



Meeting Date	March 12, 2008	Time	10:30 – 12:00
Location	SSMC2 Room 18246 Conference Call 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	Y	
Tom Bezila	Finance Office	Y	
Kathy Dillehay	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	Y	
Tiyo Fonte	NMFS	Y	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	N	
Carmen Solis	NOS	N	
Bruce Jackson	AGO	Y	
Paul Johnson	OAR	N	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	Y	
Alicia Taylor	NESDIS	Y	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	Y	
Angela Chu	Budget Office	N	
Valda Ferrell-Evans	CMFD	Y	
Zoraida Vasquez	BIS	N	
FMC/Guest Name	Organization		E-mail
Sheryl Reddix	NMFS	N	
Helen Brandling-Bennett	NMFS	Y	
Debra Lucas	OAR	N	
Sue Synder	OAR	Y	
NiKonda Surrent	NESDIS	N	
Sue Bracey	NWS	N	

Brian Crawley	NWS	N	
Rhonda Stewart	NWS	N	
Amy Yu	CAO	N	
Lillian O'Dell	NWS	Y	
Harriet Gibson	CMFD	Y	

Agenda:

1. AR071 Customer Screen – Cindy Rich
2. RA503D Report – Cindy Rich
3. Deferred Revenue Audit Corrective Action – Mark St. Clair
4. DUNS # -- Mark St. Clair
5. Central Repository for Reimbursable Agreements – Herb Callands
6. SOPs for TWA policy – Mark St. Clair

Minutes:

1. AR071 Customer Screen

The Finance Office agreed LOs will retain access to the AR071 screen, as is. Cindy Rich will submit a request to DoC to blank out SSNs, but it will take awhile for DoC to complete.

2. RA503D Report

The Finance Office Director agreed to keep the Billing Report for now. Cindy will add summary data to the 503D report. We will probably discuss discontinuing the Billing Report again after projects affected by WIP/GL differences are cleaned up.

3. Training

Cindy noted that 1 class of reimbursable refresher training will be offered in June and another will be offered in July. She reminded the Group that this is refresher training, not new user training and not training for program managers.

Bruce Jackson, AGO, is working on training for reimbursable program managers. Although most of his time has been dedicated to AGO's BPR, he hopes to have a draft of the course in the next 1-2 months. The course will include both payable and receivable interagency agreements. Bruce will forward a draft of the course to RWG members for review and comment.

Bruce will talk about his training course at the Reimbursable Workgroup meeting in April.

4. Deferred Revenue

Mark St. Clair told the Group about the Finance Office corrective actions for an FY 2007 audit finding on deferred revenue. Deferred revenue occurs when an advance has been collected on a reimbursable project which has no matching costs. The Finance Office is looking at reimbursable projects with anomaly advance balances and those where unmatched costs do not reduce balances. The Finance Office will be working with Line Offices to determine why projects have deferred revenue and to clean up unmatched costs.

As part of the clean up of unmatched costs, reimbursable projects with cost overruns will be identified. The Finance Office will send a list of overrun projects to the LOs in early April. LOs will be required to clear the overruns by charging them to direct funds or by obtaining a no-cost time extension. Any overruns not cleared by the end of May will be reported to the CFO for follow-up.

5. DUNS

Mark St. Clair reported that he has obtained a DUNS # and an associated EIN (Employer Identification Number) for NOAA's reimbursable projects. The DUNS # and EIN are registered to the Finance Office address at Century Boulevard in Germantown, Maryland.

The DUNS # is 156140209. The EIN is 061834875.

Cindy Rich agreed to put the DUNS # and the EIN on the reimbursable agreement template cover sheet on the CBS web page. She will also find out if Client Services can send a notice to all reimbursable users.

6. Central Repository for Reimbursable Agreements

Herb Callands reported on the COSA NOSA, a report repository system developed by General Dynamics. NESDIS currently uses the COSA NOSA for all of their reimbursable agreements.

The COSA NOSA is web-based. Documents (spreadsheets, PDF documents, etc.) can be uploaded and encrypted. Users need to be trained on the system and the software, which is free, must be loaded on the desk top. Users need a password to access COSA NOSA. Documents are set up by folders and can be made available to separate LOs or to all NOAA, depending on our requirements.

The COSA NOSA does not currently have reporting, searching and sorting capabilities.

Herb agreed to lead a team of Reimbursable Working Group members to further explore our requirements for a repository system and the systems available. Bruce Jackson, AGO, Sue Snyder, OAR, Alicia Taylor, NESDIS and Tiyo Fonte,

NMFS agreed to participate on the team. The team needs an NOS representative.

Herb will provide an update at the April Workgroup meeting.

7. SOPs for TWA policy

Mark St. Clair agreed to draft the SOPs, which will be discussed at the next meeting.

The next meeting will be:	Wed., April 9, 2008 10:30 – 12:00
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