2009 02/03/2009 02/02/2008	Status Pending Authorization Draft Draft Draft Draft Draft
Pending Assignm ssigned To: Select: Filter R: Cruise No. ¥ E2009-1412 TBD TBD TBD TBD TBD TBD	enet Pending Authorizatio a Clerk v esset TAIOER TAIOER Testing Felday diffato crampor TEST CRUISE (1/28/2009) Test 1 Foreign EEZ	n 🗌 Reporting	Pending Authorizati Structure Russell Structure R	on dia basi	51art Date 02/18/2009 01/29/2009 01/29/2009 02/03/2009 02/02/2009	Status Pending Authorization Draft Draft Draft Draft Draft
Pending Assignm Ssigned To: Select: Filter R: Cruise: No. F2009:1412 TBD TBD TBD TBD TBD	enet Pending Authorizatio a Clerk V enert TA/GER Testing Friday dfafa erangwr TEST CRUISE (1/28/2009) Test 1 Foreign EEZ	I Reporting	Pending Authorizati Si Lucouf, Russell Si Tuchue, Drian Si Scientist, John Si Scientist, John	ion rate pos	5tart Date 02/16/2008 01/29/2009 01/29/2009 02/02/2009 02/02/2009	Status Pending Authorization Draft Draft Draft Draft

3.2 View Action Log

3.2.1 Introduction

Users with appropriate access privileges may view and print a log of all actions taken on a specific application. Optionally, each action may have a comment/explanation provide by the user who performed the action.

Name	Description
Role † Foreign EEZ only ‡ U.S. EEZ only	Chief Scientists Submitting Officers Foreign Embassy Officers US Embassies USG Agencies Coordinators Clerks
Assumptions	None
Preconditions	User has logged into the system with appropriate access privileges.
Post Conditions	None
Exceptions or Alternate Flows	None

3.2.2 Steps

- 1 User locates the application they would like to view (see 2.4 View Applications List and 2.5 View Application Detail) and selects the Action Log link.
- 2 System displays all actions taken for the selected application as well as the date performed, explanation, and the user who performed those actions. User can print the full list of actions.

War me Science Research Application I	rracking System				
User: john.scientist Role: Chief Scientist	User john scientist Role: Chief Scientist (0.010)				
Foreign EEZ: Foreign John Test					
Application Attachments Authorizations Action Log					
6778 1 1 1 C					
Action Log					
Action	Date Performed	Performed By			
Submit Application	11/08/2009	operator, john			
Assign To Clerk: clerk, john	11/08/2009	Tirpak, Elizabeth			
Process Application	11/08/2009	clerk, john			
Acknowledge Receipt of Application by Nassau	11/08/2009	sco, john			
Request Approval to visit Coastal State Bahamas from Nassau	11/08/2009	sco, john			
Post Approval to visit Coastal State Bahamas from Nassau	11/08/2009	sco, john			
Verify Approval to visit Coastal State Bahamas from Nassau	11/08/2009	clerk, john			
Submit Final Approval Decision	11/08/2009	clerk, john			
Submit Preliminary Report to DoS	11/08/2009	scientist, john			
Validate Preliminary Report	11/08/2009	clerk, john			
Submit Preliminary Report to Coastal State	11/08/2009	sco, john			
Submit Final Report to DoS	11/08/2009	scientist, john			
Validate Final Report to DoS	11/08/2009	clerk, john			
Submit Final Report to Coastal State: Bahamas	11/08/2009	sco, john			

- 3 The actions recorded by the system include:
 - a) Application Created
 - b) Application Submitted to DOS
 - c) Application Submitted to US Embassy(s) †
 - d) Application Submitted to USG Agencies ‡
 - e) Application Submitted to MFA X †
 - f) Application Authorized/Denied by Country X
 - g) Application Revised
 - h) Preliminary Report Submitted to DOS
 - i) Preliminary Report Submitted to MFA(s) +
 - j) Final Report Submitted to DOS
 - k) Final Report Submitted to MFA(s) +
 - l) Pending Authorization Reminder Sent †
 - m) Overdue Preliminary Report Reminder Sent †
 - n) Overdue Final Report Reminder Sent †
 - o) Additional Information Requested
 - p) Additional Information Added

3.3 Attachments

3.3.1 Introduction

Users may upload specific documentation related to an application including authorizations, application chartlets and other required documents.

Name	Description
Role † Foreign EEZ only ‡ U.S. EEZ only	Chief Scientists Submitting Officers Foreign Embassy Officers Coordinators Clerks Foreign Embassy Officers US Embassy Officers
Assumptions	None
Preconditions	This function is capable only during the application draft stage
Post Conditions	Documents are attached to the existing application.
Exceptions or Alternate Flows	None

3.3.2 Steps

- **1** User accesses the application detail view of their application and selects clicks the attachments tab.
- 2 User may select the Add Attachments button to add a new attachment.

S. EE: US EEZ General Information	User: john.o	clerk Role: Clerk			Api	lications <u>Tasks</u>	My Profil	e Administratio	n A=
General information Platform Information Platfore Information Platform Information	S. EEZ: US EEZ	~							
You must select the Save button at the bottom of each page to save your changes. Use this area to upload application related attachments including charts and any additional supporting documentation that may be required by certain foreign authorities. To determine if this is a concern for your application, please view our <u>country flee</u> for specific requirements. At minimum a "Proposed Cruise Track" must be uploaded before an application may be marked as complete. Vad Attachment Date Added Save	General Information	✓ Platform Information	✓ Methods and Means	✓ Coastal States	✓ Geography	Attachments			
Use this area to upload application related attachments including charts and any additional supporting documentation that may be required by certain foreign authorities. To determine if this is a concern for your application, please view our <u>country flee</u> for specific requirements. At minimum a "Proposed Cruise Track" must be uploaded before an application may be marked as complete.		You mus	t select the Save butto	on at the bottom o	of each page to	save your chan	ges.		
Save	Jse this area to uploa Jetermine if this is a d At minimum a "Propo Add <u>Attachment</u> Date Added	ad application related attact concern for your application sed Cruise Track" must be	nments including charts a , please view our <u>country 1</u> uploaded before an appli dd Attachn	nd any additional su files for specific requ cation may be marke	upporting docum uirements. ed as complete.	entation that may b	e required b	y certain foreign a	uthorities. To
			dd Hittaeini		ocument	Actions			
	Save				ocument	Actions			
	Save				ocument	Actions			
	Save					Actions			
	Save					Actions			
	Save					Actions			

NOTE: If you do not see that attachment you will need to refresh the screen.

- **3** User completes the form providing the following required information:
 - File Name (browse for file)
 - Description
- 4 The system uploads the selected file and records the file information as well as the date added/updated and the user's name.

Note: Every application must be submitted with a chart showing the track/path of the ship while in the waters of the coastal state(s). Some countries also require the CV of the chief scientist and other supporting documentation. Cruise track upload should be a required field/attachment.

3.4 Automatic Email Notifications

3.4.1 Introduction

Users will automatically receive email notifications of specific tasks and actions

Name	Description
Role	All Users
Assumptions	None
Preconditions	Recipients must have an active user account in the system.
	Recipients must be associated with an application in progress
Post Conditions	None
Exceptions or Alternate Flows	See Below

3.4.2 Steps

- 1 User will receive notifications via email.
- **2** Tasks associated with a notification can be viewed in the recipient's Task List (see 2.2 View Task List).
- **3** Notifications received are based the recipient's role in the system (see Exceptions/Alternate Flows).

3.4.3 Exceptions/Alternate Flows

Chief Scientists will receive notifications for the following:

- Preliminary Report is Overdue (monthly)
- Final Report is Overdue (monthly)

Submitting Officers will receive notifications for the following:

• Request for Information (weekly)

Science Officer/US Embassy will receive notifications for the following:

• Request for Information (weekly)

Coordinator will receive notifications for the following:

• NONE

Clerk will receive notifications for the following:

• NONE

3.5 Request Information

3.5.1 Introduction

Users may request more information be provided for a specific application. These requests are posted in the application action log as well as in the Task List for the user(s) responsible for responding to the request.

Name	Description
Role	Chief Scientists Submitting Officers Foreign Embassy Officers US Embassy Officers USG Agencies Coordinators
Assumptions	None
Preconditions	User has logged into the system with appropriate access privileges and is viewing an application
Post Conditions	Request is attached to the selected application via the action log and a task is assigned to the appropriate individual.

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Exceptions or Alternate Flows	None
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3.5.2 Steps

1 User clicks the request materials button on the application detail view.

Marine Science Rev	earch Application Tracking System		seletes I Jaca I th Poly 📿
S. EEZ: cruise-don-005	10.0103	Request Information	Requestints
Application Attachments Author	rizationa Action Log		
	Application fo	r Consent to Conduct Marine Scientific Research	Return To Janka Return To Applications
General Information			
1.1 Reference ID:			
Application number: Project name	U2009-097 cruise-don-005		
1.2 Sponsoring institution(s):			
Institution Cont No sponsoring i	tect Information Director nstitutions have been provided.		
1.3 Scientist in charge of the proje	ict		
See Section 2.1 (Nature and o	diectives in tue tudiect)		
1.4 Scientists from coastal states	involved in the planning of the project:		
See Section 8 (Participation)			
1.5 Submitting officer:			
Name Affiliation Address Phone Fac Email	venteo, john Bahamas 122-565-4432 123-678-6543 john venteoglemail.com		
Description of Project			
2.1 Nature and objectives of the p	roject		
and			
2.2 Relevant previous or future re-	search projects:		
asdf			
2.3 Previously published research	data relating to project:		

2 The user completes the required form information to request information. Required Information includes:

🗿 http://oes	drldinb - Marine Scientific Research	Applicaton Trac	cking System -	Req 🔳 🗖 🔀	
Request for Complete this applin Fields ma *Subject *Recipient: *Request:	Information the form below to generate an email and cation. arked with an asterisk(*) are required. Additional Info John Scientist (Chief Scientist) I need more info	task item for the s	selected recipier	Subject of Request Ex Responsibl Date Requ (optional)	Request planation e Party ired/Deadline
Submit Re	quest Cancel				
ど Done			🥥 Inte	ernet 🦽	

3 The system will send email notification to the Submitting Officer and Chief Scientist(s) that information is required as well as add a task to their task list and capture the request in the action log.
4 WORKFLOW USE CASES—U.S. EEZ

4.1 Create Application (U.S. EEZ)

4.1.1 Introduction

Foreign Embassy Officers and Clerks can create an application for applications into U.S. Economic Exclusion Zones (EEZs).

Name	Description
Role	Foreign Embassy Officer Clerk
Assumptions	None
Preconditions	The user must be logged into the system as a Clerk or a Foreign Embassy Officer.
Post Conditions	A new application has been created with a status of Draft or Pending Assignment (if "Marked Complete") A task has been sent to the Foreign Embassy Officer to submit the application to DoS (see 3.2 Submit Application (LLS_EEZ))
Exceptions or Alternate Flows	See Below

4.1.2 Steps

1 The user selects Create New Application on the Manage Applications page.

Filter Options								
By Status:								
Active	Approved	Cancelled						
Clearance Waived	Completed	Denied						
E Draft	Draft Completed	Pending Appr	oval					
Filter Re:	set							
	_							
Create New Application	Cruise Name	Crea	te New Applie	cation	i to DoS	Start Date	Status	
F2009-1412	TAIOER	CAPTAIN'S LADY	Scientist John	02/06/2009		02/15/2009	Pending Authorization	
TED	Testing Friday		Scientist, John			02/16/2009	Draft	
) TBD	dffafa		SE E. McDuff, Russell			01/29/2009	Draft	
TED	erargwr		Station State Street Street State St			01/29/2009	Draft	

Chapter 4

- 2 If the user is a Clerk, they select the US EEZ application type. If the user is a Foreign Embassy Officer, the system automatically opens the correct application interface.
- **3** The system displays the application interface.

User: John v/	Role: Foreign Ei	nbassy Officer			woncoccia India McFraily	10
U.S. EEZ						
General Information Pl	atform Information	dethods and Means	Coastal States Ge	ography Attachments		
	You m	ust select the Save	button at the botto	m of each page to save your cl	ianges.	
General Informatio					XCa	ncel Changes
dener ar mitormatio	n					
 nems marked with an a 	istensk (.) ate tednised					
*Cruise Name:						
*Start Date:						
"End Date:	it.	and distance				
Research Types.	Acoustic Thermomer AirlSea Interface Biological Oceanogr Chemical Oceanogr Ecological Research	aphy sphy				
Foreign Embassy Officer	Venezuela, John					
*Bubmitting Embassy:	Embassy of Japan (U	nited States)				
Sponsoring Institutions:	Add Sponsoring h	estitution				
Institution		Contact Inform	nation	Director	Action	is .
		No spons	oring institutions have	been provided.		



- 4 The user enters the following information:
 - a. General Information Tab
 - i. Cruise Name
 - ii. Start Date (month-year)
 - iii. End Date (month-year)
 - iv. Research Type (dropdown list, values provided in Lookup Table.xls)
 - v. Sponsoring Institution(s)
 - 1) Organization name
 - 2) Organization director
 - 3) Organization url
 - vi. Submitting Officer (dropdown list, values provided from Users table sorted by Last Name, First Name Affiliation)
 - vii. Chief Scientist (dropdown list, values provided from Users table sorted by Last Name, First Name - Affiliation)
 - viii. Nature & objectives of the project
 - ix. Relevant previous and future research applications
 - x. Previously published research data relating to the project
 - xi. Proposed means of making the results internationally available
 - b. Platform Information Tab
 - i. Research Platform (dropdown list, values provided in Lookup Table.xls, sorted by platform type, then name)
 - ii. Number of crew

- iii. Number of scientists on board
- iv. Other (auxillary) craft used in the project
- c. Methods & Means Tab
 - i. Particulars of methods & scientific equipment.
 - 1) Types of samples/data
 - 2) Method to be used
 - 3) Instruments to be used
 - ii. Will harmful substance be used (y/n)? Explanation.
 - iii. Will drilling be carried out (y/n)? Explanation.
 - iv. Will explosives be used (y/n)? Explanation. (provide type and trade name, chemical content, depth of trade class and stowage, size & depth of detonation, frequency of detonation, and position in latitude and longitude)
 - v. Will protected species be studied (y/n)? Explanation. (provide indication of related permits obtained)
 - vi. Will there be permanent or temporary installations (y/n)? Explanation. (provide dates of laying, servicing, recovery; depth and position in latitude and longitude)
- d. Coastal States Tab—Add Coastal State
 - i. Coastal State (dropdown list, values provided in Lookup Table.xls filter for US mainland and territories show values as coastal state sovereign)
 - ii. Conducting research in this coastal state (y/n)? (No = Port Call Only, no further information required in this tab, details will be required under the Geographic Areas Tab)
 - iii. Entry Date
 - iv. Departure Date
 - v. Multiple entries expected (y/n)? Explanation
 - vi. Minimum distance from coastline
 - 1) 12 nm
 - 2) 200 nm
 - 3) greater than 200 nm and on continental shelf
- vii. U.S. participation/representation (y/n)? Explanation (include names, affiliation, and contact info for each U.S. collaborator/participant, availability of berths for U.S.-appointed observer, dates of proposed embarkation/disembarkation)
- e. Geographical Areas Tab
 - i. Sea Areas (dropdown list, values provided in Lookup Table.xls ideally, user can select multiple areas by clicking a graphical representation of the Marsden Squares chart)
 - ii. Port Calls (y/n) ?—Add Port Call
 - 1) Port (dropdown list, values provided in Lookup Table)
 - 2) Start Date
 - 3) End Date
 - 4) Special logistical requirements
 - 5) Agent Name and Phone
- f. Attachments Tab—Add Attachment

- i. File Type (choose description from dropdown list)
- ii. Upload Attachment (filename browse)
- iii. Description (cruise track and crew list including Name, Role, Birth Date, Nationality, Passport Number are required attachments)
- 5 The system automatically saves the data entered upon clicking the Save & Continue button. (The user can still navigate from one tab to another in the normal way.) Application status is set to Draft, and the system logs the date/time the application was created into the activity log.
- 6 After the user has entered all required information and selected Save & Complete, the system takes the user back to the applications window. The user can make the application as Draft Completed and the message window will be displayed.

