



# ADHOC REPORT REQUEST - MARS

Use this form to request an Ad hoc (one-time) MARS Report, excluding Client Lists.  
Press F1 at each field for text help about each specific entry.  
For further support, contact Planning, Performance and Data Services Branch.

<b>REQUESTOR INFORMATION</b> (The requestor will be contacted if the request needs clarification.)		
*NAME		*TELEPHONE
*TITLE	*BRANCH/DIVISION	*OFFICE CODE

<b>REPORT SPECIFICATIONS</b>	
*DESCRIPTIVE TITLE FOR REPORT	*DATE PREFERRED (YYYY MMM DD)
*REASON FOR REQUESTS	
*Information is not available of MARS website.....	<input type="checkbox"/> YES <input type="checkbox"/> NO
*Is this request similar or related to a previous Ad Hoc Report Request.....	<input type="checkbox"/> YES <input type="checkbox"/> NO
*Previous Request Number (if known).....	
DESCRIBE DATA TO BE INCLUDED IN REPORT (INCLUDING ALL KNOWN VARIABLES)	

<b>DISTRIBUTION</b> (Leave blank if report is to be delivered to Requestor)		
DELIVER REPORT TO: (NAME OF INDIVIDUAL(S) OR GROUP OUTLOOK ADDRESS)		CONTACT TELEPHONE
TITLE	BRANCH/DIVISION	OFFICE CODE

<b>OTHER DIRECTIONS/COMMENTS</b>

<b>THIS SECTION FOR REPORT PRODUCTION STAFF USE ONLY</b>		Request No.	
STATUS OF REQUEST	TARGET DATE (YYYY MMM DD)		
TYPE OF REQUEST	ASSIGNED TO:		
PRIORITY LEVEL	VERIFIED BY		
ESTIMATED EFFORT (PERSON DAYS)	COMMUNICATED BY		
TARGET DATE (YYYY MMM DD)	DATE DELIVERED (YYYY MMM DD)		