



Meeting Date	November 12, 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		
Cynthia Rich	Finance Office		
Mark StClair	Finance Office		
Kathy Bruchey	Finance Office		
Tom Bezila	Finance Office		
Kathy Dillehay	Finance Office		
Brenda Hernandez	NMFS		
Dawn DiFiore	NMFS		
Tiyo Fonte	NMFS		
Herbert Callands	NWS		
Debbie Hoffman	NWS		
Carmen Solis	NOS		
Bruce Jackson	AGO		
Paul Johnson	OAR		
Andrea Moore	OAR		
Alicia Taylor	NESDIS		
Gerald Thomas	NMAO		
Malcolm Orr	OGC		
Thomas Santymire	Budget Office		
Angela Chu	Budget Office		
Valda Ferrell-Evans	CMFD		
Zoraida Vasquez	BIS		
FMC/Guest Name	Organization		E-mail
Sheryl Reddix	NMFS		
Helen Brandling-Bennett	NMFS		
Debra Lucas	OAR		
Sue Synder	OAR		
NiKonda Surrett	NESDIS		
Sue Bracey	NWS		
Brian Crawley	NWS		

Rhonda Stewart	NWS		
Amy Yu	CAO		
Lillian O'Dell	NWS		
Vernell Stultz	NMAO		

Agenda:

1. Cost Overruns – Kathy Dillehay
2. DoC IAG Policy – Lori Donovan
3. Carry-over – Cindy Rich
4. Project Codes – Cindy Rich
5. Close-out of Projects – Kathy Dillehay
6. Comments on SOPs for TWAs – Cindy Rich

Minutes:

1. Cost Overruns: Mark St. Clair told the group that Kathy Dillehay would be sending out the new overrun lists in late November, based on the October 2008 billing report.
2. DOC IAG policy: Lori Donovan covered the topic (handout). Basically, NOAA needs to develop “supplemental guidance” for our needs. NOTE: Invite Bruce Jackson to upcoming RWG meeting to discuss for NOAA-specific actions. Herb Callands asked about the potential “time added” factor by adding acquisition oversight/review. Lori said she would work with us to reduce time needed. Cindy Rich clarified for Lori how NOAA is set up (decentralized, by LO). Cindy tried to clarify with Lori what AGO would do – review contracts paid from reimbursable projects, etc. (??) Lori stated that Bruce Jackson would cover this for NOAA-specific needs (part of the supplemental guidance). Lori also said that DOC group is reconvening in early December.
3. Carryover: Cindy Rich covered carryover and explained BEX process – told LOs to call BEX directly on specific processes for each LO.
4. Project codes: Cindy Rich covered old (5 years and older) projects list she sent out (trying to give most useful data to LOs). Covered SOPs on closeout process – asked LOs to contact Finance to closeout old projects. LOs asked to have “date of last use” added for UDOs/payments.
5. Closeout of projects: No data to report. Cindy Rich said that it may be that Finance will begin closeout work on zero balance projects. Cindy also covered overrun reports available for use: RA500D, 503, R2, R3, etc. RWG needs info on deob’ing UDOs.
6. Comments on SOPs for TWA: Cindy will look through email comments she received from LOs to possibly add to SOPs, then put in final. Herb Callands said that NWS wants addition to SOPs to state that “unsigned” agreements go to DOC/GC for review (not signed agreements).
7. Other: Cindy Rich talked about FY 2009 training, esp new user training. She asked if LOs had taken advantage of OGC training (NWS, NESDIS, and NMFS have had or will soon have DOC/GC training).

The next meeting will be:	Wed., December 10, 2008 10:30 – 12:00
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