

CBE USER GROUP

Meeting Minutes

September 1, 2005

ATTENDEES:

Names	CACI	CASD	Census	NIST	NOAA	OAM	OCS	OS+
John Abbott					X			
Lorenzo Ariyo-Lewis								X
Gregg Coss						X		
Kevin Crowley						X		
Crystal Davis						X		
Jan Dodi					X			
Sharon Driggins			X					
Pat Grimes				X				
Scott Hedges	X							
Gary Hill	X							
Chuck Hughes					X			
Pam McGonigal					X			
Tim McNeil							X	
Yancy Stern						X		
Clarke Terrell			X					
Debbie Turner				X				
Jim Worthen	X							
Debra Young		X						

ADMINISTRATIVE:

- ❖ Next Meeting - The next User Group meeting is scheduled for November 2, 2005.
- ❖ Financial Interface Status Report – Jan Dodi stated that NOAA had successfully completed connectivity testing from CSTARS to NOAA CFS but that there is a connectivity issue with NIST CFS. Lorenzo Ariyo-Lewis indicated that OS was waiting for NOAA to finish connectivity testing and would begin testing 6 September.

DISCUSSION:

- ❖ Review of Open Action Items:
 1. John Abbott reported the HCOs had met but did not resolve the issue of retiring the old databases and that this topic would be included in a separate meeting to be held at the beginning of October to cover IT issues - *Item Open*
 2. Kevin Crowley working on Rules of Behavior; progress was delayed due to Citrix upgrade - *Item Open*
 3. Crystal Davis stated that the update of clause matrices is still on hold due to resource issues. This issue is also being tracked under action item 17 - *Item Closed*
 4. Yancy Stern stated this item concerned FPDS-NG and EARS and has been completed - *Item Closed*
 11. Still awaiting receipt of minutes - *Item Open*

12. Crystal has received some input on G. Hill performance required to complete rating process which she will send out 2 September - *Item Open*
- ❖ Review of Open Action Items (continued):
13. Crystal forwarded e-mail sent out 1 June to all of the HCOs requesting points of contact be provided in support of eSRS to Peter Sefton - *Item Closed*
14. Crystal has redistributed CSTARS Enterprise Standard Data Dictionary - *Item Closed*
Debra Young asked who has implemented the mandatory fields specified by the CSTARS Enterprise Standard Data Dictionary. Jan Dodi responded that this has been done for NOAA. Census in Jeffersonville has implemented. Pat Grimes indicated this has also been done at NIST where possible (can't be done for C.Suite requisitions until the ORSI is deployed). Lorenzo indicated that this has not been done at OS. Debra has asked Gary Hill to run a report. Sharon indicated that she thought this had been done for Census but that she would need to verify. Debra indicated the list of mandatory fields would grow as reporting requirements are further defined.
15. Crystal has provided Census a copy of the Comprizon.Suite CD - *Item Closed*
16. Crystal to check with Dan Glow on the status of C.Request training- *Item Open*
17. Crystal to coordinate with Leslie on clause matrix update - *Item Open*
18. Tom to talk with Bill Lucas on how stress testing should be conducted - *Item Closed*
19. Crystal to follow-up on the CCR record rejection file - *Item Open*
20. Crystal will forward FedTeDS briefing to CBE Users Group - *Item Closed*

Open Action Items (As of Close of this meeting)		
Date	Item	Who
7/8/04	1. NOAA to report on retiring old databases.	J. Abbott
7/8/04	2. K. Crowley working on the Rules of Behavior and hopes to have them out to everyone for official distribution shortly. Kevin will provide user Ids on Rules of Behavior.	K. Crowley
2/3/05	11. Yancy will send out meeting minutes for E-Gov group.	Y. Stern
2/3/05	12. Inputs on G. Hill performance required to complete rating process.	All
7/14/05	16. Crystal to check with Dan Glow on the status of C.Request training.	C. Davis
7/14/05	17. Crystal to coordinate with Leslie on clause matrix update.	C. Davis
7/14/05	19. Crystal to follow-up on the CCR record rejection file.	C. Davis
9/1/2005	21. Crystal to follow up with Lorenzo to set up mandatory fields in accordance with CSTARS Enterprise Standard Data Dictionary.	C. Davis
9/1/2005	22. Kathy Dahl to follow up with Bill Lucas on how stress testing should be conducted.	K. Dahl
9/1/05	23. Jan Dodi to send e-mail to Tim McNeil regarding Citrix login issue.	J. Dodi
9/1/2005	24. Yancy Stern to resend e-mail regarding data entry requirements to support FPDS-NG reporting.	Y. Stern
9/1/2005	25. Crystal to work with CCR program manager to resolve ongoing issue on the CCR record rejection file.	C. Davis
9/1/2005	26. Gregg Coss will revisit the issue of using the CSTARS	G. Coss

	FedBizOpps interface.	
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Closed Action Items		
7/8/2004	3. V. Evans to find out from Bureaus what their requirements are for Clause Management. Combined with item 17.	V. Evans
12/2/04	4. Y. Stern will send out an updated schedule with milestones and deliverables.	Y. Stern
12/2/04	5. G. Hill and Y. Stern will meet and work on the code sent by J. Nyquist on receiving data.	G. Hill / Y. Stern
7/14/05	13. Crystal to forward e-mail sent out 1 June to all of the HCOs requesting points of contact be provided in support of eSRS to Peter Sefton.	C. Davis
7/14/05	14. Crystal to redistribute CSTARS Enterprise Standard Data Dictionary.	C. Davis
7/14/05	15. Crystal to provide Census a copy of the Comprizon.Suite CD.	C. Davis
7/14/05	18. Tom to talk with Bill Lucas on how stress testing should be conducted.	T. Cochran
7/14/05	20. Crystal will forward FedTeDS briefing to CBE Users Group.	C. Davis

❖ ORSI Testing Status by Bureau

- NIST – Pat Grimes asked if C.Buy 5.9B includes a fix for the finpol program and whether this version is required for testing of the ORSI. This version will be required for testing and will therefore need to be tested by CBS for release to the Bureaus.
- NOAA – status provided above under the Financial Interface Status Report section.
- Census – Sharon Driggins stated that they are able to successfully process from requisition records to obligations in CFS. The problem they are having is they can only use one vendor because the CFS CCR interface is not working. Census has submitted an AR on this problem.
- OS – status provided above under the Financial Interface Status Report section.

