

CWIP WORKING GROUP MEETING

March 16, 2010

11:00 am to 12:00 am, SSMC4, Room 9153

Attendees:

<u>NAME</u>	<u>LINE OFFICE</u>
BELL, LORI	OMAO/DS/PAD
CALLANDS, Herbert	NWS/OASST/CFO/CAO/CD
CREEGER, Steven	CAO/LD/PPMB
DECKARD, Thomas	CAO/LD/PPMB
Downs, Beth	OMAO
Ekman, Mark	OMAO/MAOC
Galloway, Renee	NOS/MBO
GARDNER, Megumi	CAO/LD/PPMB
Harbor, Jones	CFO
HENSLEY, Sheila	CAO/LD/PPMB
Johnson, Deborah	CAO/CAO/LD/PPMD
Lewis, Tamera	NWS
MacMillian, Robin	CAO/LD/PPMB
MICKENS-MURRAY, JUDY	CAO/LD/PPMB
MILLER, MARK	CFO/FOC/FRD/FSB
Myers, Candi	CFO
MYERS, Paul	CAO/LD/PPMB
Potter, Heather	CFO
Rochester, Jennifer	NESDIS/OSDPD
Smoak, Sandy	CFO
SPENCER, Melvin	CFO/FOC/FRD/FSB
SWEENEY, REBECCA	OMAO/DS/PAD
WHITMEYER, MARY ANN	CAO/RPFLO
Williams, Linda	NESDIS/OSD
WILLIAMS, Lisa	CAO/Real Property
WOODS, Lenora	NESDIS/BPO

CWIP Working Group Agenda
March 16, 2010

- Minutes were sent out 1/27 and are now posted on PPMB web site
- Update on the restriction on the MARs query - Lenora
- Update on possible use of SharePoint site for posting meeting documents.
- Two Finance items:
 - CWIP Policy Update: Posted to the web; email should be going out later this week (3/8).
 - CWIP Database: We are currently trying to resolve any outstanding issues or discrepancies with the database. The auditors will be here soon and will be reviewing the March reports. Please help us to resolve these issues.
- Revised prioritization list
- Days to capitalize recommendation. Comments on revised policy?
- Working group charter
- Determination letter
- Next meeting scheduled for April 2

Meeting Proceedings:

MaryAnn opened the meeting and then turned over the lead to Tom Deckard. According to the new charter (which is discussed during the meeting):

“The CWIP Lead from each of the Property offices – Real and Personal - will serve as Group Lead and 2nd Lead. The lead role will alternate between them each June and December. Rotation of the leadership responsibility will allow each Property office an opportunity to lead the group.”

Tom will be acting as the lead from Personal Property.

January Minutes - were sent out 1/27 and are now posted on PPMB web site

Update on the restriction on the MARs query - Lenora explained that the developments with the MARs query would be reported to the working group the next month’s meeting on 20 April.

Update on possible use of SharePoint site for posting meeting documents – Not much progress has been made. A contact has been made and they are investigating whether we can ‘piggy-back’ on an existing SharePoint site. That may be limited because it would involve spreading the use of the site by different organizations.

CWIP Policy Update:

Posted to the web; email went out last week.

CWIP Database:

We are currently trying to resolve any outstanding issues or discrepancies with the database. The auditors are in town and are reviewing the March reports. Please respond as quickly as possible to any inquiries from Finance to help them resolve these issues.

Revised prioritization list/‘Days to Capitalize’

Not many responses were received; only OMAO and Finance. MaryAnn decided to distribute the ‘Days to Capitalize’ recommendation for discussion by the group.

The group discussed a schedule for entire process that would not exceed **80 calendar days**, unless the Financial asset became operational after 10 July. All Financial assets must be added to Sunflower within the year they become operational. Estimated 37-6s will not be accepted until after 12 September.

within **30 calendar days** - the CWIP Activity Manager and Line Office must forward a completed NF 37-6 to the Financial Statements Branch (FSB) of acceptance date/beneficial occupancy date (BOD)

within **10 calendar days** - the FSB will review and approve the NF 37- and forward the signed NF37-6 to the Personal/Real Property Office.

within **30 calendar days** - the Real/Personal Property Office will review and approve the NF 37-6 and forward the signed NF 37-6 to the FSB and to the CWIP Activity Manager.

within **10 calendar days** - the FSB processes the GJ within of the final approved NF 37-6.

Some questioned whether the Line Office could successfully meet the deadline for the first phase of that schedule. There was concern over whether enough time was being allocated to the first phase if they now have to provide a 509 with the submission. Furthermore, the signature of the Line Office CFO is required and the Activity Manager and Property Managers do not have control over the availability of and performance by the CFO. Forty-five days may be a more reasonable amount of time.

The workgroup discussed whether the Line Office CFO should have its own deadline, separate from the Activity Manager's first phase, how long that interval should be and whether the other phases could be reduced to permit that time.

It was requested that some 'tickler' report be used to alert Line Office personnel of Anticipated Financial Assets that are going operational; something that flags projects that are overdue or can become problems. Judy explained that PPMB will provide such information to the Line Offices during the Line Office meetings. It is the responsibility of the Line Offices to validate that information and communicate any changes to PPMB and Finance.

