

CSTARS User Group, 05.01.03  
Meeting Minutes

**Attendance:**

Crystal Davis, OAM  
Tom Cochran, OAM  
Yancey Stern, OAM  
Kevin Crowley, OAM  
Nancy Barrere, OAM  
Monica Manning, OAM  
Chris Nolte, OAM  
John Schakelford, CACI  
Suja Madhavan, Census  
Jacqueline Wilson, Census

Judy Carrier, Census  
Clark Terrell, Census  
Pat Grimes, NIST  
Kimberly Atsalinos, NIST  
John Thompson, NOAA  
Marjie Dones, NOAA  
John Abbott, NOAA  
Ed Rockenstein, NOAA  
Lynne Phipps, NOAA  
Pam Harper, OCS

Opening Remarks

- ❖ Next Meeting, June 5, @ Census 1-3pm
- ❖ July Meeting, July 10, @ Headquarters HCHB TBD

Open Actions

- ❖ **OS+ Clause Management Training** - (C. Davis) two classes will be needed to bring OAM new staff members up-to-speed with CSTARS: Generic CSTARS training (1 week class for new users) and Clause Management training. Monica will try to fill the classes; however, she is looking for more participants. Crystal will see if she can find a location for the classes; someone suggested the CAMS training classrooms; if not, then the classes will need to be held in Chantilly, Virginia (CACI).
- ❖ **CSTARS Program Office Approval of CACi services** – (C. Davis) all request for CACI services should be routed through OAM/CASD. CACI has been instructed not to do any Commerce work unless it is discussed with Debra's office first.
- ❖ **CSTARS User Guide 5.601** – (C. Davis) the latest release of the software was delivered to Pam on Tuesday – 5.6B02. OAM/CASD wants to know if anyone would like to have a new, updated users guide. Overall the manuals are not being used by the Bureau's. The user has to jump around too much in order to find a solution; they solutions are convoluted; the user has to flip back and forth to find a solution; we should create one book instead of two. Census requested CACi to create one book and to color code the releases to make it easier to use and this seems to be working well.

- ❖ **BPN/CCR –Department-wide Guidance** – (N. Barrere) Nancy has received comments from NIST and NOAA. Generally, the comments are requests for more time, questions, and suggesting grandfathering contracts into the requirement. Nancy expects a final ruling in July with no indication that the deadline will be extended. Nancy checked with the FAR staff and everyone who is getting paid (other than by PCARD purchases) needs to register. OAM is preparing a sample memo that the Bureau's can use to send to out to the vendors.

Q: Who will take the lead on sending out the letters?

A: OAM will provide Bureau's with a sample letter that they can use.

Q: Should we do something special with vendors that hold contracts with multiple bureaus? It seems redundant for them to receive the same letter multiple times.

A: It would be next to impossible to have OAM send out these letters using the data warehouse. OAM has asked the bureaus to send out the letters.

Q: A big piece of this issue to make sure Finance is on board with this. Is there a sing Point of Contact for Commerce that is overseeing this as well as other eGov initiatives?

A: Crystal can be CASD's contact for CCR. Nancy will be working the policy issues surrounding CCR. Yancey is the OAM contact for FPDS-NG.

- ❖ **Disaster Recovery Meeting with Census** – (J. Wilson) Census would like to see the results of the Disaster Recovery test with OCS. Pam is putting together a meeting to discuss. The next plan is scheduled for September; OCS has requested Sunguard to test moving to another site.
- ❖ **Jeffersonville Print Issue Status** – (P. Harper) The Jeffersonville printing issue has been resolved. Pam installed a new print driver on the server which seems to have eliminated the problem.
- ❖ **CSTARS Program Office Organization Chart** – (C. Davis) This is near completion and will be available soon.
- ❖ **FPDS-NG** – (Y. Stern) Vendor data will be from the CCR which is scheduled to be implemented on October 1, 2003. Currently, it is under review by the technical review staff. John Shackelford's team is working with Department of Ed toward a near real-time or batch solution. This may require some additional training.
- ❖ **Teleconference Equipment** stopped working, and we were unable to continue the teleconference. John Abbott made an announcement at

the conclusion of the meeting that he will no longer be Team Lead for NOAA, he has accepted a position in the Security Division at NOAA.

- ❖ **Remaining topics** to be discussed at a future date – Please see your Team Lead if you have any issues that you would like to discuss, that we were unable to cover due to the technical difficulties.