❖ FedTeDS

- Gregg Coss provided a brief summary of FedTeDS functionality designed to safeguard sensitive acquisition related information for use in the acquisition process. IBM has provided training at NOAA and John Abbott has a user account set up.
- Dan Alexander has seen the FedTeDS webinar and feels there is a need for this functionality at OS.
- Need to have Census and NIST view the webinar to see if they have a need for this functionality as well.
- GSA may have training available (per Nancy Barrere). Full deployment will start in October.
- Yancy questioned whether PTO should also be included and Gregg concurred that they should also be provided a demonstration.
- Crystal asked if NIST or Census felt they had a requirement for FedTeDS. Pat indicated she would have to check with her users. Crystal would have to check with Peter Sefton (not in attendance).

❖ CITRIX Upgrade Report

- Tim McNeil stated responses have been positive with the exception of some specific NOAA users having issues with the drive w: mapping.
- Jan Dodi provided that the issue seems to be related to whether the users are logging on from their home or their office.
- Tim would like to know who is still using the old Citrix server because he would like to take it out of service and set up a new file server. Jan stated that an e-mail had been sent by Jacob Nyquist and that they had received responses from five or six users.
- Jan has one user (Lynne) who has no problem logging in from home but is unable to login from work. Tim replied he had added a sleep command to her login script which has solved this problem for other users. Jan will ask this user to revert back to her old login script and will e-mail Tim on Tuesday as to whether this solves the issue.
- Tim reported the CSTARS server had to be rebooted yesterday (8/31) which caused some users to have problems printing.
- Tim inquired as to whether the MSWord issues had been resolved. It was agreed that the only issue was an educational one regarding the meaning of the MSWord message regarding macros.
- Crystal asked if the drive w: errors are limited to NOAA and Tim confirmed it was limited to NOAA users.

❖ Commerce Business Environment (CBE) Enterprise Training Program – Crystal Davis

- Crystal stated she has briefed the HCOs on the training program to be initiated in FY06.
- Gregg has developed a project plan and is developing a charter for review by the HCOs.
- Gregg and Crystal are forming a working group for developing a training program. Meeting originally scheduled for 14 September will be rescheduled.
- Training will utilize technology and will be in place by end of this year to support the ORSI rollout.

❖ Enterprise Acquisition Reporting Solution (EARS) – Yancy Stern, Kevin Crowley

- 15 July through 30 September they will be updating the automated balanced scorecard software. A working group meeting will be held 14 or 15 September to cover the new functionality.

❖ E-Government Initiatives

- FPDS-NG – GCE has provided a fix for the place of performance zip code plus four field. Chuck Hughes reported that they have been experiencing problems when they try to validate plus four vales which are known to be correct when they use the US Postal Service link. This fix should resolve this problem. Yancy Stern reported he is working with Sharee Carter to resolve her FPDS-NG problem. Yancy reported he has received an e-mail from NIST (Pat Grimes) regarding the entry of FY06 data. Data entry is to be done with the same rules as used last year. Yancy also reported there was an e-mail requiring data to be entered by 9 September and that when the balanced scorecard is up and running, reporting will be done on a monthly basis. Chuck Hughes asked that this e-mail be resent. Yancy reported that he is still waiting on CCB notes and that action dates will be simplified for FY06.

- ❖ E-Government Initiatives (continued)
 - BPN/CCR – Tim McNeil reported that they are still having problems approximately once per month. Crystal reported she has sent an e-mail reporting the issue to the help desk but she will have to get with the CCR program manager to resolve this issue. It is a known issue that some records get rejected due to data with too long of a value for the available field lengths.
 - FedBizOpps – CSTARS FedBizOpps interface is on hold. Gary Hill and Gregg Coss will demonstrate this interface to NOAA since NOAA has expressed an interest in using this interface. OS has also expressed an interest in using this interface. Gregg Coss will revisit the issue of using the CSTARS FedBizOpps interface.
 - Electronic Subcontracting Reporting System (eSRS) – Crystal Davis reported testing is ongoing.

- ❖ PM Survey – Crystal Davis
 - This was covered under the review of open action items.
 - Crystal reported that a Statement of Objectives was sent out for the FY06 PM performance and she will need responses by next week.

- ❖ Review of Today's Action Items
 - Crystal to follow up with Lorenzo to set up mandatory fields in accordance with the CSTARS Enterprise Standard Data Dictionary.
 - Jan Dodi to send e-mail to Tim McNeil regarding Citrix login issue.
 - Kathy Dahl to follow up with Bill Lucas on how stress testing should be conducted.
 - Yancy Stern to resend e-mail regarding data entry requirements to support FPDS-NG reporting.
 - Crystal to work with CCR program manager to resolve ongoing issue on the CCR record rejection file.
 - Gregg Coss will revisit the issue of using the CSTARS FedBizOpps interface.

- ❖ Bureau Comments
 - OS – None
 - NIST – None
 - Census – None
 - NOAA – None.
 - CAPPS – None.
 - OSDBU – None
 - OCS – None
 - CACI – None