

## CWIP WORKING GROUP MEETING

December 15, 2009

11:00 am to 12:00 am, SSMC 4, Room 8150

The meeting was co-chaired by Lisa Williams and Miguel Rodriguez. Judy Mickens-Murray substituted for Miguel at the beginning while he was delayed by another meeting.

<u>attend</u>	<u>NAME</u>	<u>PHONE</u>	<u>EXT.</u>	<u>EMAIL</u>
x	Andrew Duran	713-0937	103	<a href="mailto:andrew.c.duran@noaa.gov">andrew.c.duran@noaa.gov</a>
x	Breger, Carol	301-713-4726		<a href="mailto:Carol.Breger@noaa.gov">Carol.Breger@noaa.gov</a>
x	DECKARD, Thomas	713-3530	161	<a href="mailto:thomas.c.deckard@noaa.gov">thomas.c.deckard@noaa.gov</a>
x	Ekman, Mark	206-553-1879		<a href="mailto:mark.ekman@noaa.gov">mark.ekman@noaa.gov</a>
x	GARDNER, Megumi	713-3530	170	<a href="mailto:mgardner@cottoncpa.com">mgardner@cottoncpa.com</a>
x	MacMillian, Robin			<a href="mailto:robin.m.macmillan@noaa.gov">robin.m.macmillan@noaa.gov</a>
x	MARKVA, KEITH	713-3473	174	<a href="mailto:keith.markva@noaa.gov">keith.markva@noaa.gov</a>
x	MICKENS-MURRAY, JUDY	713-0804	122	<a href="mailto:Judy.G.Mickens@noaa.gov">Judy.G.Mickens@noaa.gov</a>
x	MILLER, MARK	301-444-2704		<a href="mailto:mark.p.miller@noaa.gov">mark.p.miller@noaa.gov</a>
x	MOONEYHAM, Beverly	816-426-2063		<a href="mailto:beverly.a.schuetz@noaa.gov">beverly.a.schuetz@noaa.gov</a>
x	MOSLEY, COREY	713-9230	158	<a href="mailto:corey.mosley@noaa.gov">corey.mosley@noaa.gov</a>
x	MYERS, Paul	713-3530	128	<a href="mailto:paul.myers@noaa.gov">paul.myers@noaa.gov</a>
x	Potter, Heather	301-444-2158		<a href="mailto:Heather.Potter@noaa.gov">Heather.Potter@noaa.gov</a>
x	Smoak, Sandy	444-2123		<a href="mailto:sandra.a.smoak@noaa.gov">sandra.a.smoak@noaa.gov</a>
x	SWEENEY, REBECCA	713-7628		<a href="mailto:rebecca.sweeney@noaa.gov">rebecca.sweeney@noaa.gov</a>
x	WHITMEYER, MARY ANN	713-0937	170	<a href="mailto:mary.ann.whitmeyer@noaa.gov">mary.ann.whitmeyer@noaa.gov</a>
x	Williams, Linda	301-713-0100	148	<a href="mailto:Linda.j.Williams@noaa.gov">Linda.j.Williams@noaa.gov</a>
x	WILLIAMS, Lisa	713-0937	104	<a href="mailto:lisa.williams@noaa.gov">lisa.williams@noaa.gov</a>
x	WOODS, Lenora	713-9230	186	<a href="mailto:lenora.woods@noaa.gov">lenora.woods@noaa.gov</a>

### Action Items:

1. Heather asked for any feedback regarding the cell-by-cell instructions on the completion of the 37-6 by 8 January. Any feedback will be presented by her at the next CWIP meeting.
2. Concern has been expressed that the CWIP working group does not have a charter. Mary Ann has reviewed prior documentation left by Glenda Patrick and other templates for charters and is planning on generating a draft document to circulate to the group on 12 January.
3. An attachment was distributed with the agenda which identified the proposed changes to the minimum documentation required to be maintained by the Activity Manager and when a Financial Asset is submitted to Property. These proposed changes, highlighted

in yellow, will be discussed in the next meeting. It is suggested that we discard any comments highlighted in green. Any comments should be submitted by 12 January.

4. Heather was supposed to work with Miguel to come up with proposed revisions to the guidance for submitting estimated cost of new financial projects at the end of fiscal quarters. Heather will try to work with Miguel to have something for the next meeting.
5. The question was raised concerning what is required to suppress a UPR entry related to a CWIP project. Miguel is going to draft guidelines, distribute that document by 12 January for feedback and discuss the issue during the next meeting.

### **Minutes of the Meeting**

Judy Mickens opened the meeting. Lisa Williams led the discussion of the first open item from the last meeting.

### **MARS Training**

*“Judy asked that Lenora give a training session to the CWIP group in the near future so that the group can determine which data source, the Discoverer query or the MARS query, would become the required support CWIP documentation to have available for the auditors.”*

Lenore has a meeting schedule immediately after the CWIP meeting to discuss this topic with Judy and Mary Ann. The topic of the meeting is to determine the requirements for the training course for the Property staff. It is expected that the Property training will differ from the Line Office training. Other Line Office staff will be contacted by email over the next few weeks. Those Line Offices who did not participate in earlier training will need to schedule training in January.

