

CSTARS USER GROUP

June 3, 2004

Meeting Minutes

ATTENDEES:

Crystal Davis, OAM
Kevin Crowley, OAM
Chuck Hughes, NOAA
Jan Dodi, NOAA
Marjie Dones, NOAA
Abram Vinikoor, NOAA
Lynne Phipps, NOAA
Willette Hamilton, OSDBU
Pam Harper, OCS
Jacqueline Wilson, Census
Sharon Diggins, Census

Suja Madhavan, Census
Donald Thomas, Census
Duane Donnell, Census
Clark Terrell, Census
Judy Carrier, Census
Ken Pooton, CAMS
Pat Grimes, NIST
Sandy Feebach, NIST
Doa Vissering, Policy
Gary Hill, CACI
Tara Kerns, CACI

ADMINISTRATIVE

- ❖ Introduction of Lorenzo Ariyo-Lewis as the SA for OS+
- ❖ The next CSTARS Users Group Meeting will be held July 8, 2004 at DOC Headquarters.
- ❖ Review of Open Action Items
 - Refer to Action Item Chart for Status

FINANCIAL INTERFACE

- ❖ Conducted a walk through of the high-level design and incorporating comments. Once all comments are received, the final version will be posted on the website.
- ❖ The detailed level design will be in July-August time-frame.
- ❖ Feedback to comments will be made by an appendix posted to the website or distributed to individual bureaus.
- ❖ **ACTION ITEM: Final High-level Design Document and Feedback posted on Monday June 7th. (If comments are not received until Monday from OAM, the post will be pushed back.**

ITBP Explanation

- ❖ ITBP is the core document for planning and IT processes. The Request is looked at for IT resources and will not be approved unless it is documented with a Business Plan so they can track dollars.
- ❖ This feature is not currently in CAMS.
- ❖ Census has developed a system where they can create a Business Plan and it will draw down from the business plan and track the money and timeline etc. The process allows reports and allows the reports to capture the money spent.
- ❖ Census is currently the only agency tracking with this system
- ❖ The CAMS interface will include this process but the details are not worked out yet.

Bureau Representatives to Financial Interface Team

- ❖ Crystal Davis and Tom Cochran will gather the contact information so that each bureau will have Representative with information on the interface. Each Bureau may select 2 points of contact for updates and interface information if Changes are made that effect CSTARS.
- ❖ **ACTION ITEM: 2 Representatives from each bureau to be Interface Point of Contact. Crystal and Tom will pass information to Ken Pooton.**

CONSOLIDATING CSTARS TRAINING DATABASES

- ❖ Kevin Crowley has pulled together a tentative plan of action that Tom Cochran will carry forward.
- ❖ Tom will contact the Team Leads with more information when he is ready to move forward.

CSTARS 5.8C REVIEW

- ❖ Gary explained the 5.8.B release. The following are an example of what is included:
 - Single sign on for FPDS-NG;
 - Searching capability for Requirements contracts
- ❖ Pat Grimes of NIST has questions and Gary will discuss with Pat Off-line.
- ❖ **ACTION ITEM: Gary Hill will look at the FPDS-NG issues.**
- ❖ **ACTION ITEM: Gary Hill will contact Pat Grimes regarding specific issues.**

DISASTER RECOVERY RESULTS

- ❖ Disaster Recovery report emailed to Crystal. Jim McNamee is mailing formal signed hardcopy to each bureau and to Mike Sade.
- ❖ **ACTION ITEM: Crystal to distribute the report to user's group.**

CLAUSE MATRICES

- ❖ Crystal met with Virna Evans of Policy and Virna is going to take the lead on the review of the Matrices.
- ❖ Gary Hill will run an Ad Hoc on the production system so that Virna can see the local Matrices that are used. Virna will have access to CSTARS so that she can see the matrices in the system.
- ❖ Virna is now invited to the User's Group Meetings.

PRINTING ISSUES

- ❖ No resolution on this issue yet.
- ❖ CENSUS printing issues still occurring. Sharon's printer is not fixed.
- ❖ **ACTION ITEM: Pam Harper is still working with Sharon on this issue.**

STANDARDIZING CSTARS DATA ELEMENTS

- ❖ Crystal emailed the data elements to the team and they will validate.
- ❖ Gary Hill is consolidating the report
- ❖ The Team members are as follows:
 - OAM: Crystal Davis, and Yancey Stern
 - Policy: Dao Vissering
 - OS: Lorenzo, and Chris N
 - NOAA: John Abbott, Jan Dodi
 - NIST: Sandy Feedback, and Pat Grimes
 - Census: Jackie Wilson, and Sharon Driggons

- CACI: Gary Hill
- ❖ **ACTION ITEM: Crystal will set up a meeting with the team within the next 2 weeks.**

CSTARS RULES OF BEHAVIOR

- ❖ Rules of CSTARS will be posted on a website in a couple of months to make sure that people are complying with them.
- ❖ A draft will be created and sent out for comments.
- ❖ No changes will be made without everyone's knowledge

E-GOV INITIATIVES

FPDS-NG

- ❖ Server has been hanging and having to be reset several times a day. Users get to the login but when select create, it locks and needs to be reset.
- ❖ Potentially a Tomcat issue that everyone is having that is causing all hang ups.
- ❖ **ACTION ITEM: Gary Hill of CACI and Pam Harper of OCS to get the log file to determine where the problem is.**

Ad Hoc Training Update

- ❖ Training is required for access to Ad Hoc Reporting and it will be a train-the-trainer.
- ❖ 3 people per bureau
- ❖ GCE will schedule the training and classes will be once per week, 3-4 hours, morning and afternoon sessions.
- ❖ **ACTION ITEMS: Each bureau to send 3 names to Yancey for Ad Hoc training.**

FPDS-NG Bureau Status

- ❖ SBA to provide memo regarding 281.
- ❖ **ACTION ITEMS: GCE Monthly Conference call Thursday at 10:00.**

BPN/CCR-Data Update-To-Date

- ❖ **ACTION ITEM: Census having problem. Due to shortness of time Crystal and Gary will work with Sharon on her issue**

BPN/CCR

- ❖ Everyone is on 5.8B except Census, WASC, and NDBC.
- ❖ **ACTION ITEM: Census to contact Pam to confirm an upgrade to 5.8.b for June 11th.**

PPIRS

- ❖ "CASD brought the use of PPIRS before the Acquisition Council in May. The Council gave no priority to the use of PPIRS and would much rather see our resources go towards the CSTARS/CAMS Financial Interface effort. VPP is available within CSTARS, however, the Acquisition Council raised concerns of the use of it as it currently exists".

FedBizOps

- ❖ Gary will facilitate any questions that need to be answered, and assist any bureau that needs help.
- ❖ **ACTION ITEM. Gary will test FedBizOps.**
- ❖ **ACTION ITEM: Gary to provide a users guide for FedBizOps.**

COMPRIZON™ SUITE

- ❖ 5 names for each bureau are created. Login ID's and passwords distributed to each Team Lead.

PM SURVEY

- ❖ **ACTION ITEM:** Crystal to provide Team Leads with survey after the user's group meeting.
- ❖ If Bureau has had no interaction with Gary then Mark the N/A capability without associated a number.