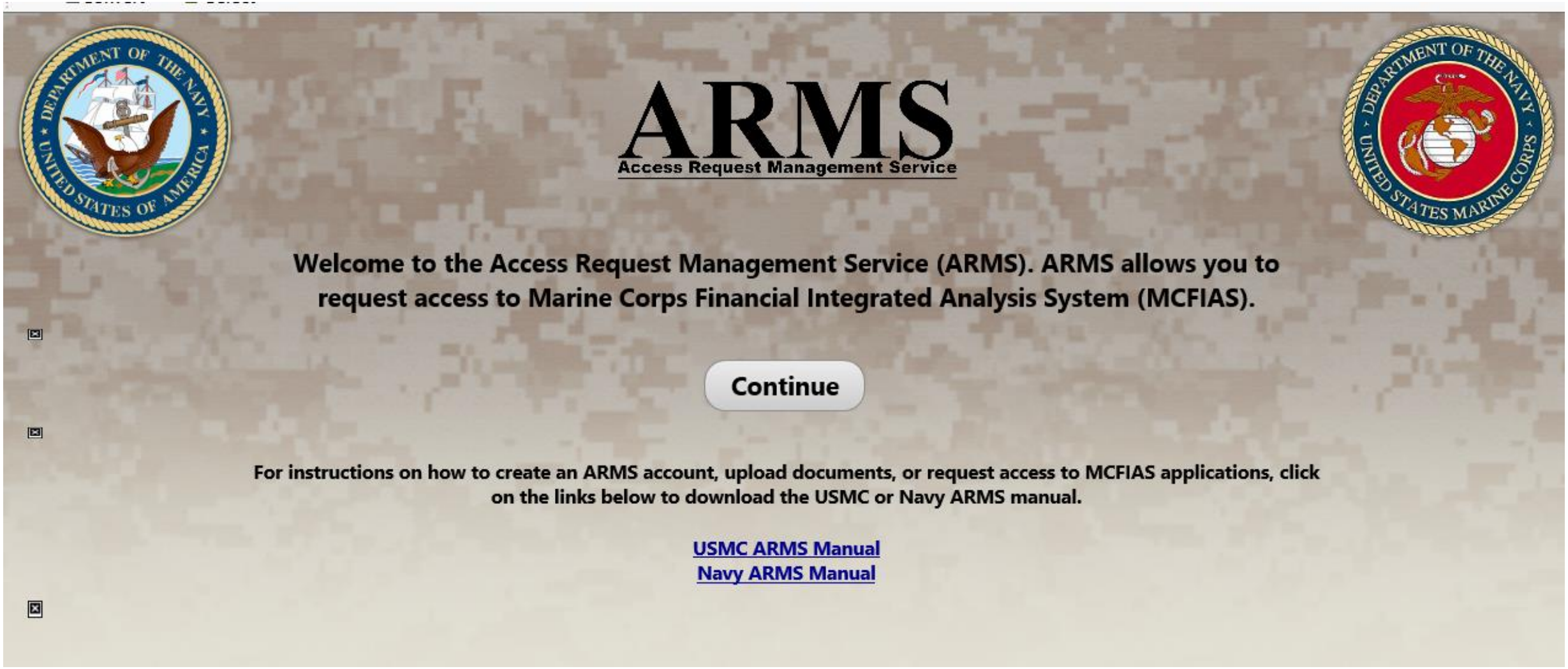
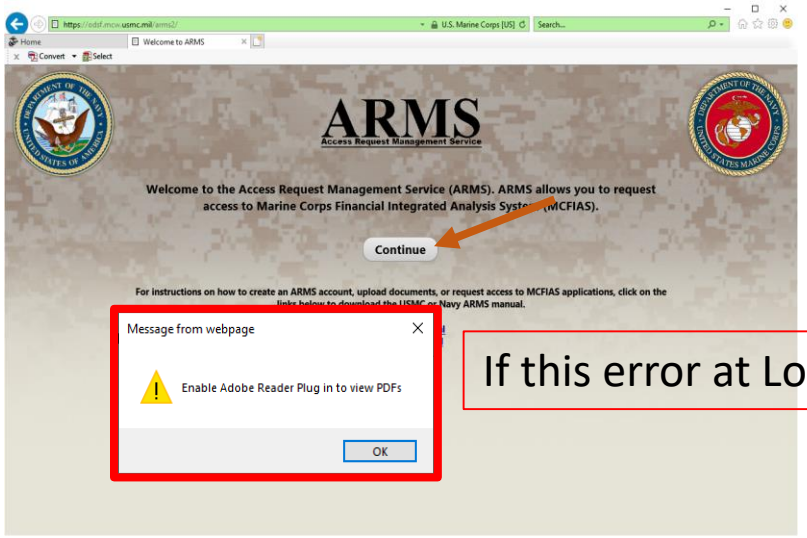
Access Request Management Service – ARMS

