

## MARS Council Meeting Summary

<b>General Information</b>	
<b>Date/Time:</b>	Thursday, December 11, 2008, 2:00 pm – 4:30 pm
<b>Location:</b>	SSMC-3, Room 13836

### Attendees:

Maureen Pulver - NMFS  
Tonya Coleman - NMFS  
Mark Blades – NMFS  
Shelia Foster - NWS  
Mary Rieck – NWS  
Penny Schmiedeberg – NMFS  
Peter Boyle – Program Support  
Diana Smith – NOAA/OCIO

Marina Rubina – NMFS/OCIO  
Sonny Tallapragada – NMFS/OCIO  
Carmen Solis – NOS  
Sylvia Scott – OAR  
Dinara Holmes - OAR  
Eugene Burger – OAR  
Gerald Thomas – NMAO  
Jim LeDuc - CFO

### CCR Summary as of 12/9/08

Status	Count
Closed	66
Open	19
Hold	6
Work In Progress	17
New	1
Total	109

### CCR Process Overview (As documented within the MARS CM Procedures)

1. “Request for Change” entered into CCR system, marked as a New
2. Technical Team Evaluation prior to Council presentation
3. Technical Team and Requestor Presentation to Council
4. Identify Priority
5. Council approval (or deferral for further evaluation by Tech Team or LO)
  - Each LO has 1 Vote
  - CCRs approved with a majority vote
6. Technical Team Software Development initiative
7. MARS Project/Functional Manager approval
8. Implementation
9. Close-out procedures

### Closed CCR’s (Promoted to Production)

- **CCR964 (RQ) – WFM Report correction**
  - There are 3 SCDs – Leave, RIF and Retirement. Only one was used on the report.
  - The appropriate reports have been updated to identify which SCD is used and all 3 are available in the universe
- **CCR501/341/481 (DE/RQ) – OPT Group/OPT Sub-Group**
  - Within the Data Entry Module, reports have a feature that group information based on a pre-defined Org – Project - Task.

- The capability has been incorporated into Reporting & Querying module. For consistency purposes, the naming convention used in the Data Entry module of “Division and Branch” has been changed to “OPT Group and OPT Subgroup”.
- Instructions to setup unique OPT groupings can be found in the MARS System Administrators users guide under Project Setup.
- **CCR542 (DE) - PCARD Processing Changes**
  - Existing AP\_Trans credit card records for FY 2008/2009 have been updated, adding reconciliation notes from the new NDW\_CBS\_TRANS\_MV view.
  - For all new AP\_Trans PCARD records, the Purchase Item Description/Note will be populated, and will be carried to the MARS commitments created by the auto-ob feature.
  - If no description is available in the notes, “credit card purchases” will default.
- **CCR 624 – Travel/FY Logic Changes**
  - FY for Travel Records had been generated differently within the Data Entry Module and Reporting & Querying Module.
  - To fix this issue the Data Entry Module has been changed to use Trip Date to determine FY which mirrors the Reporting & Querying procedure.
  - The change took effect Oct 1 for all '09 Travel.
  - Report requirements will be moved to new CCR.
- **CCR 563 – CBS Travel Processing Changes**
  - The MARS Team implemented procedures to auto-ob Travel obligations and update the detail information with Reserv\_Trans data.
  - Changed match settings to auto-ob travel for all FMC's.
  - Currently monitoring the changes, new data will not be populated from Reserv\_trans until January 6. This is the expected release date for the next version of software into CBS production. Report requirements will be moved to new CCR.
- **CCR 58 – Variance Report**
  - Added FTE objects to all universes so reports can be built based on FTE reporting approach by Org or Program. The new objects will be as follows:
    - FTE (Org) - FTE with Leave spread. OC 77 and 09WLV project codes are excluded from this FTE value. Use this object when the desired result is FTE by Organization.
    - FTE (Program) - FTE with Overhead and Leave spread. Internal fund is excluded from this FTE value. Use this object when the desired result is FTE by Program.
  - Any existing FTE report will automatically pick up the FTE (Org) definition. The NOAA Variance Reporting is using the FTE (Org) definition.

## Work In Progress

Mod.	Pri.	CCR	Short Description	Type CCR	Comments	Due
Both	1	69	C.Req/C.Buy Data Extract and Commitments	Business	Approved by in the MARS Implementation Plan 11/30/06 v2	
Both	1	561	Grants Data Extract & Commitments	Business	Approved by in the MARS Implementation Plan 11/30/06 v2. The Technical Team will be analyzing the Current Grants data available	

