



Meeting Date	October 8, 2008	Time	10:30 – 12:00
Location	SSMC2 Room 18246 Conference Call 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	N	
Kathy Bruchey	Finance Office	Y	
Tom Bezila	Finance Office	N	
Kathy Dillehay	Finance Office	Y	
Brenda Hernandez	NMFS	Y	Tiyo Fonte
Dawn DiFiore	NMFS	N	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	N	
Renee Galloway	NOS	Y	
Bruce Jackson	AGO	N	
Paul Johnson	OAR	Y	
Andrea Moore	OAR	N	
Alicia Taylor	NESDIS	Y	
Gerald Thomas	NMAO	Y	Vernell Stultz
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	N	
Angela Chu	Budget Office	Y	
Valda Ferrell-Evans	CMFD	Y	
Zoraida Vazquez	BIS	Y	
FMC/Guest Name	Organization		E-mail
Sheryl Reddix	NMFS	Y	
Helen Brandling-Bennett	NMFS	Y	
Debra Lucas	OAR	Y	
Sue Synder	OAR	Y	
NiKonda Surrect	NESDIS	Y	
Sue Bracey	NWS	N	
Brian Crawley	NWS	Y	
Rhonda Stewart	NWS	N	

Amy Yu	CAO	N	
Lillian O'Dell	NWS	Y	

Agenda:

1. Cost Overruns – Kathy Dillehay
2. Project Codes – Cindy Rich
3. Carry-over – Cindy Rich
4. Need for OGC Training – Lois Coleman
5. RWG FY 09 Agenda – Lois Coleman
6. SOPs for TWAs – Cindy Rich

The next meeting will be:	Wed., Nov. 12, 2008 10:30 – 12:00
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1. Cost Overruns – Kathy Dillehay

The overruns are looking very good, everyone has done a great job in clearing old projects. The overruns list will now be processed quarterly using the monthly billing report following the quarter end. The summary list, overrun list by project code and UDO list by the first two levels of org. code will be sent to each of the Hqtr. offices.

UDO's related to contracts and grants should be sent to AGO for deobligation. The Reimbursable staff will need to be informed of all contracts and grants that will not be deobligated; these projects will be kept on a separate list for later inquiries.

2. Project Codes – Cindy Rich

Cindy asked that project codes which are 5 or more years old not continue to be used after 2009. These projects which were converted into CBS are creating issues in the RA module.

Starting in 2010, new reimbursable project codes should be limited to a life of 5 years. GC also recommends projects not being used more than 5 years.

Cindy sent an updated list of Reimbursable WIP Projects \geq 5 Years Old with Active Agreements which includes the Org1 and Org2 data from RADG002 to each member of the RWG as requested. There were 27 projects/agreements with approved carryover for FY 2009. The LO's should research the remaining agreements and request termination and close-out where appropriate.

3. Carry-over – Cindy Rich

Cindy sent the carryover allotment list for fund 96 to NOAA Budget on 10/1/08. The detailed RSFF carryover spreadsheets will be sent to the LO/SO contacts by 10/9/08. The carryover allotment lists for funds 06 and 07 were sent to NOAA Budget on 10/7/08, and the detailed spreadsheets were sent to the LO/SO reimbursable contacts on the same day. In fund97, only projects with formal agreements are eligible for carryover, and requests must be directed to the Finance Office per instructions in the carryover time line. Budget will send the allotment lists on to the LO's to provide the FMC before recording the allotments. The final run for WIP carryover to post orders and advance balances will be in the afternoon

of November 3, 2008.

Herb asked what happens if the Line Offices charge to their reimbursable projects before Budget records allotments for carryover or TWAs. The response was that labor charges and other no-match documents will post, but the projects will be overrun. They will also show up on the Unmatched Cost Reports until the funding or TWA is received and/or orders are recorded. Before setting up TWAs and beginning work on unfunded projects, Line Offices should be certain a funded agreement covering all costs will be processed within 3 to 6 months.

4. Need for OGC Training – Lois Coleman

Lois asked if the RWG members would be interested in DOC OGC training classes. Everyone agreed this would be beneficial.

Herb asked if there would be training in FY 2009 for the Reimbursable Module. Cindy said training would possibly start this year after first quarter.

5. RWG FY 09 Agenda – Lois Coleman

What directions to take for FY09?

Bruce Jackson is looking at a repository process. DOC may be going in this direction.

6. SOPs for TWAs – Cindy Rich

Cindy continued reviewing the SOPs. Lois decided this process was very time consuming and asked the RWG members to read through the SOPs and e-mail their comments to Cindy. These comments will be addressed at the next meeting.

Questions were asked about increasing the 25% funding limit for TWAs in FY 2009 to 100% since we may be operating under a CR until February. The answer was no. If you feel you need an exception for a specific agreement, Finance will consider it, but you must follow the guidelines for exceptions.