https://odsf.mcw.usmc.mil/

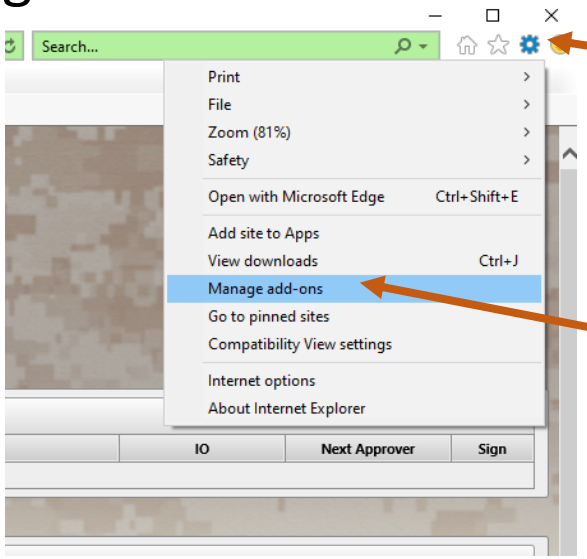


Enabling Adobe Reader Plug-In



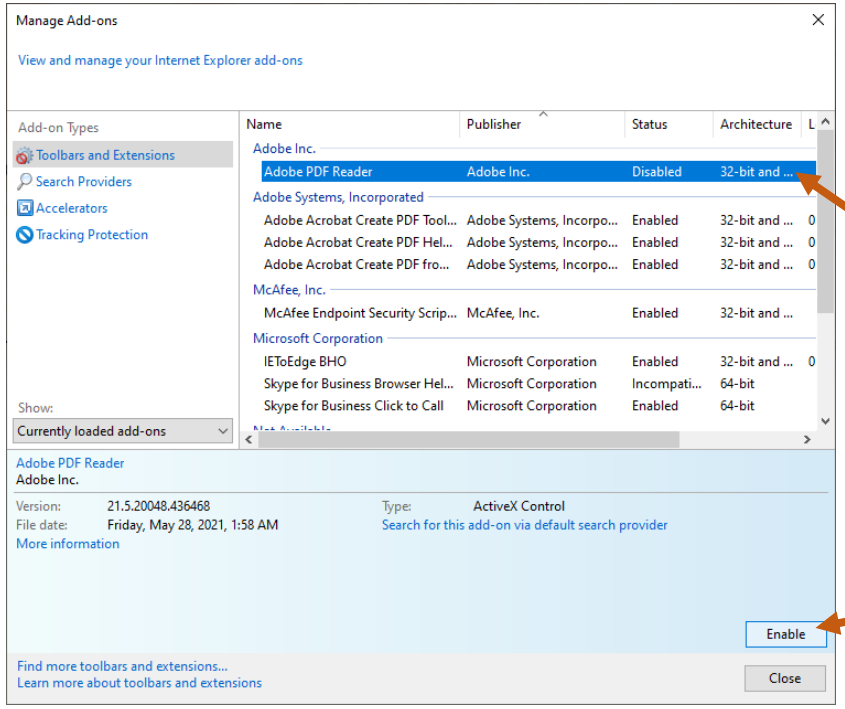
If this error at Login

ARMS requires the Internet Explorer browser



1. GoTo Tools:

2. Manage add-ons



3. Select 'Adobe PDF Reader'

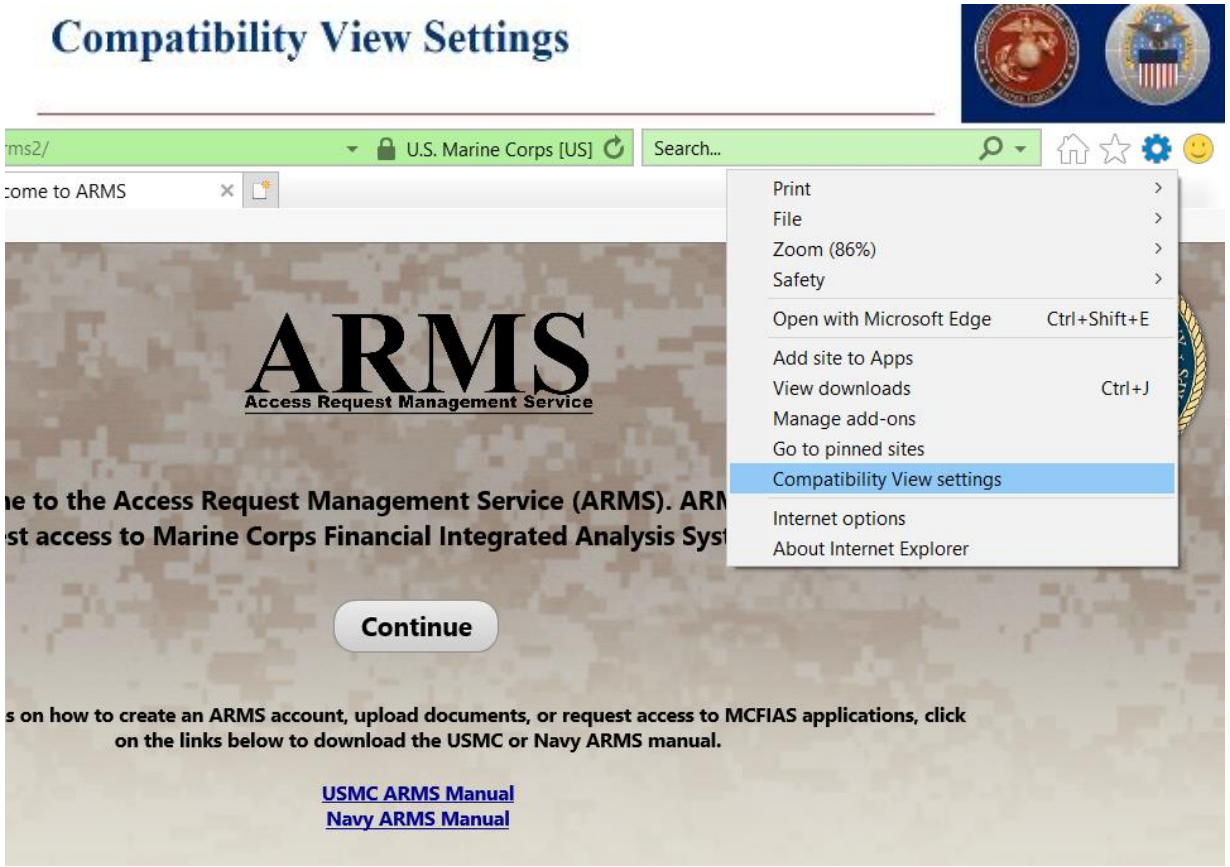
4. Enable

Some systems requiring enabling Adobe PDF Reader daily

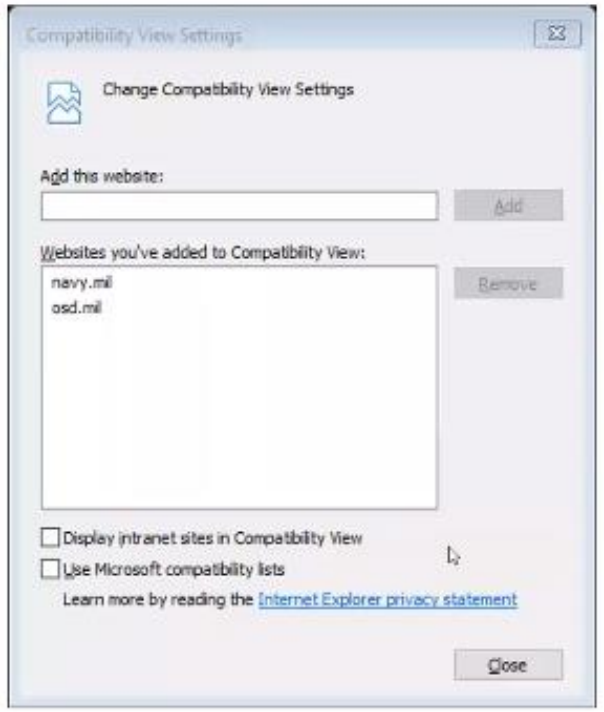
Adobe PDF Reader required for 'View' feature

Internet Explorer Compatibility View Settings must be adjusted to complete ARMS requirements

Compatibility View Settings



Compatibility View Settings (Continued)



- Ensure that "USMC.MIL" is NOT in the first two boxes.
- Ensure that "Display intranet sites in Compatibility View" is NOT checked.
- Click **"Close"**, then fully CLOSE out Internet Explorer before attempting access again.

Creating an ARMS Profile

ONLY USE THE INTERNET EXPLORER (IE) BROWSER

1. Navigate to the MCFIAS landing page: https://odsf.mcw.usmc.mil

- Click on **"I have read this".**
- From the landing page, select the following path: **ARMS -> USMC –ARMS.**