					<b>within the MARS download to see if we can create a possible report to show workflow.</b>	
Both	1	864	C&A Documentation	Infrastructure	Approved by the O&M Group on 9/16/08	
Both	3	1024	System Documentation Webpage	Infrastructure	Approved by the O&M group 12-2-08	
DE	1	804	NOS Reorganization	Infrastructure	NMFS Functional PM approval	
DE	1	949	Budget Module – No Locking of surcharge lines	Business	Approved by Council 11/19/09	
DE	2	664	NDW/MARS Extract Improvements	Infrastructure	Approved by the O&M Group 7/15/08	
DE	2	884	Dom/Foreign Travel - open for NMAO and OAR	Business	Approved Per Gerald Thomas and Dinara Holmes request. When we close, we will combine report changes in new CCR 1044	
DE	2	948	Budget/Funds Control (suspend when decreasing budget total)	Business	Approved by Council 10/19/08	
DE	2	1044	Travel Report Changes	Business	Reporting requirements pulled from CCR's 563, 624 & 884 and combined into this CCR.	
RQ	1	72	BO Reporting Performance Improvements	Infrastructure	Approved by NWS (Mary Rieck) <b>Current focus is on the Certification of Obligation Report</b>	
RQ	1	361	Financial Statement Graph Modifications	Infrastructure	Approved by NWS (Mary Rieck)	12/08
RQ	2	481	MARS NOAA 118 Rpt Modifications	Business	Approved by Council 6/12/08	12/08
<b>RQ</b>	<b>2</b>	<b>704</b>	<b>Flux Reporting</b>	<b>Business</b>	<b>Met with working group to discuss requirements 12/4/08. The MARS Technical Team will be setting up a follow-up meeting to discuss the Flux reporting requirements.</b>	<b>12/08</b>
RQ	3	62	New Stored Accounting Reports	Infrastructure	Approved by NWS (Mary Rieck)	
RQ	3	70	WFM Report – Initial Request to convert HRDS reports	Infrastructure	Approved by NWS (Mary Rieck)	
RQ	3	924	Create Budget Universe for Adhoc Queries	Infrastructure	Approved by NWS (Mary Rieck)	12/08
RQ	3	925	Create New BOBJ Universe for PCARD (CPCS) information	Business	Approved by Council 11/13/08	
RQ	3	1004	Sync MARS DW columns with NOAA DW	Infrastructure	Approved by NWS (Mary Rieck) New C.Buy/C.Stars fields in NDW_APTRANS	

\* **Bold – Key discussion items**

## Decision Item

CCR950 (DE) Tonya Coleman – User Priority 2 - Create a new Real-time Budget Detail Report for tracking monthly plans and adjustments. This report will be able to track each budget entry by AA, Month, reason, and program/project codes (format similar to RPT 8NE). It will be used to track adjustment between divisions, and confirm accurate program balances by project/task (also higher levels) with monthly totals.

Status – The above CCR was approved by the Council with all LO's voting yes with the exclusion of NESDIS. Jim Lewis was absent from the meeting. The Council recommended that we evaluate the current set of reports to see if the new requirements could be incorporated into a existing report, specifically Data Entry Report 8NE.

### Outstanding Issue

- System Maintenance
  - CBS Storage Area Network (SAN) Down Time This Friday, 12/12/08, from Approximately 3:30pm to 5:00pm – This includes MARS
- LO Specific Employee Exit Forms
  - LO/FMC Administrators are asked to contact their Office specific Help Desks and request they add MARS to their out-processing check list. We are proactively validating accounts and would appreciate the assistance to keep our user accounts accurate.
- Update on the Recertification Process
  - The 9<sup>th</sup> of December ends the 30 day user recertification period. We plan on sending out the FMC, LO and SW Council spreadsheets for approvals once all forms have been recorded. If you know of any users that have not already sent in their forms, please have them do so ASAP.

### Best Practices

- Peter Boyle posed the following question in front of the Council - How do line offices create full year labor and non-labor projections using MARS commitments or encumbrances, including projecting non-labor obligations against plans to end of year by object class. Also, which reports are they using to see NOAA wide program obligations with those projections.
- The Council had an in depth discussion about entering and tracking labor and non-labor commitments. One key issue or drawback with non-labor commitments is that they are not time sensitive. Labor projections/commitments can be entered and tracked by pay-period, month, qtr etc. General non-labor commitments are not related to a specific date. Not having a date related to the commitment makes it difficult to know when the expense will actually hit through-out the year. Tonya Coleman pointed out that there is a 'Month' attribute on the parent record of a commitment and several date attributes (Date of Entry, Sent Date, and Requested Date) on the child records. These fields are not currently being used to track commitments or to report on them by a certain date criteria.

### 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	Infrastructure	Approved by Council 11/13/08	
DE	2	604	Load CBS Adjustment BOPS	Infrastructure	Discussed at the 7/10 council meeting and MARS O&M. CCR not approved yet, still under evaluation. Working with Tonya to explore idea.	
DE	3	461	CCR System Enhancements	Infrastructure	Changes pending approved CM Procedures	
DE	3	904	New Match Parameter Rpt - Auto Ob Settings	Business	Approved by Council 11/13/08	

RQ	2	59	Labor Projection Mod - Project Overhead Costs	Business	Approved by NWS (Mary Rieck) 5/14/09	
RQ	2	60	Leave & Benefit Statement / OC 77 Modifications	Business	Approved by NWS (Mary Rieck) 3/4/08	
RQ	2	421	WFM Mate Study for NOS	Business		
RQ	2	441	Comp Time Rpt	Business		
RQ	2	724	WFM Report – Duplicate PER300	Business		
RQ	2	987, 989	IT Cost Accounting for NOS	Business	CCR mandated by the CFO Council.	
RQ	3	61	GSA Data Import	Business	Approved 1/10/07	
RQ	3	63	DE to RQ Report Conversion	Infrastructure	Approved by in the MARS Implementation Plan 11/30/06 v2	
RQ	3	64	User interface for R&Q maintenance tables	Infrastructure		
RQ	3	65	User interface for Appropriation Data	Business		
RQ	3	67	Sunflower Data	Infrastructure	Approved by in the MARS Implementation Plan 11/30/06 v2	
RQ	3	141	BOBJ Upgrade to R3	Infrastructure	Approved by NWS (Mary Rieck)	
RQ	3	684	Quarterly Fin Rev. - Graph & Comments	Business		