Microso	oft Internet Explorer 🛛 🔀
2	Selecting Mark Complete will change this applications status from Draft to Draft Completed. A task will be created for the Platform Operator notifying him/her that the application is ready for submittal to the Department of State. Are you sure you want to proceed?
	OK Cancel

7 The system creates a task for the Foreign Embassy Officer to Submit Application (to DoS) – see 4.2 Submit Application (U.S. EEZ).

	U.S. Department of State	Search Freedback Logout
	Marine Science Research Application Tracking System	
	User: john.clerk Role: Clerk	Applications Tasks My Profile Administration
	Task: Process Application	
	Upon reviewing the below application, select from the options at the bottom of this page to process the application.	
	→ Upon submission each Coastal State being visited will then be notified of the application.	
	- Application Summary	
	Cruise Number: F2009-1412	
	Cruise Name: TAIGER	
	Platform: CAPITAIN'S LADY Start Date: Feb 15, 2009 12:00:00 AM	
	Chief Scientist:	
	Review Details: Cruise No. F2009-1412	
Submit		
Application —	Submit Application Return Application to Submitter	
ripplication	4	
	(

8 The system takes the user back to the Manage Applications page. The new application now appears in the Application List.

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	⇒ From here you may vi	ew a list of all applications.					
		our a not or an appropriation					
	Filter Options						
	By Status	C Approved	Concelled				
	Clearance Waked		Cancelled Depied				
		Draft Completed	Pending Approval				
	E Panding Regioners	ant D Reading Sufficients	n El Reporting				
	E. Farlangrissignin	ann 151 i annan griasnonadae	in Li Hopeling				
	Filter De	isat					
	100 C 10 C						
Jew	Create New Application	Emure Name	Platform	Thiaf Criantist	Submitted to DoS	Start Date	Chabus
1· ·	F2009-1412	TAIGER	CAPTAIN'S LADY	Scientist John	02/06/2009	02/15/2009	Pending Authorization
pplication	E2009-1414	CLIVAR 17N; KNOX Leg	MAURY	93 Scientist, John	02/09/2009	02/22/2009	Draft Completed
	TBD	Testing Friday		93 Scientist, John		02/16/2009	Draft
	1BD	dffafa		SB E. McDuff, Russell		01/29/2009	Draft
	C TBD	erargwr		93 Tucholke, Brian		01/29/2009	Draft

4.1.3 Exceptions/Alternate Flows

- In the General Information tab, the user has the option to view Chief Scientist details and request edits. (See 6.8 Modify User Accounts)
- In the Platform Information tab, the user has the option to view platform details or request edits. (See 6.4 Manage Platforms)
- Clicking Cancel within any data entry popup window will take the user back to the current tab.

4.2 Submit Application (U.S. EEZ)

4.2.1 Introduction

Foreign Embassy Officers can submit an application to the Department of State.

Name	Description
Role	Foreign Embassy Officer
Assumptions	None
Preconditions	The user is logged into the system as a Foreign Embassy Officer. The Foreign Embassy Officer has been assigned a task to submit an application to DoS.
Post Conditions	A new action has been created in the Action Log. A task has been sent to the Coordinator to assign the application to a Clerk (see 2.6 Assign Application)
Exceptions or Alternate Flows	See Below

4.2.2 Steps

1 When the users logs into the system you are on the Task List page. The the Foreign Embassy Officer clicks the name of the task for assigning an application to DoS.

U.S. Department of State Marine Science Research A	upplication Tracking System				<u>Sear</u> Applicatio	ch Feedback Logout
User_john.venfeo Role: Fore	ign Embassy Officer (0.010)					
sk List						
Below is a list of your current task assignn	nents. Select the task name to access an	d complete the task.				
Task Name	Cruise Number V	Cruise Name	Date Assigned	Assigned By	Date Due	Application Status
Submit Application	U2009-098	cruise-don-001	11/07/2009	😫 Tirpak, Elizabeth		Draft Completed
Submit Preliminary Report to DoS		cruise-don-002	11/07/2009	83 clerk, john	11/21/2009	Reporting
Submit Application	Select Task	cruise-don-005	11/07/2009	😫 clerk, john		Draft Completed

2 The system displays the task page, which includes a link to Review Summary Application Details.

U.S. Department of State	Search Feedback Logout
Marine Science Research Application Tracking System	Applications Tasks My Profile
User john venteo Role, Foreign Embassy Officer (0.010)	
Task: Submit Application	
→ Complete any/all modifications to the application and select "Submit" at the bottom of this page.	
→ Items marked with an asterisk (*) are required.	
Application Summary	
Record Number: U2009-097 Project Name: cruise-don-005 Platform: ADIOS Start Date: Nov 07, 2009 Chief Scientist: scientist, john Review Details: Record Humber U2009-097	
Note(s) Upon selecting "Submit" below, the application for cruise-don-005 will be submitted to the Department of State for processing. Once submitted, in order to make any additional changes to the application you must contact the Department of State for assistance.	
Submit Cancel	

3 The Foreign Embassy Officer clicks the Submit button and the system records the submission in the Action Log.

Action Log
ed Performed By
venfeo, john
rm 10

4 The application status becomes "Pending Assignment" until a Coordinator is assigned.

From here you may view	a list of all applications.			
Filter Options				
9y Status:				
Active	Approved	Cancelled		
Clearance Waived	Completed	Denied		
🔲 Draft	Draft Completed	Pending Approval		
Pending Assignment	Pending Authorizatio	on 🔲 Reporting		
ssigned To: Select a Cle	ark 💌			
Filter Deset	_			
- riter				

5 The system creates a task for the Coordinator to assign the application to a Clerk.

	U.S. Department of State Marine Science Research Application Tracking System	Strands Eccellenik Longood
	User, liz.lirpak Role. Coordinator	Applications Tasks MyStoffe Atministration
	Task: Assign Application	
	Complete the form below to assign the application to an available clerk.	
	Items marked with an asterisk (*) are required.	
	Application Summary	
	Cruise Number: U2009-1115 Cruise Name: U3 EE2 Platform: ALIGATOR HOPE Start Date: Feb 23, 2009 12:00:00 AM Chef Scientist;	
Then	*Select Clerk Select a Clerk Select Clerk Select Clerk	
Assign		
<		×

Note: The system will remove the task from the Foreign Embassy Officers Task List.

6 The system changes the application status from "Draft" to "Pending Authorization"

U.S. Dep	artment of State				Search Feedb	pack Logout
Mar ine s	Science Research Applic		ng System			
User: liz.	lirpak Role: Coordinator			Applications Tasks	My Profile	Administration
lanage Applica	itions					
From here you m	nay view a list of all applications.					
Filter Options						
By Status:						
Active	Approved	🔲 Cancelled				
Clearance W	aived 📃 Completed	Denied				
Draft	Draft Completed	🔲 Pending Ap	proval			
Pending Assi	anment 🔲 Pending Authorizatio	n 🗌 Reporting				
Assigned To: Sel	lect a Clerk 🛛 👻					
Filter	Reset					
Cruise No.	Cruise Name	Platform	n <u>Chief Scientist</u>	Submitted to DoS	Start Date	<u>Status</u>
<u>Cruise No.</u> ▼ <u>F2009-1412</u>	Cruise Name TAIGER	Platforn CAPTAIN'S LAE	Chief Scientist	Submitted to DoS 02/06/2009	Start Date 02/15/2009	<u>Status</u> Pending Authorization
<u>Cruise No.</u> ▼ <u>F2009-1412</u> <u>F2009-1414</u>	Cruise Name TAIGER CLIVAR 17N; KNOX Leg	Platform CAPTAIN'S LAD MAURY	n <u>Chief Scientist</u> YY Scientist, John	Submitted to DoS 02/06/2009	Start Date 02/15/2009 02/22/2009	Status Pending Authorization Draft Completed
Cruise No. ▼ F2009-1412 F2009-1414 U2009-1415	Cruise Name TAIGER CLIVAR 17N; KNOX Leg US EEZ	Platform CAPTAIN'S LAD MAURY ALLIGATO	<u>Chief Scientist</u> <u>Scientist John</u> Pending Author	Submitted to DoS 02/06/2009	Start Date 02/15/2009 02/22/2009	Status Pending Authorization Draft Completed • Pending Authorization
Cruise No. ▼ F2009-1412 F2009-1414 U2009-1415 TBD	Cruise Name TAIGER CLIVAR 17N; KNOX Leg US EEZ Testing Friday	Platform CAPTAIN'S LAC MAURY ALLIGATO	<u>Chief Scientist</u> Scientist John Pending Author	Submitted to DoS 02/06/2009	Start Date 02/15/2009 02/22/2009 02/16/2009	Status Pending Authorization Draft Completed Pending Authorization Draft
Cruise No. ▼ F2009-1412 F2009-1414 F2009-1414 U2009-1415 TBD TBD	Cruise Name TAIGER CLIVAR 17N; KNOX Leg US EEZ Testing Friday diffafa	Platform CAPTAIN'S LAE MAURY ALLIGATO	A <u>Chief Scientist</u> ¹⁴ <u>93 Scientist John</u> Pending Author 98 E. McDuff, Russell	submitted to Dos 02/06/2009	Start Date 02/15/2009 02/22/2009 02/16/2009 01/29/2009	Status Pending Authorization Draft Completed Pending Authorization Draft Draft
Cruise No. ▼ F2009-1412 F2009-1414 V2009-1415 TBD TBD TBD TBD	Cruise Name TAIGER CLIVAR 17N; KNOX Leg US EEZ Testing Friday difafa erarqwr	Platform CAPTAIN'S LAE MAURY ALLIGATO	A <u>Chief Scientist</u> Y 92 Scientist John Pending Author 92 E. McDuff, Russell 92 Tucholke, Brian	Submitted to DoS 02/06/2009	Start Date 02/15/2009 02/22/2009 02/16/2009 01/29/2009 01/29/2009	Status Pending Authorization Draft Completed Pending Authorization Draft Draft Draft

4.2.3 Exceptions/Alternate Flows

• Clicking Cancel will take the user back to the Task List without completing the task.

4.3 Application Authorization (US EEZ)

4.3.1 Introduction

Clearance approval or denial is provided to the Foreign Embassy Officer when all responses are received from the required USG Agencies.

US EEZ CLEARANCE is provided by DOS to the Foreign Embassy Officer only when approval is provided by all USG agencies reviewers – typically Navy, CG, NOAA, NMFS, USGS, CBP. Upon receipt of approval from all USG agencies, DOS can notify the Foreign Embassy Officer that the application is approved or denied. This notification must be provided in hard copy (or e-copy of letter on DOS letterhead with e-signature).

Name	Description
Role	Clerk USG Agency Foreign Embassy Officer
Assumptions	The clerk has up-to-date (active users defined as) USG Agency points of contact
Preconditions	Coordinator has assigned the (U.S. EEZ) application to a Clerk (see 2.6 Assign Application). The Clerk has received a task to Submit the Application to USG

BUREAU OF OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS (OES/DRL)

RATS USER'S MANUAL

	Agencies
Post Conditions	All USG Agency have either approved or denied the application. The Clerk has reviewed agency responses and issued final approval/denial to the Foreign Embassy Officer. If approved, the system has creates a task for the Foreign Embassy Officer to submit the Preliminary Report
Exceptions or Alternate Flows	See Below

4.3.2 Steps

1 The Clerk clicks on the task to process application and submit for submission to USG Agencies.

U.S. Department of State Marine Science Research Application Tracking System Unar jobn denk Role: Glork (0.910)	Eearch EeeRholk Logen Acoboutions Taska Mr Profile Administration	5%
Task: Process Application		
Application Summary Record Number U2009-007 Protect Name Suite-San DOS Platform: ADOS Start Date Volt 7, 2009 Chef Scientist: scientist plan Review Detains: Record Number U2002-007 Submit Submit Application		

2 The Clerk will then receive another task to submit to USG agency in the Task List.

10)				concetons 1 mil	a Michaeller Administration	ř.
				[Select a report.	Gene
ielect the task name to access a	and complete the task	Date Assigned	Assigned By	Date Due	Application Status	
U2009-097	cruise-don-005	01/12/2010	93 derk john	01/26/2010	Pending Authorization	
	leled the task name to access Cruise Number, ¥ 2009-097	telect the task name to access and complete the task. Cruise Number: ▼ Cruise Name U2009-097 cruise-den-005	Select the task name to access and complete the task. Cruise Nameer. ▼ Cruise Name U2009-007 cruise-don-005 01722010	telect the task name to access and complete the task: Cruise: Number: ▼ Cruise: Name Date: Assigned By U2009:007 cruise-400-005 01/12/2010 98 cert. john	Cruise Number, V Cruise Number, V Date: Assigned Assigned By Date: Due U2002:007 cruise-don-005 01/12/2010 98 cent john 01/26/2010	Select a report. ♥ Leiect the task name to access and complete the task. Cruise Number. ♥ Cruise Name Date Assigned By Date Due Application Status U 2009-007 cruise-don-005 01/12/2010 \$8 gent inth 01/26/2010 Pending Author/28/00

3 The Clerk can select the necessary agencies and then click Submit. The system creates one task for each of the agencies to approve the application.

Marine Science Research Application T	acking System	Applications Tasks My Profile Administration
User: john.clerk Role: Clerk (0.01Q)		
ask: Submit Application		
Complete the form below for this application and select "Sut	mit" at the bottom of this page.	
You must at minimum choose one Agency to "submit to" bel	ow.	
If no agencies are available, please indicate this through the	"Feedback" link.	
Application Summary		
Record Number: U2009-097 Project Name: cruise-don-005 Platform: ADIOS Start Date: Nov 07, 2009 Chief Scientist; scientist, john Review Details: <u>Record Number U2009-097</u>		
 Note(s): If the cruise is outside of 12nm and does not require cle clearance for this application. If you do NOT specify the "USG Due Date", the system two weeks from your submission below, or two days prior cruise starting in less then two weeks from the date of you 	will automatically calculate this date to be to the cruise's start date in the case of the r submission.	
SG Due Date:)	
ubmit to:	Select checkboxes pext to	
Select All	Lie Checkboxes liext to	
US Coast Guard (😫 uscq. john)	USG Agency- designee &	
US Navy (Stavy, john)	phone number	
	L	
Submit Waive Clearance Cancel		

4 The USG Agency designee clicks the task's name (Submit Approval Decision).

NOTE: USG agencies are discouraged from denying authorization for reasons of reciprocity. UGS Agencies should contact DOS before entering denials into the system.