### **Instructions for the 37-6**

*“Finance is working on a set of instructions for the 37-6 and should have them out for comment shortly.”*

Heather had distributed draft cell-by-cell instructions on the completion of the 37-6 along with a list of changes that had been made to the form. Instructions to complete each field are also available in pop-up boxes that are triggered by placing the cursor on the “title” cell for each entry.

Heather asked for any feedback regarding the cell-by-cell instructions on the completion of the 37-6 by 8 January. Any feedback will be presented by her at the next CWIP meeting.

A question was asked regarding whether the form should request the 4-character Federal Supply Code for Personal Property. Miguel responded that the FSC was required for the CD-509, so there was no need to include it on this form.

## **Update Instructions for the CD-509**

*“Judy directed Miguel to initiate a task for PPMB to start working on an updated set of instructions for the Form 509, to be completed by the end of the first quarter.”*

Steve Creeger has been working on this task and has submitted an initial draft to Miguel. Judy informed the group that Robin has been assigned to this task, so Steve and Robin will work together to generate the product.

## **Revised Determination Letter**

*“NESDIS and OMAO provided input for the revision of the Determination Letter. Not all comments were received in time to be incorporated into the product, so the deadline for feedback was extended to the end of this week. Mary Ann incorporated the comments she received and re-distributed the product for comments after the meeting was concluded.”*

Prior to the meeting, Mary Ann distributed a list of the comments and how they were addressed. Because of significant differences in the data requirements, two Determination Letters now exist, one for Personal Property and one for Real Property.

There is a second page which contains information needed by the Property office, but it is the first page that gets signed. The new forms were received well and a vote was requested to accept the new forms. One comment was made by Bev that the entry form could be more user-friendly by allowing the user to tab from one entry field to the next and someone volunteered to help Mary Ann improve the format. The content of the two forms was put to vote and accepted by consensus.

## **Corrections to the on-line CWIP training course**

*“There are some errors identified in the on-line CWIP training course. Judy said that she talk to Lenora off-line to identify the outstanding issues and would contact Beverly about resolution of the errors.”*

Bev related that the training was complete and released to the Learning Center as of last Thursday. There were some changes that could not be made because the training package was an oral presentation and could not be sliced into components. Some revisions will be made early next year. Any changes/corrections to the training should be sent to Bev or Debra Farmer in WFM. Judy will notify the PMs that the training is available and they should encourage their staff to use it.

## **Charter**

Concern has been expressed that the CWIP working group does not have a charter. Mary Ann has reviewed prior documentation left by Glenda Patrick and other templates for charters and is

planning on generating a draft document to circulate to the group on 12 January. The charter would specify the manner in which votes are conducted and establish more structure for the meetings.

### **Minimum Documentation**

An attachment was distributed with the agenda which identified the proposed changes to the minimum documentation required to be maintained by the Activity Manager and when a Financial Asset is submitted to Property. These proposed changes, highlighted in yellow, will be discussed in the next meeting. It is suggested that we discard any comments highlighted in green.

Any comments should be submitted to Mary Ann by 12 January.

### **Other Issues**

#### **KPMG opinion regarding the acceptable policy for capitalizing an asset after BOD**

Mary Ann had planned to distribute information received from KPMG concerning what they felt would be the acceptable policy for capitalizing an asset after BOD, but has had email problems. She'll be distributing the information to the group shortly.

#### **Submission of documentation for capitalized assets**

Linda asked Miguel about the proposal presented during the last meeting regarding the change in policy concerning the timeline in which documentation is submitted supporting the capitalization of assets, the date after which the Property Office would no longer accept a submission. Mary Ann was supposed to circulate the proposal via email. This distribution may no longer be needed because the Property Office has had to come up with a related Corrective Action Plan. Although it has not yet been approved, this action should result in policy that addresses this issue.

Heather was supposed to work with Miguel to come up with proposed revisions to the guidance for submitting estimated cost of Financial projects at the end of the fiscal year. Progress with this task has been delayed because Finance is moving their office, but Heather will try to work with Miguel to have something for the next meeting.

#### **Suppression of CWIP payments in the UPR**

The question was raised concerning what is required to suppress a UPR entry related to a CWIP project. Miguel is going to draft guidelines, distribute that document by 12 January for feedback and discuss the issue during the next meeting.

Paul asked whether it may be more appropriate to keep the CWIP payments as a component of the UPR; but reported separately. The records could be maintained as a separate table or kept within the UPR system and logically separated from various functions and reports. CWIP payments currently are added to the UPR and then suppressed. The UPR is high because of the CWIP payments that cannot be reconciled to Sunflower assets. The UPR is a less effective measure of NOAA's property program because increases or reductions are buried under payment records associated with financial assets.

Judy asked Paul to write up this approach and circulate it to Meg and Miguel for review with the feedback.

### **MARS Query**

Lenora announced that she had put the revised MARS query into the MARS inbox of all the CWIP Activity Managers. She collected names of others to whom the query should be distributed.

The next meeting is scheduled for 11:00 on 19 January.