

MARS Council Meeting Summary

General Information	
<i>Date/Time:</i>	Thursday, June 26, 2008, 2:00 pm – 4:30 pm
<i>Location:</i>	SSMC-3, Room 13836

Attendees:

NMFS – Mark Blades
 NMFS OCIO – Marina Rubina, Rahul Dayal
 NWS – Mary Rieck, Gerald Stark, Penny Schmiedeberg
 NWS – Lisa Berry
 OAR – Sylvia Scott, Cindy Loitsch, Eugene Burger
 Program Support – Peter Boyle, Daniel Bess
 NMAO – Gerald Thomas
 NESDIS – Jim Lewis

CCR Summary as of 2/29/08

Status	Count
Closed	32
Open	25
Hold	6
Work In Progress	12
Total	75

Discussion

CCR#	Description	Discussion	Comments/Actions
Promoted to Production			
50	Change the source of the Default Project/Task for NFC/Empview Download.		Closed
201	Description Size for Allotments description/reason field on the Allowance Advice Form.		Closed
521	Requisition Field size (Commitments) - to be deployed on 06/26/08		Closed
Work In progress - Data Entry			
541	PCARD - changes to processing of PCARD reconciliation records and re-process of May and	The Data Entry team requested approval from the Council to run a process to populate correct	Approval was granted and the Data Entry team will run this process on the 30 th .

	June existing records.	Affected Reference Number/ PCARD info for NDW_AP_Trans card reconciliation records and re-create MARS commitments for them.	
242	Report Pages/Reports - remove duplicate parameter selection for FMC/LO (testing).	In progress	
562	Include Ship Name in NFC Notifications for MOC (08-02).	In progress	
82	Cross LO Reporting - Add Commitments. Add functionality to do Real Time reporting and Monthly Snapshots options.	In progress	
321	Procedures to update MARS data when FY 2009 is open.	In progress	
Work In progress – Reporting & Querying			
58	FTE Reporting	The Council discussed the current FTE variance reporting in respect to plan vs actuals. In general, FTEs will either be included in the internal fund or overhead.	Penny will investigate further and get back to the Council to ensure the current over/under process is working correctly. Penny will share the report, presented at the Council meeting, showing how the FTEs are spread. Look in your INBOX for 'MARS Council: FTE Discussion'. The Council needs to determine how FTEs should be reported using the report.
General			
N/A	New User Access Form and procedures/deleting accounts	Sent a copy of the new form to the Council for review.	Received several comments on the form and instructions that will be implemented before pushing to production next week. We also discussed deactivating/deleting accounts. Gerald will send out a spreadsheet containing a list of users who have not access the system in 90 days. Will give the LO/FMC admins time to review and notify users before we drop the accounts.

N/A	System outage.	The MARS system went off-line on the 25 th due to a system problem. The team made an effort to notify all users, however we discovered our procedures lacking.	Our team is in the process of developing a communication plan to enable us to notify all users when such issues arise in the future.
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New/Future work			
Data Entry			
501	Terminology change for Division/Branch		Discussion postponed until Tonya returns.
	Outyear processing issues.		The Data Entry team is the process of documenting the outyear processing procedures that will be required each year to open the system up for the next FY.
New	Demo - MARS Travel Number Feature (hold to until Tonya returns)		Postponed until Tonya returns.
Reporting & Querying			
	Training/Webinars	Provide BOBJ training to the group either through webinars or even pre-recorded training sessions.	NWS will investigate setting up and providing training, however this will not occur until FY 09. The Council recommended we push this off due to the expected year-end workload.
	Labor Projection change for OAR		Not enough time to get change in this year.