5 The USG Agency designee selects Approved or Denied from the drop down list, enters a Comment, then clicks Submit.

U.S. Department of State Marine Science Research Application Tracking System	Search Ecollock Logout
User-john navy Role: USG Agency Designee (0.010)	
Task: Submit Approval Decision	
Complete the form below for this application and seled "Submit" at the bottom of this page. To download Application report (1) click: "Review Details" link; (2) click: "Print Frendy Version" link; (3) click: "Print" button; (4) seled: "PDF writer" and click of the optimized Application report (1) click: "Review Details" link; (2) click: "Print Frendy Version" link; (3) right click: File Name link; (4) seled: "PDF writer" and click of the optimized Application details and the optimized application second details" link; (2) click: "Review Details" link; (2) click: "Revi	If "Print" button, (5) select file name and destination folder and click "Save" "Save in" destination folder and click "Save" button, (6) click "Close" button
- Application Summary	
Record Number U300-007 Project Numeric U318-400-005 Platform: 40103 Start Otaet: Hav 07, 2009 Child Scientist: scientist, john Review Detait: Record Number U3008-007	
Approvert US Havy Current Statuse HA "Set Status: US "Comments, Approved "Comments, Approved approved or Denied	
Submit Cancel	

- **6** The system records the agency's approval or denial in the daily action log. Upon receipt of all the agency responses, the Clerk is assigned a task to Validate Authorization
- 7 The Clerk clicks on the "Submit Final Approval" link.

	U.S. Dep artment of Marine Science Res User john clant Rol Task List	State earch Application Tracking Sy a Clerk (0.010) skastionnents Select the task name to a	ystem			Applications Tas	Search Exerificack Lo its Mr.Profile Administra Select a report	tion Generate
Submit	Task Name Submit Final Approval	Cruise Number. ▼	Cruise Name cruise-don-005	Date Assigned 01/12/2010	Assigned by	Date Due 01/26/2010	Application St Pending Authorization	atus
Sublint		- AND ALL			G * 101111			

8 The system displays the Application Status page which reveals each agency's response. The Clerk selects the approval status for the application as a whole (Approved or Denied).

	U.S. Department of State Marine Science Research User john.derk Role: Cle	1 Application Tracking System rk (0.010)	Starch Ecclback Le Applications Tasks M/ Profile Administr	ation
	Post Final Approval Decision → Review those statuses at the bottom of	this page, and submit the overall status of the application.		
	Application Summary Record Number: U2009-097 Project Mame: cruise-don-005 Platform: ADIOS Start Date: Nov 07, 2009 Chief Scientists: ciclentist, John Review Details: <u>Record Number U2009-</u>	<u>197</u>		
	Approval Status			
	✓ - Approved 🗙 - Denied 🖲 - Un	known (Coastal State Visit may have been appended post authorization	B)	
	Approved	Agency	Date Submitted	
	•	US Navy Washington, D.C.	01/12/2010	
Approval	Approve Application Cancel Applica	tion Deny Applicaton Return To Task(s)		

NOTE: The Clerk clicks Approve Application to complete.

9 The application status changes from "Pending Authorization" to "Reporting" or "Denied" if denied.

Mar ine Scier User joho de	ce Research Application k Role Clerk (0 010)	n Trucking System			Applications Tasks	McProfile Administration	
anage Applications							
From here you may vie	w a list of all applications.						
Eilter Ophone							
Piller Options							
Anormad		No. of Malan					
Completed							
Dest Completed		Minn Lepinnment					
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		and the second sec					
Pending Authorizable	In Reporting						
Fitter Res	et						
Fitter Res	Cruise Name	Platform	(hiel Scientis)	Submitted to DeS	Start Date	Status	
Panding Authorizatio Filter Res Create New Application Cruise No. TBD	Cruise Name To Be Determined	Elation	Chief Scientist	Submitted to DoS	Start Date	Status	
Create New Application Creat	Cruise Name To Be Determined Foreign John Test	Platform ADIOS ADVENTUROUS	Chief Scientist	Submitted to DoS	Start Date	Status Drat Completed	
Create New Application Create New Applicatio	Cruise Name Cruise Name To De Determined Foreign John Test Santakona	Elatform ADIOS ADVENTUROUS DIANE G	Chiel Scientist 88 scientist John 98 scientist John	Submitted to DoS 11082009 11082009	Start.Date: 11/09/2009 12/01/2009	Status Drat Completed Pending Authorization	
Cran Completed Pending Authorization Filter Red Create New Application <u>Create New Application</u> <u>Create New Application</u> <u>E2009-102</u> <u>E2009-101</u> E2009-100	et	Platform ADIOS ADVENTUROUS DIANE G ADIOS	Chief Scientiat 93 sciential John 93 sciential John 93 sciential John	Submitted to DoS 11002009 11022009 11072009	Start.Date 11/09/2009 12/01/2009 11/07/2009	Status Drat Completed Pending Authoritzation Drat Completed	
Crain completed Pending Authorizatio Filter Res Create New Application <u>Graine No.▼ TED E2009-102 E2009-101 E2009-100 E2009-209 E2009-209 E2009-209 </u>	Cruise Mame Cruise Mame To Be Defermined Foreign John Test SantaAnna Cruise-don-0071 cruise-don-0051	Elatfacos ADIOS ADVENTUROUS DUNE G ADIOS ADIOS	Chief Scientist 98 scients Libb 98 scients Libb 98 scients Libb	Submitted to DoS 11082009 11072009 11072009	Start Date 11/09/2009 12/01/2009 11/07/2009 11/07/2009	Status Drat Completed Pending Authorization Drat Completed Drat Completed	
Create New Application Fitter Rea Create New Application	Cruise Name Cruise Name Cruise Name Cruise Name Cruise Name Cruise Add Cruise	Elatform ADIOS ADIURTUROUS DIVINE G ADIOS ADIOS ADIOS	Chiel Scientist 98 scientist, lobo 98 scientist, lobo 98 scientist, lobo 98 scientist, lobo 98 scientist, lobo	Submitted In DoS 1108/2009 1108/2009 1107/2009 1107/2009 1107/2009	Start Date 11/09/2009 12/01/2009 11/07/2009 11/07/2009 11/07/2009	Status Drat Completed Pending Authoritation Drat Completed Drat Completed Drat Completed	
Create Compositive Pending Authentiativ Fatter Res Create New Application Create New Application Create New Application Fatter Table Fatter F	Cruise Name Cruise Name Cruise Name Cruise Name Cruise Name Cruise Name Cruise Anno Cruise Anno Cruise Anno Cruise Anno Cruise Anno Cruise Anno	Elatform ADIOS ADVENTUROUS OWNE & ADIOS ADIOS ADIOS ADIOS	Chief Scientiat 93 sciential John 93 sciential John 93 sciential John 93 sciential John 93 sciential John 93 sciential John	Submitted to DoS 1108/2009 1102/2009 1107/2009 1107/2009 1107/2009	Stort Date 11/09/2009 12/01/2009 11/07/2009 11/07/2009 11/07/2009 11/07/2009	Status Draft Completed Pending Authorization Draft Completed Draft Completed Draft Completed Reporting	
Inter Unit Unit Unit Unit Unit Unit Unit Unit	Cosise Name To Be Defermined To Be Defermined To Be Defermined To Be Defermined SataAnna Cosise-don-0071 Cosise-don-0041 Cosise-don-004	Elatform ADIOS ADVERTUROUS DUXE 6 ADIOS ADIOS ADIOS ADIOS PELICAN	Chiel Scientist 69 scientist, loho 98 scientist, loho 99 scientist, loho 99 scientist, loho 99 scientist, loho 99 scientist, loho	Submitted to DoS 1108/2009 1107/2009 1107/2009 1107/2009 1107/2009 1107/2009 1107/2009	Start.Date 1109/2009 12001/2009 1107/2009 1107/2009 1107/2009 1107/2009	Status Draft Completed Pending Authoritation Draft Completed Draft Completed Reporting Completed	
I oran Competition Pending Authoritzak Finter Res Craste New Application Craste New Application Craste New Application E2008-100 E2008-100 E2008-100 E2008-000 E	Cruise Arame Cruise Arame To Be Determined Poreign John Test Santa-Arma Cruise-don-0001 Cruise-don-0001 Cruise-don-0001 Cruise-don-0001 Cruise-don-001	Platform ADIOS ADVERTUROUS DIANE G ADIOS ADIOS ADIOS PELICAN ADIOS	Chiel Scientist 88 scientist. Libo 91 scientist. Libo 93 scientist. Libo 93 scientist. Libo 93 scientist. Libo 93 scientist. Libo 93 scientist. Libo 93 scientist. Libo	Submitted to DoS 11/08/2009 11/07/2009 11/07/2009 11/07/2009 11/07/2009 11/07/2009 11/07/2009 11/08/2009	Start.Oate 11092009 12012009 11072009 11072009 11072009 11072009 11092009	Status Draft Completed Pending Authoritation Draft Completed Draft Completed Draft Completed Reporting Completed Draft Completed Draft Completed	
I oran completed Pending Authorizativ Pending Authorizativ Peter Res Creates New Application Creates New Application Creates New Application E2003-100 E2003-100 E2003-000 E2003	Cruise Name Cruise Name To Be Determined To Be Determined Cruise John Test Santaknaa Outse-don-007 cruise-don-007 cruise-don-007 cruise-don-007 cruise-don-007 cruise-don-001 John test cruise-don-001 cruise-don-001	Elations ADIOS ADIE/TUROUS DADE G ADIOS ADIOS ADIOS PELICAN ADIOS ADIOS	Chief Scientist 98 scientist John 98 scientist John	Submitted to DoS 1108/2009 1107/2009 1107/2009 1107/2009 1107/2009 1107/2009 1107/2009 1107/2009	Start.Date 1109/2009 1301/2009 1107/2009 1107/2009 1109/2009 1109/2009 1107/2009	Status Drat Completed Pending Authorization Orat Completed Drat Completed Reporting Completed Orat Completed Reporting Completed Reporting	Report

10 The system generates an email notification to the Foreign Embassy Officer based on the approval status (denial email vs approval email). Email contains attached "authorization letter" – format for which is provided in the Reports folder.

11 If application is approved, the system generates a task for the Foreign Embassy Officer to submit the Preliminary Report.

Task List						one Laster Hartoolo
Below is a list of your current task assignments. Sele	ect the task name to access an	I complete the task.				
Task Name	Cruise Number 🔻	Cruise Name	Date Assigned	Assigned By	Date Due	Application Status
* Submit Application	Di2009-098	cruise-don-001	11/07/2009	St Timak, Elizabeth		Draft Completed
Submit Preliminary Report to DoS	Charles and					Constant
	02009-098	cruise-don-002	11/07/2009	S3 clerk, John	11/21/2009	Reporting
Submit Preliminary Report to DoS	(7)			and a substant and a substant and a		Constant of the second se

4.3.3 Exceptions/Alternate Flows

- While Viewing Application Detail, the Clerk can Request Information or Cancel to return to the task list without processing the application. (see 2.4 View Application Detail)
- Step 6. The Clerk can also click Cancel to return to the Task List without submitting the application; the clerk can also click Waive Clearance to waive clearance (see section 04 4.4 Waive U.S. Authorization (U.S. EEZ)).

NOTE: US EEZ CLEARANCE is provided by DOS to the Foreign Embassy Officer only when approval is provided by all USG agencies reviewers – typically Navy, CG, NOAA, NMFS, USGS, CBP. Upon receipt of approval from all USG agencies, DOS can notify the Foreign Embassy Officer that the application is approved or denied. This notification must be provided in hard copy (or e-copy of letter on DOS letterhead with e-signature).

4.4 Waive U.S. Authorization (U.S. EEZ)

4.4.1 Introduction

The Clerk has the ability to waive approval of applications that meet certain criteria (determined outside the system).

Name	Description
Role	Clerk
Assumptions	None
Preconditions	The user is logged into the system as a Clerk and an US EEZ application exists that authorization is not required.
Post Conditions	Application status is set to Authorization Waived.
Exceptions or Alternate Flows	None

4.4.2 Steps

1 The clerk selects tasks from the menu and clicks the task to submit application to USG.

U.S. Departmer Marine Science	nt of State e Research Applicati	on Tracking S	ystem		Search	Feedback Logout
User: john.clerk	Role: Clerk			Applications	Tasks My Profi	le Administration
ask List					Select a report	Generate
Below is a list of your curr	ent task assignments. Sele	ct the task name to :	access and complete t	the task.		
Task Name	Cruise Number V	Cruise Name	Date Assigned	Assigned By	Date Due	Application Status
Process Application	Distance 12009-1417	John Test 2	02/25/2009	😫 Tirpak, Elizabeth	03/11/2009	Pending Authorization

Note: the clerk selects to submit the application

2 The clerk goes back to the task list and selects to submit the application to USGs.

	U.S. Department of S Marine Science Rese	itate earch Application Tr	acking System			Search	Feedback Logout
	User: john.clerk Role	: Clerk			Applications Ta	isks <u>My Profi</u>	le Administration
	Task List				Se	lect a report	Generate
Submit	Below is a list of your current task	cassignments, Select the ta	sk name to access	and complete the task	-		
Subilit	Task Name	<u>Cruise Number</u> V	Cruise Name	Date Assigned	Assigned By	Date Due	Application Status
Application	Submit Application to USGs	Distance in the second	John Test 2	02/25/2009	🔮 Clerk, John	03/11/2009	Pending Authorization
to USGs							

3 The clerk clicks the Waive Clearance button.

Marine Science Research Application Tracking System	
User john.clerk Role: Clerk	Applications Tasks My Profile Administration
Fask: Submit Application	
Complete the form below for this application and select "Submit" at the bottom of this page.	
You must at minimum choose one Agency to "submit to" below.	
If no agencies are available, please indicate this through the "Feedback" link.	
Application Summary	
Cruise Number: U2009-1417 Cruise Name: John Test 2 Platform: ALPHA & ONEGA II Sant Date: Mar. 2009 12:00:00 AM Chief Scientiist:	
Review Details: Cruise No. U2009-1417	
Note(s):	
	and a second
If you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case of cruise starting in less then two weeks from the date of your submission.	to be fifte
If you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case of cruise starting in less then two weeks from the date of your submission. SG Due Date: SG Due Date:	to be f the
If you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case u cruise starting in less then two weeks from the date of your submission. ISG Date Date: Im period/pypy automatic Im period/pypy	to be of the
M you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case is cruise starting in less then two weeks from the date of your submission. SG Due Date: SG Due Date: Sd Due Date: Sd Due D	to be fifte
M you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case of cruise starting in less then two weeks from the date of your submission. SG Due Date: Gover D	to be fifte
M you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case is cruise starting in less then two weeks from the date of your submission. SG Due Date:	to be of the
N you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case is cruise starting in less then two weeks from the date of your submission. ISG Due Date: Beneticity atomit to: State I.M. Coast O used (193 Uscolohn) Fish and Wildlife Service (193 Finglohn) Fish and Wildlife Service (193 Finglohn)	to be of the
If you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case is cruise starting in less then two weeks from the date of your submission. SG Date Date: Select All Cost Ouard (@3 Usecbhrs.) Fish and Wildlife Senice (@3 Exsbhrs.) Submit Waive Clearance Waive Clearance	to be of the
If you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case is cruise starting in less then two weeks from the date of your submission. SG Due Date: Statust Statust Generative Gen	to be fine
If you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case is cruise starting in less then two weeks from the date of your submission. ISG Due Date: Destriction: Destrictin: Destriction: Destriction: Destriction: Destric	
If you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case is cruise starting in less then two weeks from the date of your submission. SG Due Date: SG Due Date: SG Due Date: SG Due Date: SG Due Dat	to be of the
Y you do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cruise's start date in the case is cruise starting in less then two weeks from the date of your submission. SG Due Date: Bart Start S	to be of the
You do NOT specify the "USG Due Date", the system will automatically calculate this date two weeks from your submission below, or two days prior to the cuise's start date in the case is cruise starting in less then two weeks from the date of your submission. SG Due Date: SG Due D	to be of the

4 The clerk must provide notification of authorization

U.S. Department of State	Search Feedback Logout
Marine Science Research Application Tracking System	
User: john.clerk Role: Clerk	Applications Tasks My Profile Administration
Naive Clearance	
Complete the form below to waive clearance for this application. Note: Upon submittal, the application status will automatically be set to Clearance Waived.	
et Status to: Clearance Waived	
pload Copy of Notification to System his information will be available via the Attachments tab within the application view	
lotification: Browse	
Save Cancel	

NOTE: Once the Clerk attaches the waver an email will be sent to application Foreign Embassy Officer.

