

Project Review Team – Meeting Minutes – February 5, 2020

The following Departments/Agencies participated in the meeting:

Congressional Budget Office (CBO)
Department of Agriculture (USDA)
Department of Commerce (DOC)
Department of Homeland Security (DHS)
Department of Justice (DOJ)
Department of Treasury (TR)
Smithsonian Institution (SI)
U.S. Customs and Border Protection

NFC, GESD Representatives

- Keith Piner, Project Control Office (PCO)
- Lisa Stafford, Systems Requirements Branch (SRB)
- Cheryl Carroll, Applications Testing Branch (ATB)

Meeting Materials Provided

- Agenda February 2020
- PRT Meeting Presentation February 2020
- Schedule Release CY20 06 Community-Wide PRT February 2020
- Customer User Acceptance Test (CUAT) PRT February 2020

Welcome and Introductions – Keith Piner

Keith welcomed and thanked everyone for their attendance. Roll-call was taken.

PRT Updates – Keith Piner

- PRT Standard Slides – Software Change Request statistics and Incident Report statistics were provided for PPS, EmpowHR, and webTA. Callers were instructed to review the slides and if there were any questions, send a request to PRTeam@usda.gov.
- PRT Reports – Reports were provided on Monday, February 3, 2020.
Note: If you are not receiving the reports, please send an email to PRTeam@usda.gov.

Ongoing Initiatives/Project Discussion

- **Review Scheduled Release – CY20 PP06 – Lisa Stafford**
Lisa presented Project 39670, 2020 Personal Benefits Statements, a community-wide project scheduled for CY20 06. The tentative deadline for submitting agency specific requirements was Wednesday, December 18, 2019. NFC will not program requirements received after December 18, 2019. CUAT for validation is Tuesday, February 25, 2020 through Friday, March 20, 2020. A Customer Notification was issued on October 25, 2019. 2020 Benefits Statements projected posted date are TBD.

CUAT – Cheryl Carroll

A handout was provided for CUAT.

CY20 CUAT Scheduled Release Dates were provided.

Current State:

- Preparing to conduct CY20 PP06, Scheduled Release
- Preparing to conduct CY20 PP06, Project 37535, OTA TR Roth Option Implementation

Recent Accomplishments:

- CY19 PP24, Project 39920, DHS/CBP WebTA 3.8.35 SP4.2 Implementation- Phase II
- CY19 PP24, Project 39574, DHS Realign Org FPS
- CY19 PP25, Project 38171, LOC Update EmpowHR Access Available only Through LOC Dedicated VPN Tunnel with NFC
- CY19 PP26, Project 39546, W-4 Employee Withholding Allowance Certificate

Customer Comments

- DHS requested that NFC staff set up a separate meeting with them.
- DHS requested that NFC look into the W-4 issue with New Mexico, North Dakota, Colorado and Utah. NFC will research.

Closing Remarks – Keith Piner

The next meeting is scheduled for May 13, 2020, 10:00 a.m. eastern time. An email will be issued approximately three weeks prior to the meeting requesting submission of any questions that you would like to discuss.