

## NAFSG Working Group Meeting Minutes

Thursday, December 10, 2015

9:00 AM – 10:00 AM EST

### Attendees

- MC&FP
  - Paulette Freese
- Air Force Secretariat
  - Lt. Col Sara Custer, Lisa Hughes
- Army Secretariat
  - Robert Pickering
- Air Force Services Activity
  - Jane Belinfante, Cheryl Basil, Katie Brindle, Tom Marsh, Judy Brown
- Air Force A-1
  - Mark Montgomery
- USMC MCCA
  - Courtney Pulis, Pat Craddock
- Navy CNIC
  - Daryl Davis, Robin Bedsole, Steve Williams, Nancy Stephens
- Navy OPNAV N46
  - Annie Fowler
- Grant Thornton (GT)
  - Jeremy Blain, Mike Casias, Sara Carver

### Action Items from Previous Meeting

- **Grant Thornton** will research the potential to add row to capture non-cash actuarial costs in the new Program & Metric Report: COMPLETE
- **Grant Thornton** will “unlock” all the cells within the Overhead/Direct Support columns for Cat A/B/C within the new Program & Metric Report: COMPLETE
- **Grant Thornton** will evaluate all formulas within the excel workbook to ensure quality calculations (row 34): COMPLETE
- **Grant Thornton** will evaluate the best options moving forward to capture the metric and income data in a consolidated report (Separate cat A/B/C lines, etc.): COMPLETE
- **Grant Thornton** to set up one-on-one follow-up sessions with each Service to further discuss the changes to the new combined Program-Metric report: COMPLETE

### Action Items Still Open

- **MC&FP** will send out the group achievement award certificates and DVDs
- **MC&FP** will follow-up with the MWR policy folks to provide an outlet for feedback from last year’s annual briefings
- **Services** will reach out to their IT departments to see if there are any potential road blocks in acquiring the free Tableau Reader

### Action Items Summary

#### **Grant Thornton**

- Grant Thornton will add a Category A/B/C summary column
- Grant Thornton will fine tune and format the template to include locking the cells

### **Welcome and Introductions – Ms. Paulette Freese, MWR & Resale Policy**

- Paulette Freese opened up the working group meeting and did a roll call and thanked everyone for calling in.

### **OSD Update – Ms. Paulette Freese, MWR & Resale Policy**

- Paulette Freese ensured the Services had no issues with the November meeting minutes. The Services had nothing to report.

### **MWR Program and Metric Report Template –Mr. Jeremy Blain & Mr. Mike Casias, Grant Thornton (GT)**

- The MC&FP and Grant Thornton team presented the changes to the new consolidated MWR Program and Metric Report template following the November Working Group meeting and one-on-one sessions. They summarized the top areas of concern and questions resulting from these sessions and walked through the completed due outs from the November meeting.
  - Exchange Dividends will be reported under “Other Non-Operating Income” within Category C’s “Direct Overhead / Pro-rated Common Support Functions” column. There is no need for a separate line item strictly reporting Exchange Dividend information due to that information being collected in another report.
  - In the lodging section, Services do not need to provide the financial information for the three new recreational lodging columns, only the program metrics.
  - The UFM/USA/MOA data element will be collected at the program level.
  - A new lodging service was added for Navy only.
- The Services discussed the definition of an “Activity” in order to report the Number of Activities within the new report. Everyone agreed, for the purpose of this report, an activity is an instance of service offering that is in the NAFSGL activity list. An activity will stop at the program level and not be broken down further.
- Services discussed where the MIPR amount appears. This amount should not be excluded from the metric report – it should go into “Other Non-Operating Income” row within the template. If MIPR is at the Program level it will go into the specific OP-34 Activity column; however, if it is for an entire Category it will go in that Category’s “Direct Overhead / Pro-rated Common Support Functions” column.
- All Services concur they are able to provide the financial information for the four child development programs. Navy recommends adding a total category B column to include Child & Youth. Grant Thornton will add a new column to summarize this data.
- USMC asked a question around sponsorships and if there was a change in reporting. Sponsorship income should go to “Other Non-Operating Income” and a footnote will explain the big events, such as the Marine Corp Marathon, involving sponsorships.
- MC&FP informed the group the template will be sent out next week with an expected due date of February 22<sup>nd</sup>.

### **Wrap up –Ms. Paulette Freese, MWR & Resale Policy**

- Provided a summary of the action items / due outs that were determined during the meeting (see above)
- Next meeting –January 14, 2015