5 System will set the application status to Authorization Waived.

User inhn clerk Ro				Applications 1 Ta	sks My Profile	Administration
sk List	D. OIGIR			Sel	ect a report	Generate
Below is a list of your current ta	sk assignments. Select the ta	sk name to access a	and complete the task	2		
<u>Task Name</u>	Cruise Number V	Cruise Name	Date Assigned	Assigned By	Date Due	Application Status
Submit Application to USGs	D2009-1417	John Test 2	02/25/2009	😫 Clerk, John	03/11/2009	Clearance Waived

6 The system sends notification to Foreign Embassy Officer that clearance is waived.

4.5 Preliminary Report (US EEZ)

4.5.1 Introduction

Users may complete the Preliminary Report for an existing application.

Name	Description
Role	Foreign Embassy Officer
Assumptions	None
Preconditions	The Foreign Embassy Officer is logged in and has received a task to submit the Preliminary Report.
Post Conditions	The preliminary report is saved in the system.
Exceptions or Alternate Flows	See Below

4.5.2 Steps

1 From the task list, the Foreign Embassy Officer clicks the name of the Preliminary Report task.

Below is a list of your current task assignments. Select the task name to access and complete the task: Task Name Cruise Number, Cruise Name Cruise Name	Below is a list of your current task assignments. Select the task name to access and complete the task: Iask Name Courise Number, Courise Name Date Assigned By Boom to a list of your current task assignments. Select the task name to access and complete the task: Iask Name Courise Number, Courise Name Date Assigned By Boom to a list of your current task assignments. Select the task name to access and complete the task: Submit Acceleration Acceleration Submit Acceleration Deate Courise Number, Courise Name Date Assigned Boom Submit Acceleration Deate Courise Number, Deate Number, Deate Courise Number, Deate Courise Number, Deate Num		U.S. Department of State Marine Science Research Ap User John venteo Role: Foreig Task List	plication Tracking System on Embassy Officer (0 010)				Sea Accolicado	sh Ezzdionik Logust ora Tanka MrProfile
Labmit Laboration Laboration <thlaboration< th=""> Laboration Laboration</thlaboration<>	Ibmit Conse connect Connect Conse connect		Below is a list of your current task assignme task for the task.	ints. Select the task name to access an	t complete the task	Data Andread	Accessed No.	Data Das	Augusta and an and an
eport	eport	ihmit	Submit Application	Linise Number	cruise-don-001	11/07/2009	O Troak Elizabeth	sate bue	Draft Completed
reliminary Patent Preliminar, Reports Dog PL2009-097 cruise-don-005 01/12/2010 98 dist. John 01/26/2010 Reporting eport	reliminary Palont Presiminan, Report to Dos U2002-022 oruse-don-005 01/12/2010 98 dwd. Lohn 01/26/2010 Reporting eport		Submit Preliminary Report to DoS	U2009-095	cruise-don-002	11/07/2009	Si clerk john	11/21/2009	Reporting
eport	eport	reliminary	Submit Preliminary Report to DoS	U2009-097	cruise-don-005	01/12/2010	Si clerk john	01/26/2010	Reporting
		eport	-						

2 The system displays the Submit Preliminary Report page.

U.S. Department of State Marine Science Research Application Tracking System	Semib Eccillusk Logant
User john ventes Role: Foreign Embassy Officer (0.010)	
Task: Submit Preliminary Report	
Complete the Preliminary Report Form located on the Department of State website and attach it as a pdf below. In the Comments section, indicate whether some official (Ministry of Foreign Attains to US Department of State) channels.	data has also been transmitted to the coastal state(s) outside of
Application Summary	
Record Number U2009-097 Project Nemes culse-don-005 Platform: ADIOS Start Dote: Nov 07, 2009 Chief Scientist Scientist, John U2009-097 Review Details: <u>Record Number U2009-097</u>	
*Preliminary Report	
*Comment(s):	
Submit Cancel	

- **3** The Foreign Embassy Officer provides the following information:
 - a) Description of Scientific Program
 - b) Actual Cruise Track browse/upload file
 - c) Preliminary Report file(s) select Add Deliverable link
- 4 The Foreign Embassy Officer clicks Save as Draft to save the Preliminary Report as draft or Submit to DOS to submit the report to DOS. The Submit Preliminary Report task remains on the Foreign Embassy Officer's Task List until the Submit to DOS option is invoked.
- 5 Upon submission of the Final report to DOS, application status changes from "Reporting" to "Completed"

4.5.3 Exceptions/Alternate Flows

• The Foreign Embassy Officer can click Cancel to return to the Task List without changing the Preliminary Report.

• If the preliminary report has not been submitted one month following the end date of the research, the Foreign Embassy Officer and the Chief Scientist will receive an email reminder every 30 days thereafter until the task is completed (see 2.8 Automatic Email Notifications).

5 WORKFLOW USE CASES—FOREIGN EEZ

5.1 Create Application (Foreign EEZ)

5.1.1 Introduction

Chief Scientists, Submitting Officers, and Clerks can create an application for research into foreign Exclusive Economic Zones (EEZs).

Name	Description
Role	Chief Scientist Submitting Officer Clerk
Assumptions	None
Preconditions	The user must be logged into the system as a Chief Scientist, Submitting Officer, or Clerk.
Post Conditions	A new application has been created with a status of "Draft". A task has been sent to the Submitting Officer to submit the application to DoS.
Exceptions or Alternate Flows	See Below

5.1.2 Steps

1 The user selects Create New Application on the Manage Applications page.

and the part of the						
anage Application	5					
From here you may vis	ew a list of all application	15.				
Filter Options						
ly Status						
Active	Approved	Cancelled				
Clearance Waived	Completed	Denied				
Draft	Draft Completed	Pending Appr	roval			
Pending Assignme	nt 🔲 Pending Authoriz	ation 🔲 Reporting				
And the second sec	the second se	and a set of the set o				
Filter Re	set					
Fitter Re	set				1	
Filter Ret	set			1		
Filter Ret	Det	Platf Cr	eate New A ₁	oplication	Start Date	Status
Filter Ret	Cruise Name TAIGER		eate New Ap	oplication	Start Date 02/15/2009	Status Pendina Authorization
Filter Re: Create New Application Cruise Ne. ▼ E2009-1412 TBD	Cruise Name TAIOER Testing Friday		eate New Ap	oplication	5tait Pate 02/15/2009 02/16/2009	Status Pending Authorization Draft
Filter Re: Create New Apple ator Cruise No. ▼ E2009-1412 TBD TBD	Cruise Name TAIOER Testing Friday dflafa	Platf CAPTAINS LADY	ceate New At	oplication	5tart Pate 02/15/2009 02/16/2009 01/29/2009	Status Pending Authorization Draft Draft
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Chapter

5

2 Applicant selects the Foreign EEZ application type.

U.S. Department of State Marine Science Research Application Tracking System	General Landbards Lazera
User: John.clerk Role: Clerk	Applications Tasks My Profile Administration
Iverview	
he United Nations Convention on the Law of the Sea (UNCLOS) provides that States' have jurisd conomic Zone (EEZ) and the territorial sea. Although the U.S. does not exercise full jurisdiction o heir EEZs and territorial seas in a manner consistent with UNCLOS.	iction over marine scientific research (MSR) within the 200 nautical mile area known as the Exclusive ver MSR within its EEZ, the U.S. recognizes all other nations' right to regulate such activities within
he Department of State facilitates the transmission of MSR applications to the appropriate author esearch community seeking access to foreign territorial seas and EEZs and the foreign research	rithes as required by UNCLOS articles 248 to 250. The Department of State assists both the U.S. a community seeking access to U.S. waters.
'o create a new application, please select the link below.	
U.SFlag MSR in Fore	Han Waters (Foreign EEZ) Foreign FFZ
Foreign-Flag MSR i	n U.S. Waters (US EEZ)
DES Contact J. Timpak/ Roboteta Barnes J.S. Department of State ESROA, Roum RB05 201 C: Street, NW Vanhington, DC: 20530 et: 202-64-702300240 et: 202-64-702300240 arazo2a447-105 makeugatate.cos/barnesrm@state.cos/	

3 The system displays the Foreign EEZ application interface.

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- A. General Information Tab
 - i. Cruise Name

- ii. Start Date (month-year)
- iii. End Date (month-year)
- iv. Research Type (dropdown list, values provided in Lookup Table.xls)
- v. Sponsoring Institution(s)
- vi. Organization name
- vii. Organization director
- viii. Organization url
- ix. Submitting Officer (dropdown list, values provided from Users table sorted by Last Name, First Name Affiliation)
- x. Chief Scientist (dropdown list, values provided from Users table sorted by Last Name, First Name - Affiliation)
- xi. Nature & objectives of the project
- xii. Relevant previous and future research applications
- xiii. Previously published research data relating to the project
- xiv. Proposed means of making the results internationally available
- B. Platform Information Tab
 - i. Research Platform (dropdown list, values provided in Lookup Table.xls, sorted by platform type, then name)
 - ii. Number of crew
 - iii. Number of scientists on board
 - iv. Other (auxillary) craft used in the project
- C. Methods & Means Tab
 - i. Particulars of methods & scientific equipment.
 - 1. Types of samples/data
 - 2. Method to be used
 - 3. Instruments to be used
 - ii. Will harmful substance be used (y/n)? Explanation.
 - iii. Will drilling be carried out (y/n)? Explanation.
 - iv. Will explosives be used (y/n)? Explanation. (provide type and trade name, chemical content, depth of trade class and stowage, size & depth of detonation, frequency of detonation, and position in latitude and longitude)
 - v. Will protected species be studied (y/n)? Explanation. (provide indication of related permits obtained)
 - vi. Will there be permanent or temporary installations (y/n)? Explanation. (provide dates of laying, servicing, recovery; depth and position in latitude and longitude)
- D. Coastal States Tab—Add Coastal State
 - i. Coastal State (dropdown list, values provided in Lookup Table.xls do not show U.S. mainland or territories, show values as coastal state sovereign)

- ii. Conducting research in this coastal state (y/n)? (No = Port Call Only, no further information required in this tab, details will be required under the Geographic Areas Tab)
- iii. Entry Date
- iv. Departure Date
- v. Multiple entries expected (y/n)? Explanation
- vi. Minimum distance from coastline (checkboxes)
 - 1. 12 nm
 - 2. 200 nm
 - 3. greater than 200 nm and on continental shelf
- vii. Coastal state participation/representation (y/n)? Explanation (include names, affiliation, and contact info for each collaborator/participant, availability of berths for coastal state-appointed observer, dates of proposed embarkation/disembarkation)
- E. Geographical Areas Tab
 - i. Sea Areas (dropdown list, values provided in Lookup Table.xls ideally, user can select multiple areas by clicking a graphical representation of the Marsden Squares chart)
 - ii. Port Calls (y/n) ?—Add Port Call
 - 1. Port (dropdown list, values provided in Lookup Table)
 - 2. Start Date
 - 3. End Date
 - 4. Special logistical requirements
 - 5. Agent Name and Phone
- F. Attachments Tab—Add Attachment
 - i. File Type (choose description from dropdown list)
 - ii. Upload Attachment (filename browse)
 - iii. Description (cruise track and chief scientists CV are required attachments)
- 5 The system automatically saves the data entered and takes the user to the next tab when user clicks "Save and Continue". (The user can still navigate from one tab to another in the normal way.) Application status is set to Draft, and the system logs the date/time the application was created into the activity log.
- 6 After the user has entered all required information, the system takes the user back to the Manage Applications page. The new application now appears in the Application List.
- 7 The user selects the Application. The user can make changes or mark "Complete".
- 8 After marking Complete this window will appear:

Microsof	ft Internet Explorer 🛛 🕅
?	Selecting Mark Complete will change this applications status from Draft to Draft Completed. A task will be created for the Platform Operator notifying him/her that the application is ready for submittal to the Department of State. Are you sure you want to proceed?
	OK Cancel

- **9** The user should click OK to change the Draft to Draft Completed. The system will then change the status of the Application to Draft Completed
- **10** The system assigns a Cruise Number and creates a task for the Platform Operator. The Platform Operator will need to log into the system and Submit Application (to DoS) see 5.2 Submit Application (Foreign EEZ).

5.1.3 Exceptions/Alternate Flows

- In the General Information tab, the user has the option to view Chief Scientist details and request edits. (See 6.4 Modify User Accounts)
- In the Platform Information tab, the user has the option to view platform details or request edits. (See 6.4 Manage Platforms.)
- Clicking Cancel within any data entry popup window will take the user back to the current tab.

5.2 Submit Application (Foreign EEZ)

5.2.1 Introduction

Submitting Officers submit an application to the Department of State.

Name	Description
Role	Submitting Officer
Assumptions	None
Preconditions	The user must be logged into the system as a Submitting Officer. The Submitting Officer must have been assigned a task to submit an application to DoS.
Post Conditions	An action has been recorded in the Action Log. A task has been sent to the Coordinator to assign the application to a Clerk (see 2.6 Assign Application). Application status changes from "Draft" to "Pending Assignment"
Exceptions or Alternate Flows	See Below

5.2.2 Steps

- 1 The Submitting Officer clicks the task for assigning an application to DoS.
- **2** The system displays the task page.