Heather explained that the 306 Report is a good source that is available on the web from the CWIP database in Finance.

(URL: <http://www.corporateservices.noaa.gov/~finance/CWIPDATABEREPORTS.html>)

Email notification is made to the CWIP Activity Managers and Project Managers, preparers, and other contact people when the database is refreshed each month. Judy will provide Heather a list of the Property Managers so they can be added to the distribution list.

If the Line Office personnel review the anticipated projects and then compare the schedule to the CFO's calendar, they should be able to identify problems (lack of availability) before they occur. We are training the Line Office reps to be aware of these issues and to be able to help their respective Property Managers through this process.

The point was then discussed that if a tighter schedule is designed and documented, the auditors will then hold NOAA to the new, tighter schedule. The attempt to provide a cushion in the schedule was judged to be counter-productive, so the schedule was altered to take full advantage of the 90 days in the current policy:

within **40 calendar days** - the CWIP Activity Manager and Line Office must forward a completed NF 37-6 with a CD509 to the Financial Statements Branch (FSB) of acceptance date/beneficial occupancy date (BOD)

within **10 calendar days** - the FSB will review and approve the NF 37- and forward the signed NF37-6 to the Personal/Real Property Office.

within **30 calendar days** - the Real/Personal Property Office will review and approve the NF 37-6 and forward the signed NF 37-6 to the FSB and to the CWIP Activity Manager.

within **10 calendar days** - the FSB processes the GJ within of the final approved NF 37-6.

This would be the schedule for entire process that would not exceed **90 calendar days**, unless the Financial asset became operational after 1 July.

The requirement add any financial assets to Sunflower by year end that are submitted after 1 July will require close communication and coordination between Line Office, Finance and Property personnel. The assigned Line Office Rep from PPMB will work closely with the Activity Manager to facilitate the process.

Charter

The current process to vote by consensus is a difficult tool with which to arrive at decisions. A process of is suggested by which representatives of the signatory offices and the Line Offices are identified as voting members. The following organizations, identified by an asterisk, would have one vote and super-voting members identified by two asterisks:

- Real Property, Facilities, and Logistics Office
 - Personal Property**
 - Real Property**
 - Project Planning and Management Division* Deborah.I.Johnson@noaa.gov
- Office of Chief Financial Officer (OCFO)**
- National Environmental Satellite, Data, and Information Service (NESDIS) *
- National Marine Fisheries Service (NMFS) *
- National Ocean Service (NOS) * Renee.Galloway@noaa.gov
- National Weather Service (NWS) * Herbert.Callands@noaa.gov
- Office of Chief Information Officer (OCIO) * Keith.Markva@noaa.gov
- Office of Oceanic and Atmospheric Research (OAR) *
- Office of Marine and Aviation Operations (NMAO) * Beth.Downs@noaa.gov
- Acquisitions and Grants Office (AGO) *

The Charter will be posted on the CWIP Finance web site.

The CWIP Lead from each of the Property offices – Real and Personal - will serve as Group Lead and 2nd Lead. The lead role will alternate between them each June and December. Rotation of the leadership responsibility will allow each Property office an opportunity to lead the group.

Draft instructions for the CD-509

A question was posed regarding the current status of the draft instructions for the CD-509. Judy was planning to raise the issue at the PMO meeting with the Department, but that hasn't been done yet because NOAA doesn't own the form.

Minimum Documentation Requirements

The minimum documentation requirements are final; they were part of the update distributed by Mark Miller on 9 March at 9:45 and subsequently distributed by Heather . Heather will insure that Meg and the Property Managers are getting the distributions regarding updates.

Determination Letter

There were some complaints about use of the format of the Determination Letter formatted in Word; the difficulty in entering the required information into the fields. Mary Ann and Heather offered to receive any comments or complaints.

Distribution List

Mary Ann has created a distribution list and will circulate that list for review by members of the group.

CWIP Training/CWIP Elements

Activity Managers are required to take the CWIP training on CLC and the response, to date, has not been good. A list of those who take the training is provided to Mary Ann and CAO is going to start tracking those who have not completed the training. A letter will be going out shortly to Activity Managers who have not completed the training that will give them a month to do so. Failure to do so will result in notification to the Line Office CFO.

It was requested that Property Managers, as the Point of Contact, be included in the communications to be able to monitor the activities. The Property Manager is the individual who is dictating the training requirements to the Activity Manager and the need to have property elements in the performance evaluation.

The CWIP element that is to be included in the Activity and Project Managers' performance plan needs to be updated because the letter that went out mandating the requirement for year 2009 did not include "henceforth" language that established the element for future years.

Candi Myers said that they were having trouble enforcing inclusion of the CWIP element in the Activity and Project Managers' performance plan. It is difficult to fit it in as a separate, required element next to the Property Custodian Element, the core activity element, a Supervisory functional element and the Safety Element. She suggested that the CWIP element be included within the Property Element Activity and Project Managers' performance plan. Judy said that they would consider that approach when working with WFM on the update.

Lenora requested that we revisit the idea of adding the titles to the appendices listed on the web site. Heather said they would look into it.

Next Meeting - Next meeting is scheduled for April 20 in room 9153, SSMC4.