2. When the ARMS screen displays, click the button that says **"Continue"**.

Helpful Tips

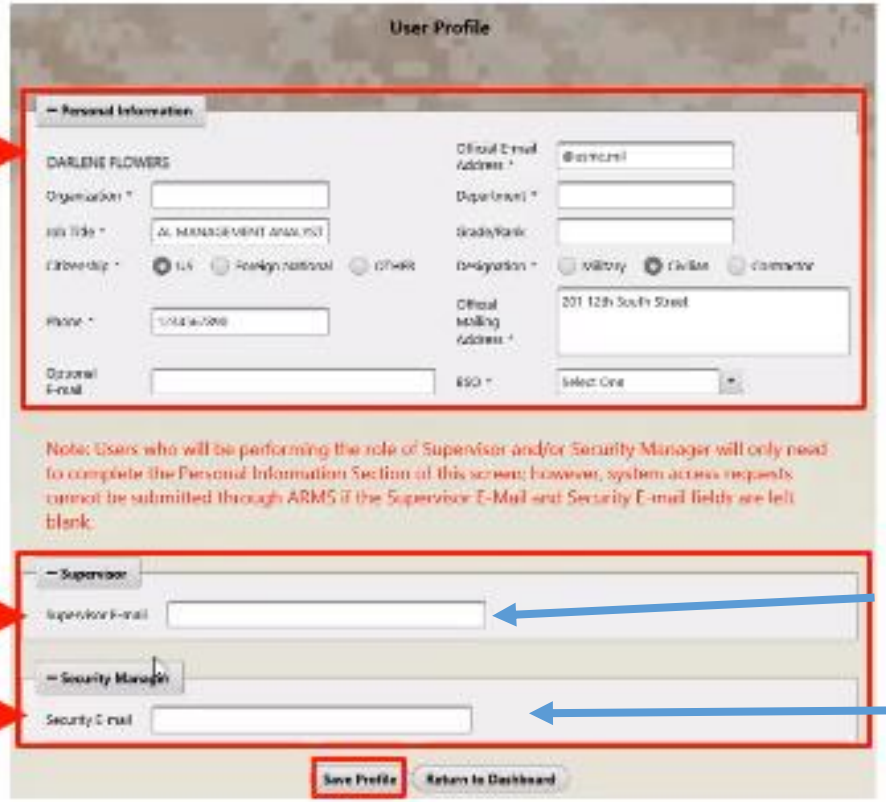
Using a browser other than Internet Explorer will result in diminished ARMS functionality and an inability to submit access requests.

Creating an ARMS Profile

3. Populate the following data fields to complete a User Profile:

- Official E-mail Address – **Government email**
- Organization – **Name of Budget Submitting Office (BSO)**
- Department – **Office Symbol/Department**
- Job Title
- Grade/Rank – **CTR, if Contractor**
- Citizenship – **US, Foreign National, or Other**
- Designation – **Military, Civilian, or Contractor**
- Phone Number (digits only)
- Office Mailing Address
- BSO – Select **BSO-27 USMC**
- Supervisor E-mail
- Security Manager E-mail

4. Click on **Save Profile** and the system will create your profile and direct you to the ARMS dashboard.



Your Supervisor (listed in MyBiz+)

townsend.milligan@usmc.mil

Helpful Tips

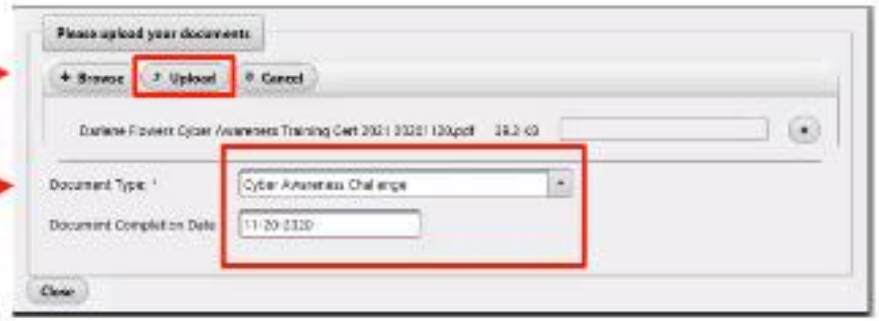
If the radio buttons or drop downs are disabled or not working properly, this is likely due to a browser Compatibility View setting. Please refer to slide 38 for instructions.

Helpful Tips

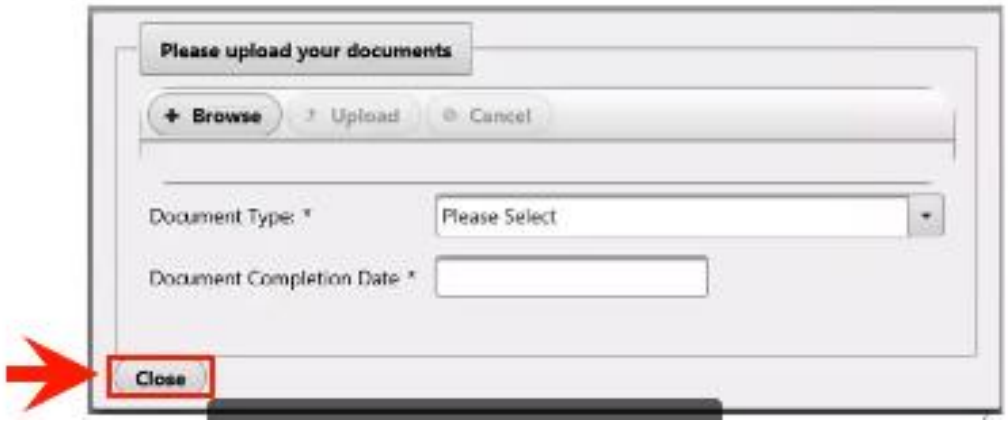
Users who only require the role of Supervisor and/or Security Manager are only required to submit the Personal Information section of this form. However, any user who also requires employee time user role must complete the remaining fields.