	→ Below is a list of your current	it task assignments. Select the task	name to access and complete the tas	k.	120000000000		
	Submit Application	Cruise Number.	cruise-don-004f	11/07/2009	Assigned by	Date Due	Application Status
	2 Submit Application	P F2009-099	cruise-don-006f	11/07/2009	Statisticity in the second sec		Draft Completed
-	Submit Application	F2009-100	cruise-don-007f	11/07/2009	83 Tirpak, Elizabeth		Draft Completed
. —	Submit Application	D E2010-001	Test Cruise (1/28/2009)	01/13/2010	Stentist john		Draft Completed
	Y I						

3 The Submitting Officer can review info via the Application Detail page, then clicks the Submit button.

U.S. Department of State	Search Feedback Legnus
Marine Science Research Application Tracking System	Applications Tasks My Profile
User: john.operator Role: Platform Operator (0.010)	
ask: Submit Application	
Complete anylall modifications to the application and select "Submit" at the bottom of this page.	
Items marked with an asterisk (*) are required.	
Application Summary	
Record Number: F2010-001 Project Name: F2010-001 Platform: ADVENTUROUS Sant Date: F2010: 010 Chef Scientist: scientist: join Chef Scientist: Scientist: F2010-001 Chef Scientist: Scientist: F2010-001	
Note(s)	
Upon selecting "Submit" below, the application for Test Cruise (1/28/2009) will be submitted to the Department of State for	
processing	
Once submitted, in order to make any additional changes to the application you must contact the Department of State for assistance.	
Submit Submit	
Joubhilt	

- 4 The system creates a task for the Coordinator to assign the application to a Clerk that will show up in the Coordinators task list.
- **5** Coordinator assigns (Tasks) Application to Clerk.

U.S. Department of State Marine Science Research Application Tracking System	Search Texificad: Legnat Asirginations Tasks McPanilla Administration
Task: Assign Application	
Complete the form helps to socion the englishing to an example right.	
Berns marked with an asterisk (*) are required.	
Application Summary	
Record Number (2019-02) Preptot Numer (2019) (202000) Partitioner, 2019) (2020) Sand Date (Feo Journal 1, 2010) Chell Scientisti sciuntati (2010-02) Review Ordshie Scientificationer (2010-02)	
1984d Clerk Event V	
Assign Mohamud, Warsame	

6 The system displays the Submitting Officers Task List minus the completed task.

7 The system changes Application status from "Draft" to "Pending Assignment"

5.2.3 Exceptions/Alternate Flows

• Clicking Cancel will take the user back to the Task List without completing the task.

5.3 Authorization (Foreign EEZ)

5.3.1 Introduction

The Clerk forwards the application to the Science Officer(s) for processing. Offline the Science Officer(s) forward the application to the MFA and record the MFAs response for each coastal state, which is then validated by the Clerk. Upon receipt of all MFA responses, cruise is either authorized or denied.

Name	Description
Role	Clerk Science Officer
Assumptions	None
Preconditions	The clerk has up-to-date Science Officer contacts at each US Embassy. (System must provide means to ensure that if science officer changes mid-process, that the applications can still be processed by the new Science Officer.) The Clerk has received a task to submit application to Embassies – one per relevant coastal state.
Post Conditions	If application is approved overall, a task has been created for the Chief Scientist to submit the Preliminary Report to DoS - see 5.3 Preliminary Report (Foreign EEZ).
Exceptions or Alternate Flows	See Below

5.3.2 Steps

1 To review the application the Clerk clicks "Process Application" and the approval page is displayed. The Clerk can review the application by clicking on the link provided. Clerk can modify details via 7.6 Manage Embassies.

Marine Science Resear Uner John Clerk Role C	ch Application Tracking lank (0.010)	System			colions Tubbs I	A Profile Administration
isk List Below is a list of your correct task as	signments. Galert the task name t	n access and complete the task			Selet	ct a report 🥑 Genera
Task Name	Process	Cruise Name	Date Assigned 01/12/2010	Assigned By	Date Duc 01/26/2010	Application Status Pending Authorization
Process Application		est Crutse (1/28/2009)	01/13/2010	St Tirpak, Elizabeth	01/27/2010	Pending Authorization

2 The Clerk clicks the task "Submit Application" and the Science Officer will be tasked to acknowledge receipt of the Application.

U.S. Department of State Marine Science Research Application Tracking System	Starch I Ecolitick I Logout Applications Tasks MyProfile Administration
User: john.clent Role: Clerk (0.010)	
ask: Process Application	
Upon reviewing the below application, select from the options at the bottom of this page to process the application.	
Upon submission each Coastal State being visited will then be notified of the application.	
Application Summary	
Record Number F 2010-001 Platform AVE TOLISE (TL38/2008) Platform AVE TURROUS Shift Scientist scientist, john Chief Scientist scientist, john	
Submit	

3 The Science Officer will need to log into the system and select the application to acknowledge from the task list. The acknowledgement page will pop up and the Science Officer will click "Submit" to acknowledge receipt of the Application.

U.S. Department of State Marine Science Research Application Tracking System User John Sca. Role Science Officer (# 910)	Search I Eccelbrack Logout Applications Tuaks MaProfile
Task: Acknowledge Receipt of Application	
Please review and acknowledge receipt of this application via the form below.	
The date of the validation will be automatically generated for the date and time which you press "Submit".	
Application Summary	
Record Number F2010-02 Project Hamer Teat Cruse (1282009) Patienter: A076HTUF0018 Start Date: Foo 2,2010 Creet Scientists scientist, john Review Detain: Record Number F2010-002	
Submit	

4 The Science Officer is then tasked to Request Approval from the Coastal State. The Science Office must click the link "Request Approval from Coastal State" from the task list.

U.S. Department of State Marine Science Research Applicat Unar. jobil.sco – Role, Science Officer	tion Tracking System (0.010)					ch Eccelback Logissi ina Tapha McProfile
sk List Reker is a list of our ourset task assignments. Gel	ad the task name to arrang and complete	the task				
Task Name	Cruise Number V	Cruise Name	Date Assigned	Assigned By	Date Due	Application Status
Request Approval From Coastal State	E2		11/08/2009	93 sco. john	11/22/2009	Pending Authorization
Request Approval From Coastal State	Click Requ	est 👳	01/13/2010	SB sco. john	01/27/2010	Pending Authorization

- 5 The Science Officer is then prompted to enter the following information:
 - a. Diplomatic Note Number (the official correspondence from Coastal State).
 - b. Date Sent

6 The Science Officer clicks Submit, and a task is assigned to the Science Officer to "Post Approval Decision from Coastal State." The Science Officer will need to click on the "Submit Approval Decision" from the task list and the approval page below will pop up. The Science Officer will then need to provide a pdf of the Dip Note.

U.S. Department (Starth Landhack Logan	Carlos de
Marine Science R						Applications Tasks My Profile	
User john sco Ri	ule Science Officer	(8.010)					
Task: Submit Approval De	ecision						
Complete the form below for	this application and se	lect 'Submit' at the botton	n of this page.				
Scan and attach as a single the Chief Scientist to retain a	pdf the authorization (o s proof of his authoriza	denial) letter and (if appli ion during the conduct of	icable) an informal English tr the research program.	anslation of the specific condit	tions of the research as listed in th	e diplomatic note. This documentation will t	be available to
Items marked with an asteris	sk (*) are required.						
Application Summary							
Record Number: F2010-002 Project Name: Test Cruise (12 Platform: ADVENTURQUS Start Date: Feb 03, 2010 Chief Scientist: scientist, john Review Details: Record Numb	28/2009) er F2010-002						
Approver: Nassau Current Status: NIA							
"Set Status:	Select a Status 🐱						
"MFA Diplomatic Note No.:							
*MFA Diplomatic Note Received.							
"MEA Diplomatic Note:		Bruna	-				
*Comments:							
Furthmit Cancel							

- 7 The Science Officer is prompted to enter
 - a. Status Approval/denial
 - b. Diplomatic Note Number (the official correspondence from Coastal State).
 - c. Date
 - d. Upload pdf of Dip Note
- 8 The Science officer clicks "Submit" and the clerk is tasked to validate the authorization.
- **9** The Clerk clicks "Verify Approval Decision" task, reviews the authorization documentation provided and then clicks "Verify". If necessary the Clerk can open and Edit the Decision if any data is incorrect.
- **10** After ALL AmEmbassy Science Officers have reported approval/denial, then the Clerk is tasked with validating all authorizations by clicking "Post Final Approval Decision" on the Task Page and the Final Approval Decision will pop up.

Marine Science Res				Annual (Annual S Frances) Frances	100
Uner john client Rus	e Clerk (0.010)	ing system		Applicationa Taoka McBrofile Administration	
ost Final Approval Decisio	0				
Review these statuses of the he	for of this maps, and submit the	and the other and the second			
Neven alone sinces at the to	with the avea badle, and applying the	prenan status or the approximity.			
Application Summary					
Nations: ADVENTURIOUS Start Date: Feb 03, 2010 Chief Scientist: scientist, john Review Details: <u>Record Number F</u>	2010-002				
pproval Statua					
Legend					
- Approved X - Denied	S - Unknown (Coastal State Visit)	may have been appended post auth	anzañona)		
			The Make Date		
Approved	Dip Note	Embassy	DID NOLE DALE	Actions	

5.3.3 Exceptions/Alternate Flows

- 1 Upon receipt and clerk validation of all coastal state responses, and
 - a. If all coastal states have provided authorization, the system changes the application status to "Reporting" and creates a task for the Chief Scientist to submit the Preliminary Report to DoS (see 5.4 Preliminary Report Foreign EEZ)
 - b. If all coastal states have provided denial, the system changes the application status to "Denied"
 - c. If some coastal states have provided denial, the system prompts the clerk to set the status manually. If the clerk selects "Reporting", the system creates a task for the Chief Scientist to submit the Preliminary Report to DoS (see 5.4 Preliminary Report Foreign EEZ)

5.4 Preliminary Report (Foreign EEZ)

5.4.1 Introduction

The user can submit the Preliminary Report for an existing application.

Name	Description
Role	Chief Scientist
	Clerk
	Science Officer
Assumptions	None
Preconditions	The application has been approved by at least one coastal state.
	The user is logged into the system as a Chief Scientist.
	A user is logged into the system as a Clerk.
	A user is logged into the system as a Science Officer.
	The user is logged into the system as Foreign Embassy Officer.
	The Chief Scientist has received a task to submit the Preliminary Report for an application.
Post Conditions	The preliminary report has been submitted to the Coastal State.
Exceptions or Alternate Flows	See Below

5.4.2 Steps

1 The Chief Scientist clicks the Submit Preliminary Report link on the task page.

6	U.S. Department of State State State Application Tracking System							
A.	User: john.scientist Role: (Chief Scientist			Ap	olications <u>T</u> a	isks <u>My Profile</u>	100
	Task List							
	Below is a list of your current task assigned	nments. Select the task na	me to access and (complete the task.				
	Lask Name	Cruise Number	TAIGER	Date Assigned	Assigned By	Date Due 02/23/2009	Application Status Reporting	
	Souther remaining report to Dog	L 2003-1412	MOLI	02/20/2000	SS CIEIK, JOIIII	02/20/2000	reporting	

- 2 The system displays the Submit Preliminary Report page. The page contains a form for entering the information in Step 3 and a table containing the following view-only information:
 - a. Coastal State Name
 - b. Diplomatic Note (authorization letter)
 - c. Date Delivered
- **3** The Chief Scientist provides the following information:
 - a. Description of Scientific Program
 - b. Actual Cruise Track browse/upload file
 - c. Final Report delivery schedule (select Add Deliverable link) user enters
 - i. Final Report Type
 - ii. Estimated Delivery Date
- 4 The Chief Scientist clicks Save and Submit Draft to save and submit the Preliminary Report or Submit to submit the report to DOS.

NOTE: The screen will need to be refreshed to see the preliminary report file.

5 The system creates a task for the Clerk to Validate the Preliminary Report

User: john.clerk Role: Clerk Cole Clerk	alidate	User: John.clerk Ro Task List Below is a list of your current ta	ile: Clerk sk assignments. Select the Cruise Number. ▼ F2009-1412 U2009-1412 U2009-1418	task name to acces Cruise Name TAIGER John Test 2 John Test 3	ss and complete the t Date Assigned 02/25/2009 02/25/2009 02/25/2009	Applications Ta Sel ask. Scientist John Scient, John Scient, John Scient, John Scient, John	Date Due 03/11/2009 03/11/2009 03/11/2009 03/11/2009	Administration Cenerate Application Status Reporting Clearance Walved Pending authorization
Task List Select a report Cenase • Below is a list of your current task assignments. Select the task name to access and complete the task. alidate <u>Task Name</u> Cruise Number Cruise Name <u>Date Assigned By Date Assigned By Date</u>	alidate	→ Below is a list of your current ta → Below is a list of your current ta Task Name Validate Preliminary Report Image: State of the stat	sk assignments. Select the <u>Cruise Number</u> ▼	task name to access Cruise Name TAIGER John Test 2 John Test 3	Date Assigned 02/25/2009 02/25/2009 02/25/2009 02/25/2009 02/25/2009	Sel ask. Scientist John Scientist John Scient, John Scient, John	ect a report Date Due 03/11/2009 03/11/2009 03/11/2009 03/11/2009	Generate Generate
 Below is a list of your current task assignments. Select the task name to access and complete the task. alidate Task Name Cruise Number Cruise Name Date Assigned Bx Date Due Application Status Submit Application to USGs U2009-1417 John Test 2 02/25/2009 Clerk, John 03/11/2009 Clearance Waived Process Application U2009-1418 John Test 3 02/25/2009 Timak, Elizabeth 03/11/2009 Pending Authorization 	alidate	Below is a list of your current ta Task Name Validate Preliminary Report Submit Application to USOs Process Application	sk assignments. Select the Cruise Number. ▼ P E2009-1412 U2009-1417 U2009-1418	task name to acces Cruise Name TAIGER John Test 2 John Test 3	ss and complete the t Date Assigned 02/25/2009 02/25/2009 02/25/2009	Assigned By Scientist, John Scientist, John Scient, John Scient, John	Date Due 03/11/2009 03/11/2009 03/11/2009	Application Status Reporting Clearance Waived Pending Authorization
alidate <u>Validate reliminar Report</u> <u>Erouse Roumoer</u> <u>Validate Resource</u> <u>Advise Reporting</u> <u>Process Application</u> <u>Validate Resource</u> <u>Validate Reporting</u> <u>Process Application</u> <u>Validate Resource</u> <u>Validate Reporting</u> <u>Process Application</u> <u>Validate Resource</u> <u>Validate Reporting</u> <u>Validate Reporting</u> <u>Validate Resource</u> <u>Validate Reporting</u> <u>Validation</u> <u>Validation <u>Validation</u> <u>Validation</u> <u>Validation</u> <u>Validation</u> <u>Valid</u></u>	alidate	Validate Preliminary Report	► ►	TAIGER John Test 2 John Test 3	02/25/2009 02/25/2009 02/25/2009 02/25/2009	Scientist, John Scientist, John Scient, John Scient, John	03/11/2009 03/11/2009 03/11/2009	Reporting Clearance Waived Pending Authorization
AIICIALC Stability (12002-141) 10000 0025(2000 00210000 00210000 00210000 00210000 00210000 00210000 002100000000		Submit Application to USGs Process Application	U2009-1412 U2009-1417 U2009-1418	John Test 2 John Test 3	02/25/2009 02/25/2009	Sterring John Stripper, John Stripper, Elizabeth	03/11/2009	Clearance Waived Pending Authorization
Image: Section value Section value Section value Section value Section value Image: Section value Image: Section value Section value Section value Section value Image: Section value Image: Section value Image: Section value Section value Section value Image: Section value Image: Section value Image: Section value Section value Section value Image: Section value Image: Section value Image: Section value Image: Section value Section value Image: Section value Image: Section value Image: Section value Image: Section value Section value Image: Section value Image: Section value Image: Section value Image: Section value Section value Image: Section value Image: Section value Image: Section value Image: Section value Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value Image: Section value		Process Application	U2009-1418	John Test 3	02/25/2009	Statistics Clerk, John Statistics	03/11/2009	Pending Authorization
			01000 1110			as input, Encadem		

NOTE: Clerk needs to save a copy of the preliminary report for future use.

