

Monthly Sunflower Change Control Committee Meeting Minutes
Wednesday, January 9, 2008
3:00 – 4:00 p.m.
HCHB 6057

Meeting Attendees:

BEA Jackie Williams	NTIS Kathie Koenig (Teleconference)
BIS Bruce Shriver	NTIA Isha Carry
Census Millicent Alexander	OS Fred Fanning
ESA Ileana Gabriel-Martinez	OS Jennifer Jessup
ESA Wesley Dias	OS Jeri Coleman
NIST David Henry	OS LaShawnda Swinson
NIST Fran DeSirant	OS Neal Fletcher
NOAA Mark Napoli	PTO John Hassett (Teleconference)
NOAA Larry Oates (Teleconference)	PTO Vicki Bryant (Teleconference)
NOAA Michelle Ross (Teleconference)	Sunflower Madeline Collelo
NOAA Steve Creeger (Teleconference)	Sunflower Tia Lim

Chair:

Jennifer Jessup, Property Management Officer (PMO) for the Office of Secretary (OS) and Chief for the Personal Property Management Division.

Introduction:

Jennifer Jessup, OS PMO, welcomed attendees, requested brief introductions, and proceeded with a review of the agenda.

Summary/Discussion:

The January Sunflower Change Control Committee (CCC) discussion provided guidance to Bureau PMOs; which equipped them with the necessary knowledge to enable them to vote on whether or not to implement Internal Control Requests (ICR) 00006.

Internal Control Requests

Madeline Collelo, of Sunflower Systems, presented a detailed overview of ICR00006. This ICR00006 consisted of making UDF Personal Organization Code and Line Office Code mandatory. Listed below is further information regarding this ICR:

ICR0006- Make UDF Personal Organization Code and Line Office Code mandatory

- ❖ **Description:** Make UDF Personal Organization Code and Line Office Code mandatory in the “Edit Interface” and “Maintain Inventory Asset” forms. The user should receive an error message if one of these fields is blank **and** the asset being created belongs to NOAA.
- ❖ **Request:** NOAA submitted this request to make UDF Personal Organization Code and Line Office Code mandatory because these fields are used when the review campaign is established and when the review campaign is frozen and closed. NOAA is requesting that these fields be mandatory in Sunflower for entry under the Maintain Inventory Assets and the Edit Interface modules.

❖ **Result:** All Committee members present approved this request.

Action Items:

- Sunflower Change Control Committee Meetings will be held on the 2nd Wednesdays of every month at 3 p.m. The next meeting will be held on February 13, 2008 in Room 6057.