Uploading Cyber Awareness Certificate

7. Attach the **Cyber Awareness Challenge Certificate**.
   - For the Document Type, select "**Cyber Awareness Challenge.**"
   - Enter the **Document Completion Date** (reference the "Date completed" field on your current Cyber Awareness Challenge Certificate).
   - Then, click "**Upload.**" You will receive a successful upload confirmation message.



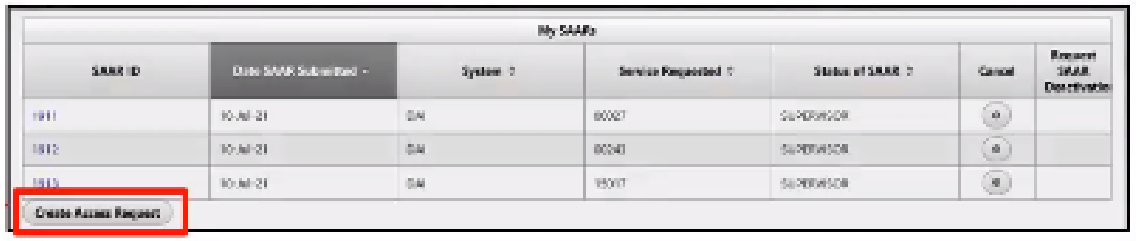
8. Click **"Close"**.

