

## Meeting Minutes

<b>Date:</b> 05 September 2001	<b>Type:</b> <input type="checkbox"/> Customer Interview <input type="checkbox"/> Customer Review <input type="checkbox"/> Customer Walkthrough <input type="checkbox"/> Eng Manager Review <input type="checkbox"/> External Review <input checked="" type="checkbox"/> Issue Resolution Meeting <input type="checkbox"/> Milestone Review <input type="checkbox"/> Negotiation Meeting	<input type="checkbox"/> Performance Review <input checked="" type="checkbox"/> Planning Meeting <input type="checkbox"/> Product Review <input type="checkbox"/> SQA Audit <input type="checkbox"/> SQA Review <input type="checkbox"/> Sr Management Review <input checked="" type="checkbox"/> Status Meeting <input type="checkbox"/> Technical Review <input type="checkbox"/> Other Meeting:
<b>Phase: 2</b>		
<b>Duration:</b> <b>0930-1530</b>		
<b>Attendees:</b> Please refer to the "AF Core Team Meeting Attendance_090501" file included with this document.	<b>Work Product(s) Reviewed:</b> SAF/IA.	

### AF Core Team Meeting Minutes

**Overview:** Patrick Fox welcomed the participants of the Core Team. Marty Croxton discussed the agenda which entailed a discussion of the PBC Core Committee Charter, a PBC project status update, an overview of the virtues of the Activity Dictionary, a validation of the System Requirements Specification, a discussion of labor time capture issues, and a preview of the upcoming ABC Technologies Conference in Orlando.

**Discussion:** Meeting Objectives

**Issue:** What do each of the PBC Core Team representatives hope to gain through attendance to the core team meetings?

**Resolution:** The representatives want to use these meetings to gain exposure to the project and share lessons learned. They expect to gain insight into the project status and to insure problem issues are identified/addressed. Furthermore, they wish to clarify project objectives and execution details which concern them.

**Discussion:** Steering Committee Meeting

**Issue:** Will any of the AF Core Team representatives be able to attend the Steering Committee Meetings?

**Resolution:** The AF model development is ahead of the other MILDEPs, with the exception of the Navy ICP. The AF representatives are sharing lessons learned and providing guidance at these meetings. Therefore, attendance by additional representatives would not be the best use of time and TDY.

**Discussion:** PBC Core Committee Charter

**Issue:** What concerns or comments should be addressed in corrections to the charter?

**Resolution:** The general consensus was that the charter presents an accurate representation of the task before this group over the course of the next couple of years. The charter appears to be comprehensive without going into too much detail. Some suggested additions to the charter are as follows:

- Include the offices represented on the PBC Core Committee, rather than names.
- Outline the roles of each representative, i.e. voting members, advisors.
- Provide the voting methodology which will be followed by the PBC Core Committee. This issue may be covered outside of the charter as a standing practice.

**ACTION ITEM:** The charter will be revised to reflect these comments and emailed to each representative so they can review and edit the revisions.

**Discussion:** Oros Software

**Issue:** When will the Oros software be needed at AFSAC?

**Resolution:** The current Oros purchase plan indicates two copies of Cost Manager will be purchased for deployment at AFSAC in October. However, the software will not likely be needed until after the beginning of the new calendar year, when the AFMC and AFSAC models begin to stabilize. Marty Croxton is leading the team conferring with ABC Technologies to negotiate for the software purchase. Tech support will be included in this package, and DSCA is funding it for at least the first year.

**Discussion:** Survey Tools

**Issue:** What does the country/program attribute in the model survey tool indicate?

**Resolution:** Some positions can be clearly attributed to one country while others serve more than one. At this point, the inclusion of the attribute is intended to provide a funding perspective.

**Issue:** Should the position series be collected on the survey tools?

**Resolution:** That information can be collected if it is deemed relevant.

**Issue:** Who determines the value of an activity?

**Resolution:** The value is determined from the perspective of the division chiefs.

**Discussion:** Core Functions

**Issue:** Should core functions be part of the activity module hierarchy instead of residing in the cost object module?

**Resolution:** Not necessarily. Many options for model design exist that satisfactorily address requirements. This design provides an acceptable solution. Additional cost object categories may be incorporated in the model without significant additional effort if future requirements dictate. Differences in models are acceptable as long as aggregation to the DSCA is possible. However, standardization of key elements across all Air Force PBC models is necessary. The SAF/IA model design specification will document the structure and composition of the SAF/IA PBC model, which should address many of these issues. Once complete, this document will be distributed for review and comments. We have not ruled out the possibility of creating additional models to achieve other purposes.

**Discussion:** Activity Dictionary

**Issue:** Will there be one central Air Force Activity Dictionary?

**Resolution:** A composite dictionary may be created, incorporating the activities from each model. The composition of the dictionary will be partially dependent upon what CASMIS requires at the SAF/IA level.

**Discussion:** Overtime, TDY, Leave

**Issue:** How will overtime, TDY, and leave be addressed in the collection of time & labor accounting data?

**Resolution:** Usually these items will not be relevant; an individual's labor costs are assigned to the activities they perform as a percentage of their productive time. If an individual routinely incurs overtime and this overtime is not captured in the General Ledger as a separate account code that can be identified to this individual, one alternative is to use the FTE attribute as a means of identifying this additional contribution. While this method does not increase the actual labor costs, it may serve to highlight instances of chronic labor shortages.

**Discussion:** SysRS

**Issue:** Why is the SysRS referred to as a living document? What changes should be made to the SysRS?

**Resolution:** Some areas of the SysRS must be left open to change until those issues are decided at the DSCA level. These issues include the activity dictionary and number of software licenses to be purchased. Immediate changes will be made to Section 2.1 (change FMS to International Affairs). Page 11 will also be refined to clarify the references to number of concurrent users.

**ACTION ITEM:** KPMG Consulting will revise the SysRS to reflect outcomes of this discussion and distribute the revisions to the AF Core Team members. Each member will receive the complete SysRS, including Appendices.

**Discussion:** Time & Labor Accounting Systems

**Issue:** What are the systems used by each division as determined by survey?

**Resolution:** Reported time and accounting systems included Delta and CASMIS. Many divisions reported using DCPS, which does not capture time by activity.

**Discussion:** Orlando User Group Conference

**Issue:** What presentations should the AF Core Team representatives attend at the ABC Tech Users Conference?

**Resolution:** Each representative was given a copy of the tentative track schedule for the conference. Mr. Croxton suggested that the representatives consider some sessions outside the defense track which might be of interest.

**Conclusion:** Everyone was thanked for their participation. The next AF Core Team meeting is scheduled for the week of October 13<sup>th</sup> in Orlando.

<b>Minutes taken by:</b> Bethany Whitehead	<b>Phone:</b> 703-271-2805	<b>Date published:</b>
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