

NAFSG Working Group Meeting Minutes  
Thursday, October 20, 2016  
9:00 AM – 10:00 AM EST

**Attendees**

- MC&FP
  - Paulette Freese, Mike Curtis
- Army
  - Sonia Daugherty
- Air Force
  - Mark Montgomery, Connie Lipko, Marcus Whitehead, Tom Marsh, Peter Nation
- USMC MCCA
  - Pat Craddock
- DFAS – Indianapolis
  - Lazaleus Leach
- Navy CNIC
  - Daryl Davis, Carol Haynes, Jennifer Wilkinson
- Grant Thornton (GT)
  - Jeremy Blain, Ariane Whittemore, Dave Arnold, Mike Casias, Michael May

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

- Ms. Freese opened up the meeting by noting the intense amount of activity lately related to the Annual Report to Congress on APF Support of MWR Programs and related briefings to the ASD (M&RA). She also stressed the importance of having common language and program metrics across the Services to ensure data integrity and accuracy
  - Metric Report accuracy will continue to be essential, as the data feeds reporting that is sent to Senior DoD leadership and Congress
  - Noted that none of the Services have recently met the 65% appropriated funding levels metric for Category B NAFIs
  - Establishing the NAFSG has been key, as it is a tool for facilitating accurate reporting
  - Data Repository is enabling quick reporting for time-sensitive data requests, but we must continue work to ensure accuracy of the data
    - Noted that we may need to revise the repository to check for errors
    - Tableau visualization tool is great to use in support of data validity checking
  - Mr. Montgomery asked about any discussion to adjusting APF funding metrics (85% for CAT A and 65% for CAT B); do they need to be adjusted or lowered. Ms. Freese responded that a working group had been established to look at this several years ago but had dissolved with no additional actions.
  - Ms. Craddock asked about the communication to the Services to ensure their awareness of when MC&FP sends reports based on data in the repository
    - Mr. Curtis noted that MC&FP will make all attempts to vet the data with the Services before reporting, unless it is a time-sensitive manner and requires a quick turn-around and/or the data was already provided to MC&FP in an official submission/report.

**Action Items from Previous Meeting – Mr. Mike Curtis, MWR & Resale Policy**

- MC&FP to work with the individual Services on any outstanding issues regarding the Installations List.

**General OSD Update – Mr. Mike Curtis, MWR & Resale Policy**

- Tableau Serve Installation Update. Mr. Curtis noted he is checking with OSD P&R IT staff, and they are identifying server space to host the software. Once the capability is ready, will start with MC&FP posting Tableau files that will be available to the Services via web-enabled access
  - Mr. Curtis mentioned the Services can obtain desktop licenses of Tableau
- NAFSGL Implementation and Waiver Requests. Mr. Curtis updated the group saying we have all the submissions.
  - He is working with Zel Leach in DFAS to complete a memo so that the USD Comptroller/CFO can approve the request
  - Once the memo is ready, the ASD (M&RA) to send to to DFAS and then DFAS will forward to USD Comptroller/CFO for final approval. Not anticipating any issues.

**FY 2016 NAF Program-Metric Report**

- Mr. Curtis discussed recent history of the Program-Metric Report template, noting that FY 2015 was when DoD first started using the report
- The consolidated report now includes more data about the program groups, including going beyond just MWR, but still excludes the Exchanges
  - The current version looks very similar to last year's, however there have been some recent refinements
    - Added a Total All Category column in the Category A/B/C Total Summary
    - Separated out CAT A WFS from the Category A/B/C Total Summary
    - Fixed formulas that had returned errors, to now correctly show zeroes (0)
    - Made various formula changes, as requested by MCCA and Air Force
- Mr. Curtis discussed why WFS is a separate column, noting that it is fully funded with APF and only used by two Services
- MCFP will send out the Program-Metric Report (for FY 2016) and MWR Program Status Briefing taskings in early December, with the suspense likely being end of February 2017. Will have a target again to start briefing OSD leadership on MWR in April
- Mr. Curtis stated that the plan is to get final Service input on recent refinements to the Program-Metric Report template by the November NAFSGL Working Group meeting. Mr. Davis commented that Navy would volunteer to stress test the updated Program-Metric Report template. MC&FP plans to do the same.

**Updates to the NAFSGL (NAFSGL Version 2.0) – Mr. Curtis, MWR & Resale Policy**

- Discussed the effort to crosswalk Activities in the current NAFSGL to OP-34, as well as to ensure consistency with Activities listed in the DoDI 1015.10
- Planning Activity code updates for the next version, which will be NAFSGL version 2.0
  - Want to increase standardization and data integrity to allow comparable data
  - Next month MC&FP would like another NAFSGL review session as part of the Working Group session, to gain everyone's approval on the changes (at our level). Will ultimately then discuss and gain final approval via the formal coordination process (with Service Secretariat input).
  - Mr. Blain then walked through the PowerPoint slides that address the proposed new Activities and supporting codes. Mr. Blain noted the new Activities are numbered to preserve the current integrity of the NAFSGL structure

- Installation listing updates
  - MC&FP will work with the Services on finalization of the Installation List. CNIC noted that they have some edits to the current draft listing.
- GLAC updates
  - Provided for the Service's awareness; nothing has changed since the last reviews. The PowerPoint deck's GLAC slide encompasses all the relevant changes to the NAFSGL

**Wrap Up.**

- Mr. Curtis summarized the topics noted above and concluded the meeting, commenting that next month's NAFSGL Working Group session will be held on November 17, 2016.

**Action Items Summary – Current Meeting**

- MC&FP to work with the individual Services on any outstanding issues regarding the Installations List.