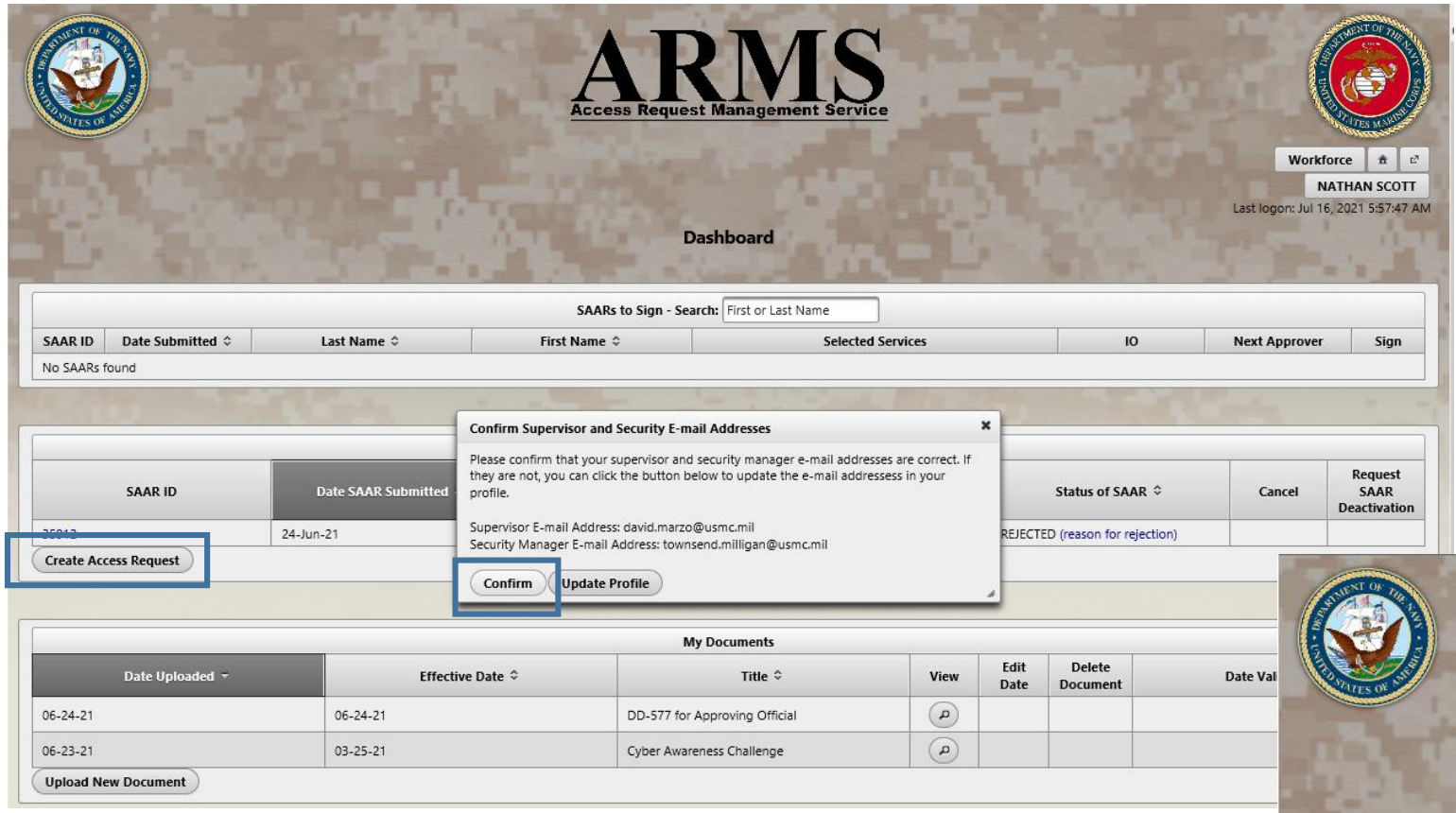


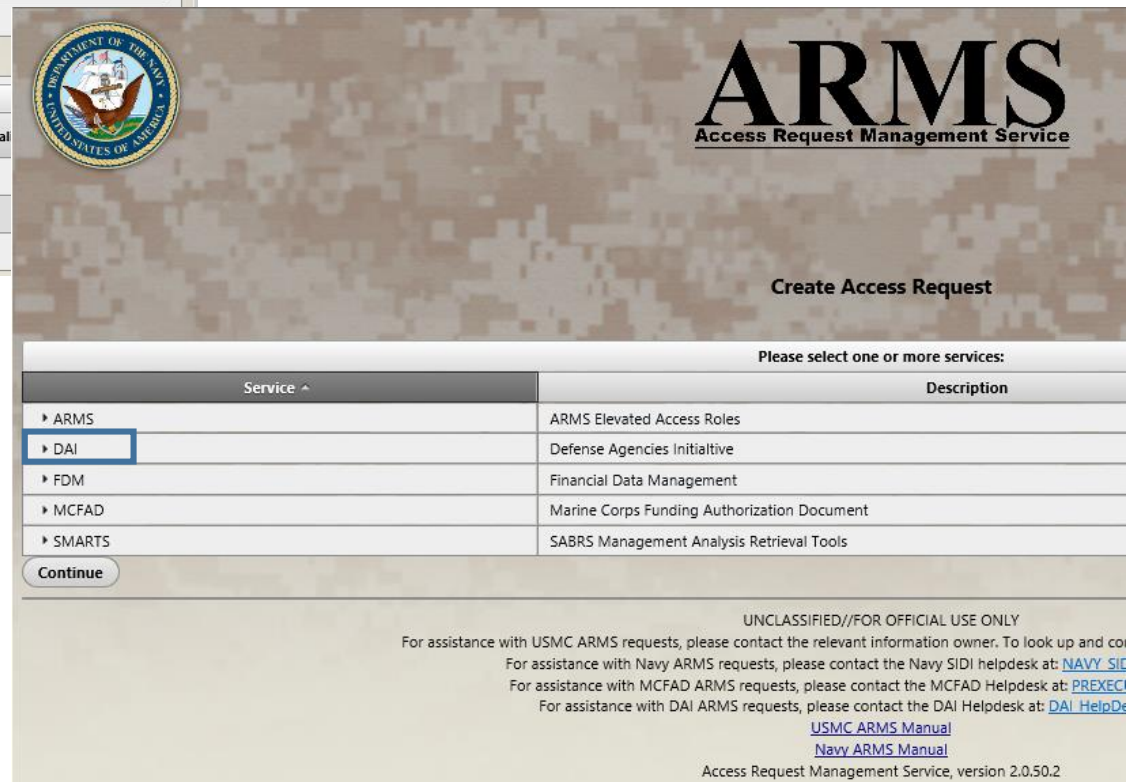
ARMS Buttons Overview

1. User's Profile
2. Supervisors will have a Workforce button
3. Home is Dashboard
4. Logoff button

Create Access Request In Dashboard




ARMS
Access Request Management Service
Workforce
NATHAN SCOTT
Last logon: Jul 16, 2021 5:57:47 AM
Dashboard
SAARs to Sign - Search: First or Last Name
SAAR ID | Date Submitted | Last Name | First Name | Selected Services | IO | Next Approver | Sign
No SAARs found
Confirm Supervisor and Security E-mail Addresses
Please confirm that your supervisor and security manager e-mail addresses are correct. If they are not, you can click the button below to update the e-mail addressess in your profile.
Supervisor E-mail Address: david.marzo@usmc.mil
Security Manager E-mail Address: townsend.milligan@usmc.mil
Confirm
Update Profile
SAAR ID | Date SAAR Submitted | Status of SAAR | Cancel | Request SAAR Deactivation
REJECTED (reason for rejection)
Create Access Request
My Documents
Date Uploaded | Effective Date | Title | View | Edit Date | Delete Document | Date Val
06-24-21 | 06-24-21 | DD-577 for Approving Official
06-23-21 | 03-25-21 | Cyber Awareness Challenge
Upload New Document


