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|----------------------|--|-------------|----------------------|
| <b>Meeting Date</b>  | <b>12/13/2006</b>                                  | <b>Time</b> | <b>10:30 – 12:30</b> |
| <b>Location</b>      | <b>SSMC2 18246; 866-919-7299; passcode 6255248</b> |             |                      |
| <b>Meeting Title</b> | <b>BPR Reimbursable Work Group</b>                 |             |                      |
| <b>Facilitator</b>   | <b>Lois Coleman</b>                                |             |                      |

**Members and Invited Guests**

*(Y = present; N = not present)*

| <b>Member Name</b>  | <b>Organization</b> |          | <b>E-mail</b>  |
|---------------------|---------------------|----------|----------------|
| Lois Coleman        | Finance Office      | Y        |                |
| Cynthia Rich        | Finance Office      | Y        |                |
| Mark StClair        | Finance Office      | N        |                |
| Kathy Bruchey       | Finance Office      | N        |                |
| Brenda Hernandez    | NMFS                | N        |                |
| Dawn DiFiore        | NMFS                | Y        |                |
| Herbert Callands    | NWS                 | Y        |                |
| Debbie Hoffman      | NWS                 | Y        |                |
| Carmen Solis        | NOS                 | Y        |                |
| Bruce Jackson       | NOS                 | Y        |                |
| Paul Johnson        | OAR                 | Y        |                |
| Steve Musser        | OAR                 | Y        |                |
| Sharon Schroeder    | OAR                 | Y        |                |
| Andrea Moore        | OAR                 | Y        |                |
| Alicia Ferguson     | NESDIS              | Y        |                |
| Gerald Thomas       | NMAO                | N        | Vernell Stultz |
| Malcolm Orr         | OGC                 | Y        |                |
| Thomas Santymire    | Budget Office       | N        |                |
| Pam Williams        | CMFD                | N        |                |
| Valda Ferrell-Evans | CMFD                | N        |                |
| Sharon Glover       | BIS                 | Y        |                |
| <b>Guest Name</b>   | <b>Organization</b> | <b>✓</b> | <b>E-mail</b>  |
|                     |                     |          |                |
|                     |                     |          |                |

**Agenda:**

1. Status Reports from Team Leads:  
 Cost Models/Templates – Bruce Jackson  
 Intranet Repository – Herb Callands  
 Delegation of Authority – Malcolm Orr  
 Reimbursable Reports – Cindy Rich

Guidance – Mark St. Clair  
Processes and Business Rules – Paul Johnson  
Training – Paul Johnson

## Minutes

The project leads reported:

1. Intranet Repository – Herb Callands reported that he talked to staff from the CIO. NOAA has sufficient capacity to add a web site if the RWG develops one. Alicia Ferguson said that Doug Brower (?), NESDIS, has developed a system, COSANOSA, for all interagency agreements, which will accommodate reimbursable agreements. NESDIS requires all NESDIS interagency agreements to be entered in the COSANOSA. Herb will contact Doug and investigate this system and report back to the RWG on January 3, 2007.
2. Cost Models/Templates – Bruce Jackson sent out to the RWG revised templates for both Economy Act and non federal agreements. He also drafted and sent out a cover sheet. The RWG agreed to review the agreements and cover sheet and prepare to discuss comments on January 3, 2007. Bruce sent an e-mail to RWG members asking them to provide line office specific legislation by Jan. 8, 2007.
3. Delegation of Authority – Malcolm Orr reported that 3 NOAA line offices – OAR, NMFS and NOS – have delegated authority for Economy Act agreements. The dollar threshold ranges from \$25,000 – \$100,000, depending on the LO. OGC will entertain requests for delegation of authority as long as the NOAA line office demonstrates it has a handbook of policies and procedures, staff have received training from OGC and it's agreements are being handled properly. The RWG agreed a NOAA Line Office representative should be the team lead for this project. The team lead will develop NOAA-wide guidance on how to request delegation of authority from OGC and how to demonstrate performance. Herb Callands volunteered to assume the role of project leader.
4. Reimbursable Reports – Cindy Rich reported that reports RA503D and RA502D are scheduled for completion in January, 2007.
5. Guidance – Lois Coleman reported that Mark St Clair is on track to complete the guidance and present a draft to the RWG by December 20, 2006.
6. SOPs – Paul Johnson met with the SOP sub-group on December 12, 2006. Paul asked for comments on OAR's detailed procedures. The sub-group will agree on detailed procedures within the framework of the SOPs approved by the RWG and the CFO Council.

## Action Items

1. Revise the list of recommended training courses and send to RWG for approval on December 20, 2006.
2. Investigate the COSANOSA and report to the RWG on January 3, 2007 -- Herb Callands.
3. Provide lists of LO specific reimbursable legislation to Bruce Jackson by January 8, 2007 -- RWG members

4. Review draft templates and cover sheet to discuss comments on January 3, 2007 – RWG members
5. Approve recommended reimbursable training on December 20, 2006 – RWG members

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| <b>The Next Meeting will be:</b> | <b>Wednesday December 20, 2006, 10:00-11:30; Gtown<br/>2204</b> |
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