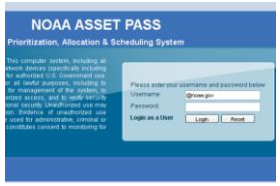
PASS PI Quick Start Guide

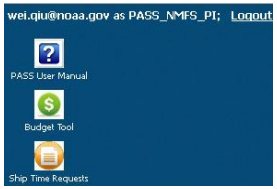
(For more details, please reference the PASS User's Guide)

NOTE: Please see reverse side for more information and data entry guidance.

1. Access PASS



PASS Login Page



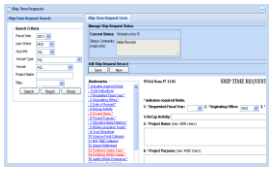
PASS Desktop

1. PIs will receive notification of PASS account access rights.
2. Go to https://www.st.nmfs.noaa.gov/pass (Prod Site). You will see the PASS Login Page.
3. Type your NOAA email address in the username box
4. Type your NOAA email account password in the password box
5. Click on the '**Login**' button
6. You will see the PASS desktop.

Contact wei.qiu@noaa.gov with access issues.

2. Start Ship Time Request Tool

Ship Time Request Tool Icon

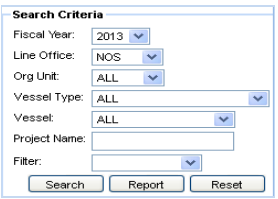


Ship Time Request Tool Page

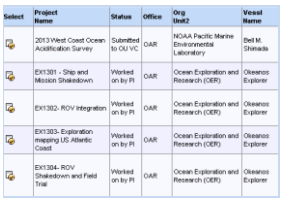
This tool allows PIs to fill out and submit a Ship Time Request Form (Form 57-11-01) online. PIs can search, create, update and clone Ship Time Requests.

1. Double click on the Ship Time Request icon on the PASS desktop.
2. You will see the Ship Time Request Main Page. Use the left panel to search database for existing request records; the right panel is to create, view, modify and submit request records.

3. Search & View Ship Time Requests



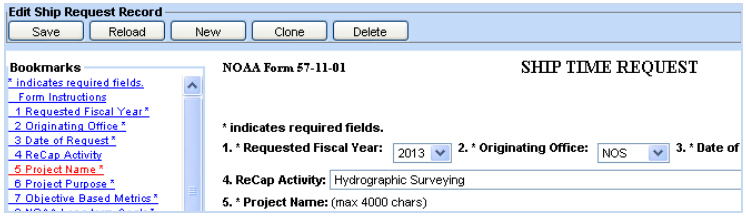
Search Criteria Form



Search Result Grid

1. Fill out the Criteria Form
2. Click on the Search button
3. You will see the Search Result Grid
4. Click the Select icon to view a Record

4. Edit Request Records

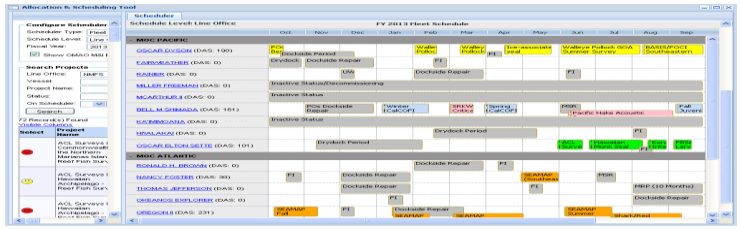


Ship Time Request Edit Page

1. Click on the **Save** button the save changes.
2. Click on the **Reload** button to reload the record from the database.
3. Click on the **New** button to create a Request from scratch.
4. Click on the **Clone** button to clone an existing Request.
5. Click on the **Delete** button to delete the record.

- You are only allowed to update and delete your own Requests.

5. View Requests with Allocation & Scheduling Tool



Allocation & Scheduling Tool

1. From PASS desktop, open the Allocation & Scheduler Tool
2. Select the Fiscal Year
3. Click on the Load button
4. You will see the Requests displayed on the scheduler
5. To modify your requests, use the Ship Time Request Tool.