ARMS
Access Request Management Service
Create Access Request
Please select one or more services:
Service | Description
ARMS | ARMS Elevated Access Roles
DAI | Defense Agencies Initialtive
FDM | Financial Data Management
MCFAD | Marine Corps Funding Authorization Document
SMARTS | SABRS Management Analysis Retrieval Tools
Continue
UNCLASSIFIED//FOR OFFICIAL USE ONLY
For assistance with USMC ARMS requests, please contact the relevant information owner. To look up and co
For assistance with Navy ARMS requests, please contact the Navy SIDI helpdesk at: NAVY SID
For assistance with MCFAD ARMS requests, please contact the MCFAD Helpdesk at: PREXEC
For assistance with DAI ARMS requests, please contact the DAI Helpdesk at: DAI HelpDe
USMC ARMS Manual
Navy ARMS Manual
Access Request Management Service, version 2.0.50.2

Select: DAI > PROD > OTL (All Roles that Apply)

DAI

PROD

OTL

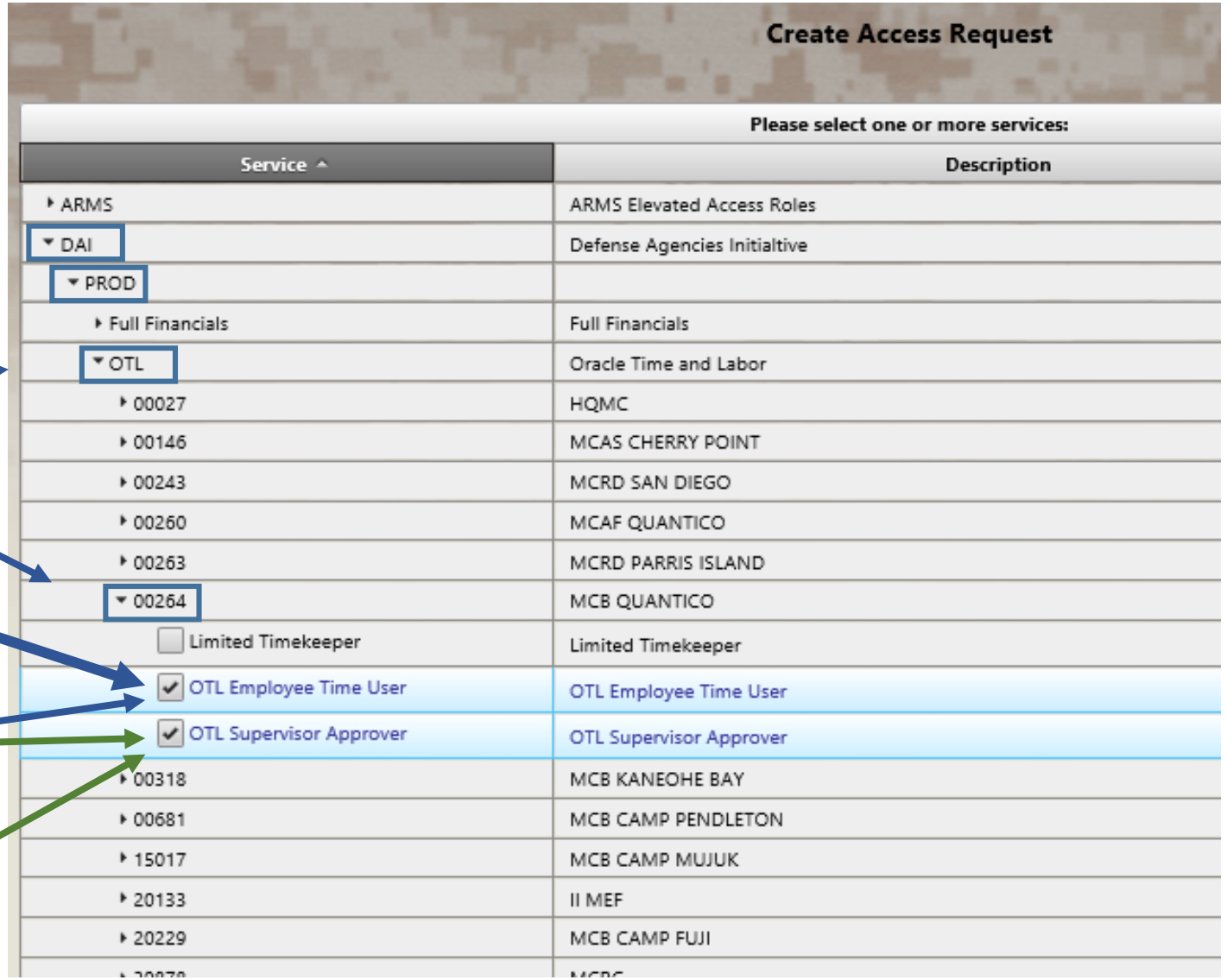
UIC 00264

All Civilian Employees

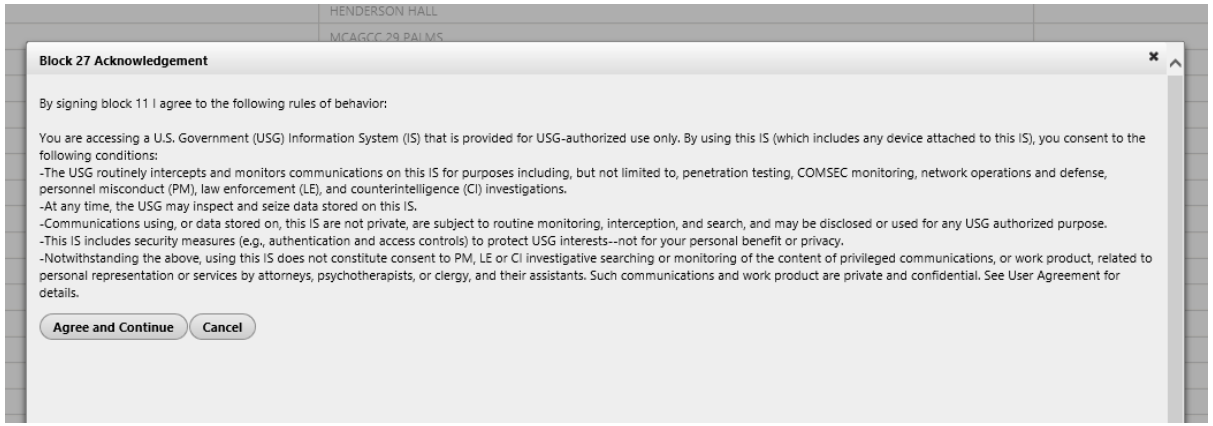
(SCROLL Down to CONTINUE)

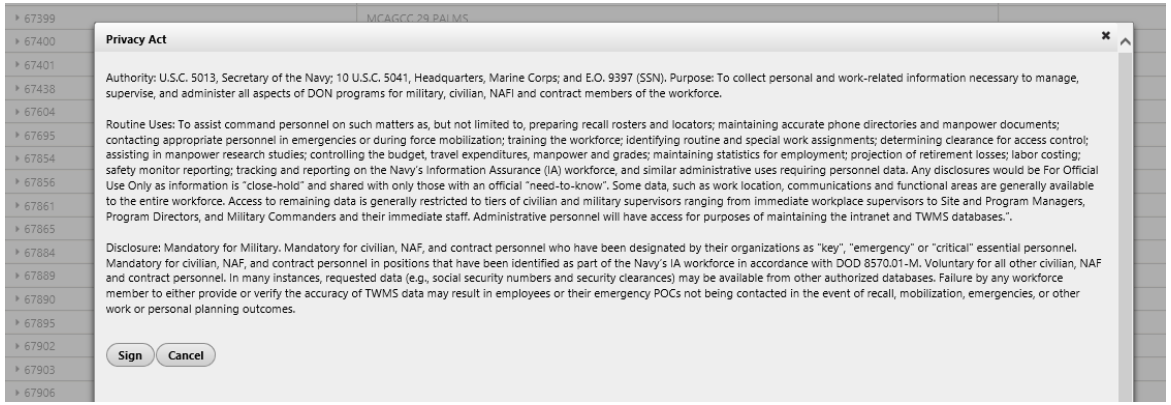
Civilian Supervisors select Both

Military Supervisors of Civilian Employees



DD Form 2875 SAAR Addendum Acknowledgements





Important Reminders

DAI REMINDERS

- Users have the capability to check their ARMS account for an updated status of their DAI access request.
- If any request is rejected, the user MUST submit a NEW DAI request per the rejection feedback (vs. merely uploading a new Cyber Awareness Challenge Certificate or DD577).
- Users must maintain current Cyber Awareness Challenge Certificates to maintain their DAI access.
  - Any users with an expired certificate will be notified to renew their Cyber Awareness training and upload a valid certificate to maintain their DAI account.
  - DAI accounts may be suspended if the Cyber Awareness Challenge Certificate is expired.

Best Practices

- To prevent invalid **Supervisor** or **Security Manager** issues, ensure that the supervisor and security manager have created a profile in ARMS.
- Ensure that the e-mail address for the Supervisor and Security Manager matches the e-mail address associated with their CAC.
- **Use Internet Explorer browser only.**
- Confirm that the proper level of access is being requested and the correct supporting documentation is provided.
- ARMS is currently just a repository for the electronic SAARs (and 577s). ARMS does not currently provision any access within DAI.
- Enable 'Adobe Reader' Plug-in to view PDFs.
- Check Compatibility Settings.