MARS Council Meeting

General Information	
Date/Time:	Thursday, April 15, 2010, 2:00 pm – 4:00 pm EST
Location:	SSMC-3, Room 13836
Call-In Number	Call in #:866-801-2175 Passcode: 4113559

ATTENDEES

Michelle Chawlk – OAR	Mary Rieck - NWS
Kasey O'Neal - NESDIS	Tonya Coleman - NMFS
Marina Rubina - NMFS	Mark Blades - NMFS
Gerald Thomas - OMAO	Rueben Chappell-Hine – Program Support
Sonny Tallapragada - NMFS	Rene Galloway - NOS
Sylvia Scott - OAR	Tarandeep Bawa - NWS
Penny Schmiedeberg - NWS	

Items for Discussion

1 New LO Administrators/SW Council Representatives
- There has been some turnover and the new LO Administrators are as follows:
  - OAR – Michelle Chawlk
  - Program Support – Daniel Bess
- The new SW Council Representatives are as follows:
  - NESDIS – Kasey O'Neal
  - OAR – Andrea Moore

2 GSA Vehicles

A demo was provided on the GSA Vehicle reporting within MARS. It was agreed that the report name needed to change to "GSA Vehicle Billing." Tonya Coleman asked if this report can be used in conjunction with the Fleet Card information for generate reporting, as each vehicle is associated with a Fleet card. Penny will see if stored accounting information can be used to report on this. Tonya will submit a CCR.

3 Certification of Obligations
- The report now has hyperlinks for Affected Document Number and Affected Reference Number.
- With the upgrade to V3 of Business Objects, we now have Input Controls – allows for greater filtering capabilities. The "MARS Non Labor Open Obligations" report is the only one that has Input Control features active. LO Administrators will need to inform Penny which other reports they would like to see with this feature.
- There was a discussion on whether payments or deobligations subsequent to the date of the data call (Feb 28) should be included when report is refreshed after Feb28. The Discoverer report does not include transactions subsequent to Feb 28. Penny will consult with Bill Holdsworth to determine if it would be better to include payments or deobligations subsequent to the date of the data call.
- Within MARS the report is called "MARS Non Labor Open Obligations." The report has been renamed to "MARS Non-Labor Certification of Obligations" so NWS users can still see it in the list where they are accustomed and new users of the report can find it by searching on 'Certification of Obligations'.

4	**Variance Reporting**
	• The NWS Financial Review Reporting was recently re-written for NWS since the BO upgrade to V3; it is currently run monthly by ORF, PAC and FMC.
	• If LO Administrators want this reporting, they need to inform Penny so we can populate the data for them.
5	**Table of Organization**
	• CFO Council meeting took place March 31, 2010 and we were asked to reprioritize some items. Since the "Moving Reports" project was already a low priority item, we were asked that we use those funds towards the Table of Organization (TO). We were also asked to hold off on the single sign on project.
	• There are several folks involved in the TO effort including Workforce Management, NOAA Budget (Thomas Santymire, Lisa Conley and Aaron Woodard), LO representatives and folks from Larry Sparks' office.
	• A Demo was provided to the Council for the NWS TO. Penny will contact all LO Administrators to see what we can do to keep the TO up to date and gather any other requirements.
6	**Credit Card Reporting**
	• Penny showed the Council the credit card transaction reports that Sylvia Scott generated for OAR.
	• The Council seemed interested in doing similar type reports for their respective Line Offices. Thus, we will start an initiative to get corporate reports out there for LOs. Tonya mentioned that she would like to see these reports before and after reconciliation.
	• The LO Administrators will look at the reports Sylvia created closely and get back to us on what features they would like added. Tarandeep will be sending out a data call for this.
	• The following reports were sent to the Council Members.
	MARS Credit Card Data - Monthly Purchases (CBS Data)
	MARS Credit Card Statement (CBS Data)
	MARS Credit Card Swept Data (CBS Data)
7	**Property Update**
	• It was agreed at our last MARS Council that we move Property Reporting higher up on our priorities. Since then, Derek Hill from the Business Objects Team met with the Sunflower developers and is in the process of obtaining their data – both Personal and Real property. The goal within MARS is to bring property and financials together.
	• Tarandeep will send out a data call to LO Administrators asking what they would like to see re: property reporting.

LO Admin/FMC Responsibilities
    Mary Rieck reminded the Council on LO Admin/FMC responsibilities:

LO Administrator

- Assists in training LO/SO and FMC users on MARS
- Coordinates the LO / SO implementation of MARS
- Serves as the contact point for the FMC Administrators
- Facilitates all discussions with the FMC Administrators involving major MARS modifications. All proposed modifications shall be entered into the MARS Change Control Request (CCR) utility. For major changes, a simple majority vote is required among LO administrators.
- Develops and maintains MARS business rules in conjunction with LO management and FMC MARS user community
- Serves as the final decision-maker in dispute resolutions where FMC Administrators cannot agree
- Keeps management and the LO community informed of all relevant MARS issues

