

MARS Council Meeting Notes (11/29/07)

Attendees:

NMFS (Maureen Pulver, Tonya Coleman, Mark Blades)

NWS (Mary Rieck, Carla Kirby)

NESDIS (Jim Lewis)

OAR (Paul Johnson, Dinara Holmes, Cynthia Loitsch, Sylvia Scott, Eugene Burger)

NOS (Carmen Solis, Renee Galloway)

OMAO (Gerald Thomas)

Program Support (Peter Boyle, Pete Olivere)

Finance (Marie Lovern)

MARS Support (Lynn Blackwell, Marina Rubina)

Council Purpose & Schedule

- This meeting will be held every other week
- Two persons from each LO should be in attendance (unless the LO Admin and LO Software Council rep are one and the same)
- Each LO will have a single vote

Labor Access

- Consensus reached: The ability to grant access to Labor functionality will be restricted to the LO Admin (change completed 12/7/07)

User Access/Roles

- Existing users requesting additional roles will need to complete a new User Access Request form which has to be signed by the LO Admin
 - Suggestion: Update the MARS website with business rules surrounding roles and user access forms (Completed)
 - Suggestion: Modify the existing User Access Form to make it easier to add roles to an existing user (Drop Down Added: New User, Modify User Access, Delete User, Submitting for Information Only)
 - Suggestion: Modify the MARS Access Report (Rpt. 76) which lists current users and assigned roles to reflect employment status (contractor/federal) – Added to CCR list.

Commitments

- Consensus reached: contracts, grants & interagency agreements should be entered as commitments
 - Suggestion: A minimum threshold amount should be established and utilized across each LO/SO
 - Action Item: Maureen agreed to send list of doc/item types currently used by NMFS for commitments. LO Admins are asked to add others and provide suggestions of the minimum commitment amount. (List sent 1/10/08, LO suggestions to be sent to Tonya by 1/18/08)

Other Issues

- Auto-Ob process needs to be changed to match commitments without doc/item type (like regular match). (Added to CCR list)
- Action Item: Maureen/Tonya will send the file format used for BOP upload to the LO Admins (Sent 1/10/08)
- Action Item: Lynn/Marina will review the FMC rate table for January per Pete Olivere
- Action Item: Lynn/Marina to verify the accuracy of the Ceiling/FTE/Projection Summary Report (Rpt. 78). The report has not been utilized in a while. Data may need to be updated and code modified. Particular concern should be paid to ceiling amounts. (Added to CCR list)
- Suggestion: Hold open house for MARS reporting