6. Submit a Request to VC

Submit a Request to VC

1. Open the Request to be submitted in the Ship Time Request Tool
2. Select 'Submit to OU VC' from the Status dropdown list
3. Enter Comments in the 'Comments' box
4. Click on the Submit button

- Once a Request is submitted, you are not allowed to make changes.

7. How to enter 'Days' in the Ship Time Request form

Before submitting a PI request, ensure that the project's sea day requirements, possible start and end dates, starting and ending ports, and transit and staging days reflect actual requirements.

The operational area sea day requirement (block 18) should include all days at sea necessary to complete the project, from the starting port to the ending port, reflecting the fact that partial days underway count as days at sea. Staging and de-staging days should only be counted if they are 24-hour days at the dock. A partial staging day (the day of arrival or departure, for example) should not be counted again as a staging day, since it will be counted as a day at sea. Staging days do not add to project ship time cost, but must be scheduled and accommodated within OMAO operational policies (e.g. mandatory rest days). Pure transit days must be accounted within the operational area sea day requirement (block 18).
If a ship departs Newport on May 1, arrives in San Diego May 4, stages on May 5, departs to start the survey on May 6, arrives in San Diego on May 15, departs on May 16 and arrives in Newport on May 19, the project has used 18 sea days and 1 staging day. The project started May 1 in Newport and ended May 19 in Newport. The transit days in blocks 22 and 24 document sea days used purely to transport the ship. If some science objectives were accomplished while going to/from Newport, they should not be counted as transit days, though the days do count as part of the operational area sea day requirement (block 18).

Other than OMAO shipyard transits and trials, all days at sea are accounted to one project or another. LO Reps working with the OMAO Rep will agree to equitable distribution of transit days among scheduled projects, as required.

8. FY14-FY16 Data Call Guidance

1. Retrieve FY14 Requests:
(1) FY14 Requests from the FY13-FY15 data call are pre-loaded into PASS database.
(2) There is no need to create new FY14 requests if your requests are already in PASS; but please make necessary changes and **save it again with new current date** so PASS can revalidate your data record.
(3) Only create new Requests when you need to add new projects to FY14. You can create a new Request from scratch or clone an existing Request record and make the necessary edits.
(4) Submit FY14 Requests to the Vessel Coordinator (VC) - PIs are **NOT** allowed to modify the Requests once submitted.

2. Retrieve FY15 Requests:
(1) FY15 Requests from FY13-FY15 data call are pre-loaded into PASS database.
(2) There is no need to create new FY15 requests if your requests are already in PASS; but please make necessary changes and **save it again with new current date** so PASS can revalidate your data record.
(3) Only create new Requests when you need to add new projects to FY15. You can create a new Request from scratch or clone an existing Request and make the necessary edits.
(4) Do NOT submit FY15 Requests to the VCs - PIs are not allowed to modify the Requests once submitted, and PIs may need to modify the FY15 Requests when the next round of FY15-FY17 data call begins.

3. Create FY16 Requests:
(1) You can create a new FY16 Request from scratch or clone an existing Request and make the necessary edits.
(**2**) Do NOT submit FY16 Requests to the VCs - PIs are not allowed to modify the Requests once submitted and PIs may need to modify the FY16 Requests when FY15-FY17 data call begins.

9. Points of Contact

1. If you fail to access the online system and have any technical issues, contact wei.qiu@noaa.gov (301) 427 8165

2. If you have any system application tools or data entry issues, contact the following OMAO and Line Office Points of Contact:

Kathleen O'Neil kathleen.oneil@noaa.gov	NWS (228) 688-2823
CAPT William R. Odell will.r.odell@noaa.gov	NESDIS (301) 817-4287
LCDR Richard Hester richard.e.hester@noaa.gov	OAR 301) 734-1048
Sid Thurston sidney.thurston@noaa.gov	OAR (301) 427- 2459
Russell C. Jones russell.c.jones@noaa.gov	NOS (301) 713-3000 x202
Lucy Hick lucy.hick@noaa.gov	NOS (301) 713-2702 x125
Allen Shimada allen.shimada@noaa.gov	NMFS (301) 427-8174
Michael S. Gallagher michael.s.gallagher@noaa.gov	NMFS (206) 526-4147
James W. "Bill" O'Clock james.w.o'clock@noaa.gov	OMAO (301) 713-7657