FMC Administrator

Assists in training FMC users on MARS
- The FMC Administrator is responsible for understanding the nature and meaning of the data as it relates to the FMC community and for ensuring overall data quality.
- Maintains open communication with the LO Administrator and the local FMC community
- Assists the LO Administrator and MARS developers with ongoing evaluation and testing of MARS as required
- Represents their FMC in the decision-making process regarding MARS software upgrades, modifications and enhancements
- Grants/revokes access/privileges to FMC users as required by FMC management
- Provides training to FMC managers and other FMC users
- Serves as the central contact to resolve local MARS issues (CCRs, questions, training, connection problems etc.) before they are escalated to the Line Office Manager
- Submits recommendations for system modifications to the LO Administrator using the Change Control Request (CCR) process
- Responsible for routine reconciliation of MARS data with CBS data ensuring that timely corrections to erroneous data in either system be made to achieve the highest level of data quality
- Ensure MARS data is accurate, timely, and updated as prescribed in the Business Rules
- Data is owned by each FMC or HQ office and the responsibility for the validity of the data resides at that level. The FMC Administrator bears this responsibility to the FMC or LO management
- Maintains open communications with the local FMC user community and technical personnel at their FMC or HQ office as pertains to MARS items such as upgrades, modifications, enhancements and documentation

| 8 | The next MARS Council Meeting is scheduled for May 20, 2010. |

Closed CCR's (Promoted to Production)

CCR# 1315 - add org level grouping to Report 14 - Monthly Obligations by Program/Project/Object Class. It should range from Org 1 - 7. Currently it is defaulted to FMC and NMFS users are requesting a lower level of detail.

Status (04/15/10)	Count
Closed	131
Open	8
Hold	6
Work In Progress/Testing	11
Proposed	0
Total	156

CCR# 61 - GSA Vehicle Data Import

CCR# 664 - NDW/MARS Extract Improvements

CCR# 1310 - Create Internal Fund reports to track if obligations by object class based on percentage used by fund/program/project by Line Office and FMC.

CCR# 1311 - Add grouping feature to selection criteria for Report 2 to allow the report to display LO totals by fund/program/project.

CCR# 1312 - Per OPM regulations, change procedures for COLA rates in personnel tacking and labor projection systems to allow COLA rates to be projected by an effective pat period.

CCR# 1313 - Change a layout for the Report 75a to view quarterly data side-by-side (AA, Budget and Difference lines) to assist in CBS BOP Upload Preparation.

CCR# 1300 - FY 2010 Surcharge changes: Labor Projections and Budget

CCR# 1306 - Tracking User Access Changes

CCR's Pending Review

None

Work In Progress

Mod.	Pri.	CCR	Short Description	Type CCR	Comments/Status	Due Date
RQ	2	60	Leave & Benefit Statement / OC 77 Modifications	Business	Approved by NWS (Mary Rieck) 3/4/08	
RQ	1	67	Obtain a direct data source to load Sunflower data into the MARS data warehouse	Business	Approved by in the MARS Implementation Plan 11/30/06 v2	
Both	1	69	C.Req/C.Buy Data Extract and Commitments	Business	Approved in the MARS Implementation Plan 11/30/06 v2 Working on data analysis for MARS Commitments generation.	
RQ	2	441	Comp Time Rpt	Business	Need to find new data source other than Labor Detail since comp & credit earned may not be included after the re-engineering of over-under.	
Both	1	561	Outstanding part: Build universes, create reports for GOL Data.	Business		
RQ	3	1225	Labor Projection Universe	Infra-structure	Approved by NWS (Mary Rieck)	
DE	1	1314	Projections Recalc based	Business		

Mod.	Pri.	CCR	Short Description	Type CCR	Comments	Due
DE	2	1318	Per NWS approval, Update MARS Personnel Form to display NWS Premium Pay Options checked during NFC download (Shift CWSU, Stand-by, Non-Shift).	Business		
DE	2	1320	Keep working on converting MARS DE Download Procedures to Informatica (replacing PL/SQL procedures to the Imformatica mappings). Phase 2 (for the CCR# 664).	Infra-structure	Operations & Maintenance	
DE	2	1326	Upgrade Oracle from version 10g to 11g.	Infra-structure	Operations & Maintenance	
RQ	2	1327	Upgrade Oracle from version 10g to 11g.	Infra-structure	Operations & Maintenance	

Best Practices

None at this time.

CCR Queue (Open)

Open CCR's should be reviewed when evaluating and prioritizing new CCR requests.

Mod.	Pri.	CCR	Short Description	Type CCR	Comments	Due
Both	3	984	Reference Guide for Reports	Infra-structure	Approved by the MARS Council 11/13/08	
DE	3	904	New Match Parameter Rpt - Auto Ob Settings	Business	Approved by the MARS Council 11/13/08	
RQ	3	63	DE to RQ Report Conversion	Infra-structure	Approved by in the MARS Implementation Plan 11/30/06 v2	
RQ	3	64	User interface for R&Q maintenance tables	Infra-structure		
RQ	3	65	User interface for Appropriation Data	Business		
RQ	2	1301	Copy all available Leave Balance information from WFM Universe into the Labor Detail and Labor Detail Surcharges Universe. This will allow leave information to be available to users who don't have or need complete WFM access.	Business		
Both	3	1286	Create samples of the reports found within Data Entry and Reporting and	Business	Allow users to quickly view reports with sample data to see if format/information relevant without having to run the actual reports. Samples will be useful for new users, and for existing users who	

			Querying modules.		are searching for the most relevant report for a given situation. No resources to complete this now.	
R&Q	2	1302	NMFS is proposing that MARS Council initiate discussions on creating the Flux Variance process within the MARS Reporting and Querying system module	Business	This would replace the current process using Oracle Discoverer and the Excel spreadsheets. It would be similar to the variance process currently in place.	