- 6 Clerk reviews the material and confirms the Science Officer listed for each coastal state and clicks Validate
- 7 The system creates a task for each Science Officer of coastal states that authorized the application.

U.S. Department of State Marine Science Research Appl	ication Tracking Sy				arch Feed	back Logeut	N.
Vser: john.fso Role: Science Offi	icer			Applica	<u>itions Tasl</u>	ks <u>My Profile</u>	4
Task List							
🎐 Below is a list of your current task assignments	s. Select the task name to a	access and compl	ete the task.				
Task Name	Cruise Number V	Cruise Name	Date Assigned	Assigned By	Date Due	Application Status	
Submit Preliminary Report to Coastal State	F2009-1412	TAIGER	02/25/2009	😫 Clerk, John		Reporting	

8 The Science Officer retrieves an electronic copy of the Preliminary Report from the Attachments Tab on the system.

(Offline: The Science Officer forwards the Preliminary Report to the Coastal State's Ministry of Foreign Affairs.)

9 The system will then task the Science Officer to submit the Actual Cruse Track.

NOTE: action in the log report for the application.

NOTE: If the Science Officer has a problem loading the Preliminary Report they can email the report to the clerk and the clerk can load the report in the Application on the Attachments page.

- 10 The system sends a task to the Clerk to "validate the Preliminary Report."
- **11** After the Clerk Validates the report the Science Officer is then tasked by the system to submit the Preliminary report to the Foreign Embassy Officer.

U.S. Department of State	Jeach I Teathack I Lepost
Marine Science Research Application Tracking System User John Sci. Role Science Officer (0.810)	Accirclants Tasta United in
ask: Submit Preliminary Report To Nassau	
Please review and submit the below preliminary report to the Ministry of Foreign Atfains for Nassau.	
The date of the submission will be automatically generated for the date and time which you press "Submit".	
Application Summary	
Nexad Number / 2010-02 Nexad Num / 120-0103 (120000) Nationa: A.0016r(TVR/OUS) Exad Deter / 40-03, 2010 CMM Sciencification (Junn Exad Deter / 40-03, 2010	
Preliminary Report	
Preikminan Report	
Submitted: Join 14, 2010 9 09:14 AM Commental: 3459	
Bubmit Cancel	

5.4.3 Exceptions/Alternate Flows

- Step 6. The Chief Scientist can also click Save as Draft. This is useful if the CS is unable to upload all the deliverable materials at once. This option allows the CS to save some materials now and others as they become available. When all materials have been uploaded, the CS can use the Save option to submit the complete Preliminary Report to DoS. The Submit Preliminary Report task remains on the CS's Task List until the Save option is invoked.
- Step 10. The Clerk can click Return to Submitter to postpone report approval. In this case, the approval task will remain in the Clerk's task list. No tasks are generated by this action; the Clerk can use the Notify or Request Additional Information functions to inform the Chief Scientist that the report has not been approved.
- The Chief Scientist can click Cancel to return to the Task List without changing the Preliminary Report.
- Chief scientist can opt to not deliver a final report if no report is available, scientist should be prompted to provide an explanation.
- If the preliminary report has not been submitted within 30 days of the end of the research cruise, the Submitting Officer and Chief Scientist will receive an email reminder at the application end date and every 30 days thereafter until the task is completed (see 2.8 Automatic Email Notifications).

5.5 Final Report Deliverables (Foreign EEZ)

5.5.1 Introduction

The Chief Scientist can submit their Final Report to DoS. The Clerk approves the Final Report and passes it on to the U.S. Embassy Science Officer for transmittal to the Coastal State's MFA.

Name	Description
Role	Chief Scientist Submitting Officer Clerk Science Officer
Assumptions	None
Preconditions	The Preliminary Report has been submitted (see 4.3 Preliminary Report (Foreign EEZ)) and forecasted delivery of final report(s).
Post Conditions	When the last of the Final Report(s) have been delivered to the Coastal State's MFN, the application status changes from "Reporting" to "Completed".
Exceptions or Alternate Flows	See Below

5.5.2 Steps

1 The Chief Scientist clicks the "Submit Final Report to DoS" task.

User: john.scientist R Task List	ole: Chief Scientist	3m		A	pplications T	asks My Profile	
Task List						the second se	A started
A Delaurie a list afraux auroattaals.	animmente Celestituite		and an exception that have to				
Task Name	Cruice Number	Cruise Name	Date Assigned	Assigned By	Date Due	Application State	
Submit Final Report to DoS	F2009-1412	TAIGER	02/25/2009	Sterk, John	03/11/2009	Reporting	-

2 The system displays the Send Final Report Deliverable page.

	n.ncientini Role, Chief Scientini (0.610)		
ask: Submit Fin	nal Report		
Append your Fina	I Report as a pdf below. In the Comments section, indicab	whether the report has also been transmitted to the coastal state(s)	outside of official (US Department of State to Ministry of Foreign Affairs) channel
Application Summ	mary		
Hatform: ADVENTU Start Date: Feb 03, Chief Scientist: sci Review Details: <u>Re</u> inal Report	URCUS 2010 entists john econd Number F2010-002 [C:RATSupplication_docs/FinalReport docs	Bound	
	This is the final report.	4	
omment(s):			

- **3** The Chief Scientist provides the following information:
 - a. Attachments (if applicable) browse file upload
 - b. Delivery Date
 - c. Comments
- 4 The Chief Scientist clicks Submit to submit the Final Report.
- 5 The system creates a task for the Clerk to validate the Final Report Deliverable.

sk List					Sele	ct a report Gen
Below is a list of your current task as Task Name	signments. Select the task name to a Cruise Number. ▼	ccess and complete the task, Cruise Name	Date Assigned	Assigned By	Date Ove	Application Status
Submit Application to USGs	U2009-098	cruise-don-001	01/12/2010	SB clerk, john	01/26/2010	Pending Authorization
alidate Final Report to DoS	C E2010-002	Test Cruise (1.28/2009)	01/14/2010	83 actentist John	01/28/2010	Reporting

- 6 The Clerk clicks "Validate Final Report to DoS"
- 7 The Clerk reviews the material and confirms the Science Officer listed for each coastal state and clicks Validate button.

NOTE: Clerk must save a copy of the report to local drive for later use.

8 The system creates a task for every authorizing Coastal State Science Officer.

			a secondaria di si secondari se s
current task assignments. Select the task name to access and complete the task. ask Name Cruise Number: Y Cruise Name Date Assigned	Assigned By	Date Due	Application Status
m Coastal State P 2009-101 SantaAnna 11/08/2009	93 sco. john	11/22/2009	Pending Authorization
p Coastal State P2010-002 Test Cruise (1.28/2009) 01/14/2010	St crerk, John		Reporting
m Coastal State 2000-101 Santa Anna 11082009 2 Coastal State 2010-002 Test Cruise (1 28/2009) 01/14/2010	Si sco, john Si clerk, john	11/22/2009	Pending Authorization Reporting

9 The Science Officer retrieves an electronic copy of the Final Report from the Attachments link on the system submission page.

(Offline: The Science Officer forwards the Final Report to the Coastal State's Ministry of Foreign Affairs.)

10 The Science Officer hits the validate button and the system records the date which the Final Report was submitted to the MFA then the task is removed from the Science Officer's list and the system changes the application status from "Reporting" to "Completed".

ON U.S. Department of State	Search Leedback Lozon
Marine Science Research Application Tracking System	Applications Tasks McProfile
User John Sco. Role: Science Officer (0.010)	
Task: Validate Final Report To Coastal State	
Please validate that the "Deliverable" is approved for submittal and submitted to Nassau on the date provided below.	
Items marked with an asteriak (*) are required.	
Application Summary	
Record Number / 2019-002 Pratform: ADV/EITURROUS Sant Data: Fel Octive (1 28/2009) Pratform: ADV/EITURROUS Sant Data: Fel Octive / John Chef Solonist Dodnist Dodnist / 2010-002	
Deliverable:	
Attachment 120347016060 FinalReport.door Date Sent Jan 14, 2010 Comment(s): This is the final report.	
Validate Cancel	

5.5.3 Exceptions/Alternate Flows

- Step 9. The Clerk can also click Return to Submitter to postpone report approval. In this case, the approval task will remain in the Clerk's task list. No tasks are generated by this action; the Clerk can use the Notify or Request Additional Information functions to inform the Chief Scientist that the report has not been approved.
- If Chief Scientist needs more time to deliver Final Report, then he makes such a request outside the system. Clerk can adjust the delivery date and records the change in a manual action log report.
- If the final report has not been submitted within 30 days of the promised delivery date, the Submitting Officer and Chief Scientist will receive an email reminder at the application end date and every 30 days thereafter until the task is completed (see 2.8 Automatic Email Notifications).

6 ADMINISTRATION WORKFLOWS—USER MANAGEMENT

6.1 Activate User Accounts

6.1.1 Introduction

Coordinators can set the status of new user accounts to Active.

Chapter	
6	

Name	Description
Role	Coordinators
Assumptions	None
Preconditions	A new user account has been submitted but not yet activated.
Post Conditions	A new account's status is set to Active.
Exceptions or Alternate Flows	Clicking Cancel will return the Coordinator to the account list without activating the account.

6.1.2 Steps

1 The Coordinator selects Administration > Manage User Accounts.

U.S. Department of State Marine Science Research Application Tracking System User John Clork Role: Clork	Administration
Administration • View, and and update reference tables information. Manage Coastal States Manage Coastal States Manage Pods Manage Ose Areas Manage User Accounts Manage User Accounts Manage User Accounts	Administration

2 The system displays a list of all user accounts.

🥩 User: john.clerk Role: Cl	erk	Applications	Tasks	My Profile E	
ministration > User Management					
lanage User Accounts					
 From here you may manage account i 	nformation. Click the users name to view and update account information	on or use the add account link to	add a new	account to the :	system.
Add New Account					
Name V	Affiliation	<u>User Role</u>	<u>Status</u>	Actions	
		Chief Scientist	InActive	Edit	
		Chief Scientist	InActive	Edit	
		Chief Scientist	InActive	Edit	
		Chief Scientist	InActive	Edit	
		Chief Scientist	InActive	Edit	
		Chief Scientist	InActive	Edit	
iolt, Marla	NOAA/NMFS Northwest Fisheries Science Center	user	InActive	Edit	
Julie) Robbins, Jooke	Provincetown Center for Coastal Studies	user	InActive	Edit Edit	
		Chief Scientist	InActive	Edit	
. Donahue, Meghan	Southwest Fisheries Science Center	user	InActive	Edit	
. Donahue, Meghan . Reves-Sohn, Robert	Southwest Fisheries Science Center Woods Hole Oceanographic Institution	user	InActive InActive	Edit	
. Donahue, Meghan . Reves-Sohn, Robert agaard, Knut	Southwest Fisheries Science Center Woods Hole Oceanographic Institution University of Washington - Applied Physics Laboratory	user User User	InActive InActive InActive	C Edit	
. Donahue, Meghan . Reves-Sohn, Robert agaard, Knut obol, Katrina	Southwest Fisheries Science Center Woods Hole Oceanographic Institution University of Washington - Applied Physics Laboratory Sea Education Association	user user user user user	InActive InActive InActive InActive	Cedit Cedit Cedit Cedit	
i . Donahue, Meghan . Reves-Sohn, Robert agaard, Knut bboh, Katrina blondi, Mark	Southwest Fisheries Science Center Woods Hole Oceanographic Institution University of Washington - Applied Physics Laboratory Sea Education Association NOA#MELIOCRD	user user user user user user	InActive InActive InActive InActive InActive	C Edit	
L Donahue, Meghan L Donahue, Meghan Reves-Sohn, Robert agaard, Knut bbot, Katrina blondi, Mark ckeft, Robert	Southwest Fisheries Science Center Woods Hole Oceanographic Institution University of Washington - Applied Physics Laboratory Sea Education Association NOAAPMEL/OCRD Sea Education Association	user user user user user user	InActive InActive InActive InActive InActive InActive	C Edit C Edit C Edit C Edit C Edit C Edit	

- 3 The Coordinator clicks the Edit icon in the left-hand column of the desired user's row.
- 4 The system displays the details of the user page
- 5 The Coordinator checks the Active checkbox, then clicks Save.

	LINGU.	Tourn releases to a	~
	*Fax:	202-647-1106	1
	*Affiliation:	DOS ¹⁶ Organization, Department	
	*Country:	United States	
	Address:		
	Apt/Suite:		
	City:		
	State/Province:	Setect a State 🗸	
	Postal Code:		
	Account Information		
	Account Information	un	
	*Username:	john.clerk	
	*Account Type:	Clerk	
	the following character by	tan at kaast u chaacade and 2 de doe of per (Sperman, Lowentan, Special per (Sperman, Special	
	Charaoters (J.e. #, *).		
	*Password:	200000000	
		Edit Password	
	Account Status		
		Account Status	
	Account Status: Ac	the V Continue / in continue	
		(active/inactive	
Save 🗖	Save C	ancel	
			~

6 The system saves the revised account status as Active and returns the Coordinator to the user account list.
6.2 View User Accounts

6.2.1 Introduction

Coordinators manage user account information and account status.

