

**NOAA BPR EFFORT
REIMBURSABLE WORKING GROUP
09/14/06 MINUTES**

The September 14, 2006 meeting of the reimbursable working group (RWG) was held at Finance, Germantown, room 3220, and chaired by Lois Coleman, Chief, Accounting Operations Division (AOD). Co-chair Paul Johnson (OAR), Stephen Smith (BEX), Tom Santymire (BEX), Carmen Solis (NOS), Bruce Jackson (NOS), Herb Callands (NWS), Debbie Hoffman (NWS), Tiyo Fonte (NMFS), Brenda Hernandez (NMFS), Dawn DiFiore (NMFS), Alicia Ferguson (NESDIS), Cindy Rich (FO/FSD), Jon Alexander (FO), Michael Daniels (FO), and Mark St. Clair (FO/AOD) were in attendance.

Lois opened by going over LO-specific comments regarding the draft Standard Operating Procedures (SOP). There was a discussion for each of the procedure number items and various changes were made to all procedure number items except for number 1.

After further discussion, the RWG then unanimously approved the draft SOPs.

The next steps are:

1. Lois will present the SOPs to the Business Rules Committee on October 3, 2006.
2. Lois will then present the SOPs to the CFO Council on Wednesday, October 11, 2006.