Name	Description
Role	Coordinators
Assumptions	None
Preconditions	The user is logged in as a Coordinator.
Post Conditions	The user account contains the revised information.
Exceptions or Alternate Flows	None

6.2.2 Steps

1 The Coordinator selects Administration > Manage User Accounts.

Manage Applica	tions						
From here you m	ay view a list of all applications						
Filter Options							
By Status:							
Active	Approved	Cancelled					
Clearance Wa	lived 🔲 Completed	Denied					
Draft	Draft Completed	Pending Approval					
Pending Assi	nment	Reporting		U.S. Department of State			Grands English Logant
C r chung san	minent La randing sourcesport	La risponny		Marine Science Research App	dication Tracking System		
Filter	Reset			User John Linth Rute Clerk		Applications (Trias	I ElePatria I Adoppiniotan
				Administration			
Create New Appl	ration			+ View, add and update reference tables informa-	lation.		
Cruise No. V	Cruise Name	Platform	Chief.Scientist	Manage Coastal States			
F2009-1412	TAIDER	CAPTAIN'S LAUY	St Scientist, John	Manage Embaggies			
TED	US CET	ALLIGATOR HORE	Stiensst, John	Manana Distances			
TRD TRD	Testing Friday	ADDIGNTOR FOFE	Crianist John	STATISTIC INCOME.			
TED	dfafa		GRE McDuff Russel	Manage Ports			
TBD	érargwr		93 Tucholke, Brian	Manage Dea Aceas			7
Part of the second s				Manage User Accounts	Mana	an Lloar Announto	
					iviana	ge User Accounts	
				Manage USO Agencies		-	

2 System displays a list of all active accounts – sort-able by column heading, alphabetical.

U.S. Department of St Marine Science Rese				earch Feed	<u>iback</u> <u>Logout</u>	5
User: john.clerk Role:	Clerk	Applications	<u>Tasks</u>	My Profile	Administration	
dministration > User Management						
Ianado Lleor Accounte						
lanage Oser Accounts						
From here you may manage account	int information. Click the users name to view and update account informatio	n or use the add account link to	add a new	account to th	e system.	
Add New Account						
Name 🔻	Affiliation	User Role	Status	Actions		
		Chief Scientist	InActive	Edit		
		Chief Scientist	InActive	Edit		
		Chief Scientist	InActive	Edit		
		Chief Scientist	InActive	Edit		
		Chief Scientist	InActive	Edit		
		Chief Scientist	InActive	Edit		
Holt, Maria	NOAWNMFS Northwest Fisheries Science Center	user	InActive	Edit		
Julie) Robbins, Jooke	Provincetown Center for Coastal Studies	user	InActive	Edit		
		Chief Scientist	InActive	Edit		
. Donahue, Meghan	Southwest Fisheries Science Center	user	InActive	Edit		
. Reves-Sohn, Robert	Woods Hole Oceanographic Institution	user	InActive	Edit		
lagaard, Knut	University of Washington - Applied Physics Laboratory	user	InActive	De Edit		
\bbot, Katrina	Sea Education Association	user	InActive	Edit		
blondi, Mark	NOAA/PMEL/OCRD	user	InActive	Edit		
Ackert, Robert	Sea Education Association	user	InActive	Edit		
Ndam Soule, Samuel	Woods Hole Oceanographic Institution	user	InActive	De Edit		
\dey, Walter	Smithsonian Institution	user	InActive	Edit		
dkins, Jess	California Institute of Technology, MS 100-23	user	InActive	Edit		

6.3 Create New User Accounts

6.3.1 Introduction

Coordinators may create and activate new user.

Name	Description
Role	Coordinators
Assumptions	None
Preconditions	None
Post Conditions	New account is created and active in the system.
Exceptions or Alternate Flows	See Below

6.3.2 Steps

1 The Coordinator selects Administration > Manage User Accounts.

anage Application	15						
From here you may v	iew a list of all applications	8					
Filter Options	Approved	Cancelled	U.S. Department of Stat Marine Science Resear User John clerk - Role C	e ch Application Tracki iox	ng System	Autochtera I Tassa	
Clearance wave Draft Pending Assignment	Draft Completed	Denied Pending Approval tion Reporting	Administration	is information.			
Filter R	eset		Manaut Embassion Manaut Fistorna				
Cruise No. Y	Cruise Name	Platform	Manage Ports				
F2009-1412	TAIGER	CAPTAIN'S LADY	Mahage Sea Areas	_ [
E2009-1414	CLIVAR 17N; KNOX Leg	MAURY	Manage User Accounts		Managalla	or Accounte	
TBD	US EEZ	ALLIGATOR HOPE	Hannah (190) havening		manaye US	el Accounts	
IBD	Testing Friday		A STATUTE COLORADORE	L			
TED	dfafa		1				
TBD	erardwi						

2 The system displays a list of all active user accounts and the user selects 'Add New Account'.

U.S. Department of S Marine Science Rese	tute arch Application Tracking System					
User John Clerk Role	Chirch	Applications	Latkie	MYProfile 6	Administration	1200
Administration > User Management						
Manage User Accounts						
* From here you may manage acco	tiofarmat	on or use the odd account link to	add a new	account to the	nuntam	
Add New Account		on or use the add account link to	auu a nem	account to the	System.	
Name	Add New Account	User Role	Status	Actions		
		Chief Scientist	InActive	UXE01		
		Chief Scientist	InActive	DYE01		
		Chief Scientist	InActive	DYE01		
		Chief Scientist	InActive	ICYEdd		
		Chief Scientist	InActive	(YEat		
		Chief Scientist	InActive	D'Edt		
Holl, Marla	NOAMNMES Northwest Fisheries Science Center	user	InActive	DECT		
(Julie) Robbins, Jooke	Provincetown Center for Coastal Studies	user	InActive	DEdt		
в		Chief Scientist	InActive	DEdt		
L Donahue, Meghan	Southwest Fisheries Science Center	user	InActive	DEdt		
A Reves-Sohn, Robert	Woods Hole Oceanographic Institution	user	InActive	DECT		
Nagaard, Knut	University of Washington - Applied Physics Laboratory	user	InActive	DEdt		
Abbot, Katrina	Sea Education Association	user	InActive	Edit		
Abloridi, Mark	NOAVPMEL/OCRD	user	InActive	D'Edit		
Ackert, Robert	Sea Education Association	user	InActive	DECT		
Adam Soule, Samuel	Woods Hole Oceanographic Institution	user	InActive	DEdit		
Adey, Walter	Smithsonian Institution	user	InActive	Eds		
Adkins, Jess	California Institute of Technology, MS 100-23	user	InActive	D'Edit		
Ahmsbrak, William	Hobart and William Smith Colleges	user	InActive	Ect		

3 The Coordinator completes the form, providing all required information including:

U.S. De Marine	partment of State Science Research Application Tracking System	Jearth Eestback Logist
Usar Ja	hn.clerk Role: Clerk	Andicitizes Testa W/Endle Administration
Administration = U	ser Management - Manage Account	
Add New Accor	unt	
- Complete the fi	orm below to create a new account.	
Items marked v	with an asterisk (*) are required.	
Contact Informa	ation	
Title	Galarta Tita	
First Name:	denoting and a	
"Last Name:		
Phone:	Bolivite country and area pode	
Email:		
Fax		
Affiliation:	* Organization, Department	
Country:	Select a Country	
Account Inform	ation	
Usemame:		
Account Type:	Select an account type	
Note: Passwords mut me following charact Characters (H. R. Y. *Password: *Confirm Passwor Account Status	st contain af Aast 9 characters and 2 or anne of Mr topes: Operates, Conventes, Conventes, Conventes, Ind.	
Account Status:	Activo	
Save	Cancel	

Required information includes:

- a. Title (Mr., Ms., Dr.)
- c. First Name
- e. Last Name
- g. Nationality
- i. Affiliation/Organization
- k. Address
- m. Apt/Suite
- o. Account Type (dropdown)
 - i. Chief Scientist
 - ii. Submitting Officer
 - iii. Foreign Embassy Officer
- q. Confirm Password

- b. City
- d. Country
- f. State
- h. Code
- j. Email
- l. Telephone
- n. Fax
- p. Password
- Password
- r. Active (checkbox)
- 4 After entering the required information and clicking the Active checkbox, the Coordinator selects Save.
- 5 The system will save the user information and add the new account to the account list.

6.3.3 Exceptions/Alternate Flows

- If the Coordinator enters invalid information in any field or no information in required field, the system will display an error message.
- Clicking Cancel will return the Coordinator to the account list without saving the new account.

6.4 Modify User Accounts

6.4.1 Introduction

System Coordinators may modify or deactivate existing user accounts.

Name	Description
Role	Coordinators
Assumptions	None
Preconditions	None
Post Conditions	None
Exceptions or Alternate Flows	Clicking Cancel will return the Coordinator to the account list without saving the revised account information.

6.4.2 Steps

1 The Coordinator selects Administration > Manage User Accounts Management.

y Status:				
Active	_			
- State of the second second	Approved	Cancelled		and the second s
Clearance Walved	Completed	Denied		U.S. Department of State ended to the State ended t
Draft	Draft Completed	Pending Approval		and the second of the second s
Filter De	cont	n 🖬 internet		Administration
Filler Cree	isei			View, add and update reference tables information.
				Manana Casald Riska
Create New Applicatio	m			The second se
Cruise No. Y	Cruise Name	Platform		Manage Emparate
F2009-1412	TAIGER	CAPTAIN'S LADY	93 50	Manage Flatforms
E2009-1414	CLIVAR 17N; KNOX Leg	MAURY	93 30	
TBD	US EEZ	ALLIGATOR HOPE		Manade Porta
IBD	Testing Friday		93.5c	Manajan Data Araps
IBD	dffafa		SEL	
TBD	erardwr		STU	Manage User
				Miniara USO Adencies
				, locourilo

Last Updated: January 15, 2010

2 The system displays a list of all user accounts.

U.S. Department of St Marine Science Rese	ate arch Application Tracking System			innth Endback	Lognet
User: john.clerk Role:	Clark		I Tasks I	My Profile Admin	nillitetten
dministration > User Management					
Manage User Accounts					
and the second second					
From here you may manage account of the second s	unt information. Click the users name to view and update account informatio	n or use the add account link t	o add a new	account to the syste	111).
Add New Account					
Name, V.	Affiliation	User Role	Status	Actions	
		Chief Scientist	InActive	Edd <	7.0000011
		Chief Scientist	InActive	WEdd V	🗆 Edit Linl
		Chief Scientist	InActive	Edit	
		Chief Scientist	InActive	East	
		Chief Scientist	InActive	Edit	
		Chief Scientist	InActive	Edit	
Holt, Marla	NORAVNMES Northwest Fisheries Science Center	user	InActive	Edit	
Julie) Robbins, Jooke	Provincetown Center for Coastal Studies	user	InActive	Edit	
3		Chief Scientist	InActive	Edit	
A Donahue, Meghan	Southwest Fisheries Science Center	user	InActive	D Edit	
Reves-Sohn, Robert	Woods Hole Oceanographic Institution	user	InActive	Edit	
Aagaard, Knut	University of Washington - Applied Physics Laboratory	user	InActive	C Edit	
Abbot, Kabrina	Sea Education Association	user	InActive	Edit	
Ablondi, Mark	NO/WPMEL/OCRD	user	InActive	C Edit	
Ackert, Robert	Bea Education Association	user	InActive	Edit	
Adam Soule, Samuel	Woods Hole Oceanographic Institution	user	InActive	Edit	
Adey, Walter	Smithsonian Institution	user	InActive	12 Edit	
ultine loos	California Institute of Technology, MC 100-22	linger	Indiction	(Dect. etc.)	

- 3 The Coordinator clicks the Edit icon in the left-hand column of the desired user's row.
- 4 The system displays the User Detail page on which all fields are editable.

U.S. De	partment of State	nal Leation Tracking Spriam	Snarth Essetback Logout
Usar ja	hn.clark Role: Glerk	pprivation if avening system	Apprications Lasks MyProble Administration
Administration > U	ser Management > Manage	Account	
Ean Account			
 Complete the t Borrow reached to 	orm below to modify the act	ount.	
 Rems marked 	with an asterisk (-) are requ	nea.	
Contact Inform	ation		
Title	Select a Title		
*First Name:	John	1	
*Last Name:	Clerk		
*Phone	202-647-0238	Instants and area pole	
*Email:	john clerk@state.gov		
*Fax	202-847-1108	1	
Affiliation:	DOS	1 Organization, Department	
*Country:	United States	*	
Address:	1		
Apt/Suite:			
City:	<u> </u>]	
State/Province:	Select a State	×	
Postal Code:	4		
Account Inform	ation		
Account Inform			
"Usemame:	john clerk		
*Account Type:	Clerk		
Note: Passwords must the following character	t contain at least 8 characters a er types: Uppercase, Lowercase	na 2 oranove or , Spendav	

- **5** The Coordinator makes the necessary changes to any of the editable information. The Coordinator can also deactivate the user account by clearing the Active checkbox. When all changes are complete, the Coordinator clicks Save.
- 6 The system saves the revised account information and returns the Coordinator to the user account list.

7 ADMINISTRATION WORKFLOWS— REFERENCE TABLES

7.1 Manage Coastal States

7.1.1 Introduction

System Coordinators may create or modify Coastal State details.

Name	Description
Role	Coordinators
Assumptions	None
Preconditions	None
Post Conditions	None
Exceptions or Alternate Flows	Clicking Cancel will return the Coordinator to the Coastal States list without saving the revised information.

7.1.2 Steps

1 The Coordinator selects Administration > Manage Coastal States

U.S. Dep Marine S Vser john Manage Applicat	urtment of State cience Research Applic cient Rois: Cierk fons	ation Tracking System	ñ	Administration
From here you m Filter Options By Status Active Clearance Wa Oratt Peopling Assist	ey view a list of all applications.	Cancelled Concelled Pending Approval Pending	-	U.S. Department of State Samb 1 Lemba
Filtor	Reset	Bi Mana		Administration
F2009-1412	TAIGER	CAPTAIN'S LADY	93.90	
F2009-1414	CLIVAR 17N; KNOX Leg	MAURY	82.50	MARIBUM FIREDUTING
TED	USEEZ	ALLIGATOR HOPE	-	Managa Ports
TED	Testing Friday		93.50	
TBD	dfafa		626	Managelatz Attas
TRD	eralder		69 T.	Manage User Accounts
				Marsar Juo Astrons

Chapter

2 The system displays the Manage Coastal States page containing a list of existing coastal states. The list contains the following information about each state:

Y Uver: John.clerk Role: Clerk		-600	Inations Taret	oko My Profile Administration
dministration > Coastal States				
lanage Coastal States				
From here you may you and manage all evaluable cosets at	il . Na s			
Add Covertal State	ie 3.			
Coastal State V	Embassy	Status	Actions	x
rotiri Sovereign Base Area	Londen	Active	CYEdd	
bania	Tirana	Active	Edit	
geria	Algiers	Active	Edit	
merican Samoa	Washington, D.C.	Active	Edd	
ngola	Luanda	Active	Edit	a Costal State (name)
iguilla	London	Active	C'Edit	a. Costai State (fiame)
ntigua and Barbuda	Bridgetown	Active	Edd	h Embassy
gentina	Buenos Aires	Active	Edit	D. Ellibassy
uba	The Hague	Active	Edit	C Status (Active or Inactiv
cension Island	London	Active	Edd	e. Status (fieuve of filaeuv
hmore and Cartier Islands	Canberra	Active	CEdit	d. Activities (currently Edi
stralia	Canberra	Active	Edit	al medinices (carrenal) Bai
es Island	Caracas	Active	Edd	
erbaljan	Baku	Active	Edit	
xores.	Lisbon	Active	Edit	
		Section.	(Phore also)	1

- **3** The Coordinator can perform the following actions:
 - a. Add a Coastal State
 - i. The Coordinator clicks Add a Coastal State
 - ii. The Coordinator provides information for all fields provided in the Lookup Table provided, such as:
 - 1) Coastal State (name)
 - 2) Embassy selection dropdown values from Embassy table
 - 3) Active checkbox
 - 4) Additional Requirements
 - iii. The Coordinator clicks Save.
 - iv. The system adds the new Coastal State to the list.
 - b. Edit a Coastal State
 - i. The Coordinator clicks the Edit icon in the Activities column next to the desired Coastal State
 - ii. The Coordinator changes the information, then clicks Save.
 - iii. The system saves the changes to the Coastal State's record. The changes are shown in the Coastal States list.

7.2 Manage Ports

7.2.1 Introduction

System Coordinators may create or modify Port details.

Name	Description
Role	Coordinators
Assumptions	None
Preconditions	None
Post Conditions	None
Exceptions or Alternate Flows	Clicking Cancel will return the Coordinator to the Ports list without saving the revised information.

7.2.2 Steps

1 The Coordinator selects Administration > Manage Ports

U.S. Depa Marine S User: John Manage Applicat From here you m: Filter Options By Status: Attree	rtment of State clence Research Applic clere Role: Clerk lons y view a list of all applications.	ation Tracking System	n	Administration
Clearance Wa	ved Completed	Denied	5	U.S. Department of State
Draft Pending Assis	Draft Completed	Pending Approval Benoting		Marine Science Research Application Tracking System
Create New Applic	ation Cruise Name	Flatform		 Verij sod and uppase intereste sature internation. Mensez Costal Bittes
F2009-1412	TAJOER	CAPTAIN'S LADY	93.5	Manaze Embassies
E2009-1414	CLIVAR 17N; KNOX Leg	MAURY	83.3	Managa Flatforms
TED	US EEZ	ALLIGATOR HOPE		Manage Ports
TBD	Testing Friday		93 5	
IBD	dfafa		93 E	Maraos, Sita Acras
TBD	erarqwr		8 21	Manade, User Accounts

2 The system displays the Manage Ports page containing a list of existing Ports. The list contains the following information about each state:

🤍 Oser, john cleik 🛛 Role. Chri			Australium I Tests I McParte I Administration				
Administration > Ports							
Manage Ports							
-> From here uses may view and manage at	avaitable norte						
Add Port	ravarable ports.						
Port Name V	Country	Coastal State	Actions)			
Aaberras	Oreenland	Denmark	©r∉dt				
Aalborg	Greenland	Denmark	0.01		Dort Nama		
Aarhus	Oreenland	Denmark	Edd .	a	a. FOIL INAME		
Aasiaat (Egedesminde)	Greenland	Greenland	C Edd	1.	Caracter		
Abadan	Indonesia	Indonesia	Edd	/ L	b. Country		
Abashiri, Hokkaido	Japan	Japan	O'Edit	1			
Abbot Point	Christmas Island	Australia	C/Edd		c. Coastal State		
Aberaeron	Turks and Calcos Islands	United Kingdom	O'Edd				
Aberdeen	Turks and Calcos Islands	United Kingdom	@YEdd		d Edit Link		
Aberdeen-Hogulam, WA	United States	United States	C/Edt	, (a. Luit Lillik		
	the state of the later is the later of the			·			

- **3** The Coordinator can perform the following actions:
 - a. Add a Port
 - i. The Coordinator clicks Add a Port
 - ii. The Coordinator provides the information for all fields provided in the Lookup Table provided, such as:
 - 1) Port
 - 2) Coastal State selection from Coastal State table
 - iii. The Coordinator clicks Save.
 - iv. The system adds the new Port to the list.
 - b. Edit a Port
 - i. The Coordinator clicks the Edit icon in the Activities column next to the desired Port
 - ii. The Coordinator changes the information, then clicks Save.
 - iii. The system saves the changes to the Port's record. The changes are shown in the Ports list.

7.3 Manage Sea Areas

7.3.1 Introduction

System Coordinators may create or modify Sea Area records.

Name	Description
Role	Coordinators
Assumptions	None
Preconditions	None
Post Conditions	None
Exceptions or Alternate Flows	Clicking Cancel will return the Coordinator to the Sea Areas list without saving the revised information.

7.3.2 Steps

1 The Coordinator selects Administration > Manage Sea Areas.

U.S. Depar Marine Sc Uter John Manage Applicatio	tment of State Jence Research Applic Jens Role: Clerk	ation Tracking System		Administration	
From here you may Filter Options By Status: Active Clearance Wate Dest	Approved	Cancelled		U.S. Department of State Endball I Landaud I Lagas	146
Pending Assign Fitter Create New Applica Cr	Reset	Reporting Hatform CAPTAINS LADY	93.90	Verse joint cans. Insis Clinix exclusion of the second of the secon	
	US EES Testing Friday dflafa erarqer	ALLIGATOR HOPE	92 50 93 50 93 51 93 51	Minaad Zandina Minaad Estati Minaad Estat Minaad User Accounts Minaad User Accounts Minaad User Accounts	

2 The system displays the Manage Sea Areas page containing a list of existing Sea Areas. The list contains the following information about each state:

U.S. Department of State Marine Science Research Application Tracking System				Esset Essebasi: Logiut
User, John, clark Role, Clark			-	itas Tasas McRothe Administration
Administration = Sea Areas				
Manage Sea Areas				
From here you may view and manage all available Sea Areas.				
Add Sea Area				
Sea Area Name, V.	Actions			
19	L Edit			
20	Eda			
21	Edit			
22	Edit		а.	Sea Area Number (number
23	i Edn			
24	C Edit	- U	b.	Ocean Basin
25	Edn	- (
28	C Edit		C	Edit Link
27	D'Edd		U.	
20	O'Edd			
29	Edit Edit			
30	D'Edit	1		

- **3** The Coordinator can perform the following actions:
 - **a.** Add a Sea Area
 - i. The Coordinator clicks Add a Sea Area
 - ii. The Coordinator types in the name of the Sea Area, then clicks Save.
 - iii. The system adds the new Sea Area to the list.
 - **b.** Edit a Sea Area
 - i. The Coordinator clicks the Edit icon in the Activities column next to the desired Sea Area
 - ii. The Coordinator changes the details, then clicks Save.
 - iii. The system saves the changes to the Sea Area's record. The changes are shown in the Sea Areas list.

7.4 Manage Platforms

7.4.1 Introduction

System Coordinators may create or modify Platform Area records.

Name	Description
Role	Coordinators
Assumptions	None
Preconditions	None
Post Conditions	None
Exceptions or Alternate Flows	Clicking Cancel will return the Coordinator to the Platforms list

BUREAU OF OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS (OES/DRL)

RATS USER'S MANUAL

without saving the revised information.

Details vary based on platform type – see UN Standard Form A, provided in the documentation.

7.4.2 Steps

1 The Coordinator selects Administration > Manage Platforms

2 The system displays the Manage Platforms page containing a list of existing Platforms. The list contains the following information about each record:

Marine Science Research Application Tracking:				
User: John.clerk Role: Clerk			Applical	ons, Tacks McProfile Administration
Administration > Platforms				
Manage Platforms				
Terms have you may your and manage all available platformer				
 Promitiere you may view and manage all available plauoims. 				
Ship 🖌 Create				
Platform Name, V	Туре	Actions		
	Ship	WEDS .		
	Platform	1 Eas		
ADIOS	Ship	C Edit	а.	Platform Name
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ADIOS	Ship	Edit	D.	туре
ADVENTUROUS	Ship	Edit	r	
ADVENTUROUS	Ship	C Edit	с.	Edit Link
ADVENTUROUS	Platform	ID Edit		
AIRCRAFT (NOAA)	Platform	D'Edit		
AIRCRAFT (NOAA)	Platform	Edit .		
AIDODAET ALONA	Chie	Decia		

- **3** The Coordinator can perform the following actions:
 - a. Add a Platform

- i. The Coordinator selects a Platform Type and clicks Create
- ii. The Coordinator provides the information for all fields provided in the Lookup Table provided, such as:
 - 1. Ship Name
 - 2. Nationality (Flag State) selection
 - 3. Owner
 - 4. Operator
 - 5. Type/Class selection
 - 6. Overall Length (meters)
 - 7. Maximum Draught (meters)
 - 8. Displacement/Gross Tonnage
 - 9. Propulsion
 - 10. Cruising Speed
 - 11. Maximum Speed
 - 12. Identification Number (Lloyds Number)
 - 13. Call Sign
 - 14. Methods and Capability of Communication
- iii. The Coordinator clicks Save.
- iv. The system displays the Platforms list, including the new platform.
- b. Edit a Platform
 - v. The Coordinator clicks the Edit icon in the Activities column next to the desired Platform
 - vi. The Coordinator changes the information in any of the fields.
- vii. The system saves the changes to the Platform's record. The changes are shown in the Platforms list.

7.5 Manage Embassies

7.5.1 Introduction

System Coordinators may create or modify Embassy records.

Name	Description
Role	Coordinators
Assumptions	None
Preconditions	None

Post Conditions	None
Exceptions or Alternate Flows	Clicking Cancel will return the Coordinator to the Embassies list without saving the revised information.

7.5.2 Steps

1 The Coordinator selects Administration > Manage Embassies.

U.S. Departur Martine Scier User: John clief Manage Applications From here you may vie Fiter Options Py Status: Athre Clearance Wahed Orest	ent of State ce Research Applic & Role: Clerk w a list of all applications. Approved Completed	ation Tracking System	n	Administration
Filter Res	et Cruise Name AloER LIMP 17R (HXOK Leg DS EEZ still print fina	Elations CAPTAN'S LADY MULRY ALLIGATOR HOPE	91 S 92 S 92 S 92 S 92 S	Administration * Vere, add and update reference tables information. Manaag Embbasssies Manaag Embbasssies Manaag Loop Accords Manaag Loop Accords

2 The system displays the Manage U.S. Embassies page containing a list of existing Embassies. The list contains the following information about each state:

U.S. Department Marine Science	of State Research Application Tracki	ing System			Grands Eventhed	A Barris A
User auto clerk	frute: Chirk			AND NOTICE TO	Ins 1 months 1 Au	
Administration > Embassies						
Manage U.S. Embassies						
* From here you may view an	d manage all available U.S. embassie	L.				
Adt U.S. Embaster		W	ewittanage Foreign Emba	soles 👻 🛛 Qo		
U.S. Embassy. V.	Embassy Phane	Science Officer	Alternate POC	Actions		
Al'T Taipei	886-2-2709-2000 x2378			WYESS .	N 100	
Abidjan	225-22494000 x4637			Or East	1	
Abu Dhabi	971-2414-2402			(CrEat		
Abuja	234-9-461-4000 x4			CYERS.		UC Employees (nome)
Acces	233-21-775-348			10-East	a.	U.S. Embassy (name)
Adds Ababa	INO 750-4385			UP Edd		
Algiers	213-21-69-12-55 x2018			Or East	h	Email
Aimaty	7-3272-504002 x4995			Or East	0.	Linan
Amman	962-6-590-6621			Q*Ess		-
Ankara	90-312-455-5555 x2254			IQ Edd	C	Phone
Antananarivo	2.6120222126e+011			UYESS		1 110110
Apia	695-21-631			Or Las	1 1	E
Ashgebat	9-9312-350045			10 Edd	1 a.	Гах
Asmara	291-1-120004			OrEst		
Asuncion	595-21-213-715			QrEdd		Activition (aurrently Edit only)
Athens	30-210-720-2309			Or East	e.	Activities (currently East only)
Baghdad				UP Edd		
Baku	994-12-980335 x4980			Or East		
Bandar Seri Begawan	673-222-9670 xt 20			Dr Ess		
Bangkok	66-2-205-4708			Or Edd	1	
Banjul	220-4392856			DrEss A	1	
Deijing	86-10-6432-3831 x6391	\$8E10-302_20to	SBESO, John	Or Est		
Beirut	961-4-543600 x369			ErEct		*

- 3 The Coordinator can perform the following actions:
 - a. Add an Embassy
 - i. The Coordinator clicks Add an Embassy.
 - ii. The Coordinator provides the information for all fields provided in the Lookup Table provided, such as:
 - 1) U.S. Embassy
 - 2) Country selection
 - 3) Email
 - 4) Phone
 - 5) Fax
 - 6) Science Officer (Primary POC)
 - 7) Alternate Point of Contact
 - iii. The Coordinator clicks Save.
 - iv. The system displays the Embassies list, including the new Embassy.
 - b. Edit details of an Embassy
 - i. The Coordinator clicks the Edit icon in the Activities column next to the desired Embassy
 - ii. The Coordinator changes the information in any of the fields.
 - iii. The system saves the changes to the Embassy's record. The changes are shown in the Embassies list.

NOTE: The Science Officer is identified as the Primary POC for the Embassy.

7.6 Manage USG Agencies

7.6.1 Introduction

System Coordinators may create or modify USG Agency records.

Name	Description
Role	Coordinators
Assumptions	None
Preconditions	None
Post Conditions	None
Exceptions or Alternate Flows	Clicking Cancel will return the Coordinator to the USG Agencies list without saving the revised information.

7.6.2 Steps

1 The Coordinator selects Administration > Manage USG Agencies

ew a list of all applications.	From here you may vie Filter Options By Status: Active							
ent 🗋 Pending Authorizati	Clearance Waived	Cancelled Conselled Pending Approval		U.S. Department of State	polication Tracking	System		Sauta 1 Katalari 1 Kepat
n	Filter Res	n 🛄 Reporting		Other: John Sterk Multi Colera Administration View, add and update reference tables int Manage Coasthe States	rmation.		Adalis al 200	Tanini (W.Zuffer) Administration
Cruise Name	Cruise No.	Platform						
TAIGER	F2009-1412	CAPTAIN'S LADY	93.90	Manage Employation				
CLIVAR 17N; KNOX Leg	E2009-1414	MAURY	93 Sc	Manage Platforms				
USEEZ	TED	ALLIGATOR HOPE		Manager Franks				
Testing Friday	TED		93 Sc	MADDATE LADA				
dfafa	IBD		SEL	Manaze Sea Areas				
erarquit	DIBD 0		SETU	Manage User Accounts				-
				Manage USO Associe	Ma	inage US	G Agencies	

2 The system displays the Manage USG Agencies page containing a list of existing USG Agencies. The list contains the following information about each agency:

Marine Science Research App	Heatton Tracking System			Cauth I Err	
Administration > USG Agencies Manage USG Agency					
 From here you may view and manage all avail add USG Agency 	able UBG Agencies.		-)	
USG Agency Name, V.	Designee	Alternate POC	Actions	a.	USG Ageno
Coast Guard	Silvica John	\$3 Ewa, John	() Eas	C h	Designa
Fish and Wildlife Service	Bi Ewa, John	SRUsca John	CrEas	D.	Designee

- **3** The Coordinator can perform the following actions:
 - a. Add a USG Agency
 - i. The Coordinator clicks Add USG Agency.
 - ii. The Coordinator provides the information for all fields provided in the Lookup Table, such as:
 - 1) USG Agency Name
 - 2) Primary POC

- 3) Backup POC
- iii. The Coordinator clicks Save.
- iv. The system displays the USG Agencies list, including the new Agency.
- b. Edit a USG Agency
- i. The Coordinator clicks the Edit icon in the Activities column next to the desired Agency
- ii. The Coordinator changes the information in any of the fields.
- iii. The system saves the changes to the Agency's record. The changes are shown in the USG Agencies list.