DoD Quarterly NAF Accounting Working Group
Meeting Minutes
Thursday March 20th, 2025
0900 – 1000 EST

Attendees

- OSD – MC&FP – Pentagon (Mark Center)
  - Mr. Michael Curtis, Mr. Gerald Holliday
- DFAS – Texarkana
  - Ms. Lena Anderson
- DFAS – Indianapolis
  - Mr. Robert Haines
- Air Force AF-A1 – Pentagon
  - Ms. Lisa Hughes
- Air Force AFSVC – San Antonio
  - Mr. Kevin Shambrock, Ms. Sharon Rivera-Avila, Ms. Becky Karnafel
- Army ASA M&RA – Pentagon
  - Ms. Philanda Morgan, Ms. Christine Traugott
- Army ASA FMC – Pentagon
  - Mr. Herman Asberry, Ms. Monique Simpson
- Army HQDA DCS G-9 – Pentagon
  - Ms. Elizabeth Femrite, Ms. Trisha Ayala
- Army IMCOM G9 – San Antonio
  - Mr. Bryan Hartsell, Mr. Sean Kim
- AAFES – Dallas
  - Ms. Keri Lucas, Mr. Brad Nisbett, Mr. Sedric Thomas
- Navy OPNAV – Pentagon
  - Ms. Amber Ozawa, Ms. Joyce Parker
- Navy CNIC – Millington
  - Ms. Nancy Stephens, Ms. Jodi Sergent
- Marine Corps MCCS – Quantico
  - Mr. John Johnston, Ms. Victoria Galloway, Ms. Patricia Craddock
- Deloitte
  - Ms. Brooke Eisele, Mr. Alex Rockelli, Ms. Amanda Sabatella, Ms. Molly Krajcik

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<u>**Welcome and Introductions**</u>

- Mr. Gerald Holliday welcomed all participants to the meeting. He indicated that "roll-call" would be taken via the MS Teams list of attendees.
- Mr. Holliday expressed appreciation to the participants for all of their efforts to provide support to America's Warfighters and military families.

<u>**Administrative Updates**</u>

- Mr. Holliday provided MWR and Resale Policy Directorate personnel updates and announced that they currently have three vacancies because of the hiring freeze.
    - He stated that Ms. Kristen McManus was promoted and assumed the role of Associate Director for MWR Policy Division. She backfilled Mr. Chris Wright is currently working as a team of one.
    - He pointed out that MWR Policy Program Analysts, Mr. Mike Baker took a position with Air Force and Mr. Ken Sorg is on administrative leave.
    - He noted that the NAF Construction/Procurement Program Manager position is still vacant. Mr. Mike Curtis has led that effort while the position remains vacant.
- Mr. Holliday added that OSD remains flexible during this period of transition, and he asked for patience on actionable items required by the OSD team.
- Mr. Holliday advised as a matter of transparency and for situational awareness that the FY23 report to Congress for APF support of MWR Category A and B programs was not transmitted to Congress last year. He indicated that the report was prepared and staffed, but OSD leadership made the determination that this report was not required by the Congressional Report Requirements (CRR) list for the Department. OSD will still collect the Program Metric Report (PMR) data as required in DoD policy and will have the data readily available in the event that Congress asks for a report.

<u>**Joint Collaboration Event**</u>

- Ms. Amanda Sabatella outlined key details for the virtual Joint Collaboration Event on May 13-14th, 2025.
    - She reviewed the discussion topics that participants expressed interest in discussing at the Joint Collaboration Event.
    - She opened the discussion for questions on the Joint Collaboration Event.
- Mr. Holliday stated that the Joint Collaboration Event will fill the role of last year's NAF Accounting Workshop. The Joint Collaboration Event will feature a small group of participants from this group providing feedback on various topics.
    - He encouraged participants in close proximity to one another, to attend the virtual event in the same physical space.

- o He added that there would be more information as the MOI develops.

PMR Dashboard Introduction & Demonstration

- Mr. Holliday stated that this dashboard is an output of the Data Strategy Workshop meeting that was held in October 2024.
    - o He emphasized the effort it takes to gather the annual NAF PMR data from the Military Services and expressed his desire to share the analysis of that information back with the Military Services.
    - o While this dashboard uses PowerBI, there is currently no cloud platform to host it on a DoD-wide interface. Nonetheless, the PowerBI file can be saved locally and distributed through email for ease of use. PowerBI is part of the Microsoft 365 suite of products and applications.
- Mr. Alex Rockelli provided context on the previous Data Strategy Workshops held with OSD and the Services, which outlined the goals for the dashboard.
    - o He highlighted the dashboard's ability to provide the Military Services with the data they need to share best practices and common challenges.
    - o He stated that the dashboard for today's demonstration included historic PMR data from 2008 –2023 and has been updated to include the Military Services' FY 2024 PMR.
    - o He added that a goal for this dashboard was to gather feedback from the Military Services and eventually share the dashboard (PowerBI file) with them later this summer.
- Ms. Molly Krajcik demonstrated the functionality of the PMR dashboard and provided an overview of the individual pages within the dashboard.
    - o She explained how the Military Services could use the PMR dashboard's data visualizations — specifically the Revenue Summary, APF Summary, and Program Deep Dive pages — to pinpoint common strengths and weaknesses across different programs and activities within each Military Service.
    - o She emphasized that the PMR Dashboard incorporates key metrics identified by the Military Services during October's Data Strategy Workshop.

DoDI Updates

- Mr. Holliday stated that OSD is making a great effort to move the DoDIs forward despite administrative challenges.
    - o He added that several DoDIs are closer to completion. There are a few DoDIs that will be published this year.
- Mr. Mike Curtis stated that the NAF Procurement DoDI will likely be the next DoDI to be published. There are five stages that a DoDI moved through before completion, and the NAF Procurement DoDI is currently in stage four.

- o Mr. Curtis mentioned that he is anticipating that the NAF Procurement DoDI will be published in April or May 2025.
- o He provided an update on DoDI 1015.15 and difficulties the DoDI has encountered due to the change of Administration and changes in processes impacting publication of new/updated DoDIs. OSD is working with the Comptroller on an issue related to DoDI 1015.15. He hoped that the Military Services would be able to see DoDI 1015.15 sometime in June 2025.

NAFSGL Change Management

- • Ms. Sabatella asked the Services to provide feedback on the frequency of communications for NAFSGL change management updates.
    - o Mr. Bryan Hartsell appreciated the communications he has seen to date.
    - o Ms. Nancy Stephens concurred with Mr. Hartsell.
- • Ms. Sabatella asked the Services for feedback on the NAFSGL change management FAQ document.
    - o Ms. Jodi Sergent stated that she had questions on NAFSGL change management broadly.
        - ▪ Ms. Sergent asked if an Excel spreadsheet could be attached to the Change Request Form or if rows could be added to the Change Request Form to process multiple updates at one time.
            - • Ms. Sabatella stated that there isn't a way to add rows to the PDF version of the Change Request Form. She added that she can follow up to see if an Excel version of the Change Request Form could be provided to the Military Services for multiple updates.
        - ▪ Ms. Sergent asked if the bolded grey rows in the NAFSGL were meant for accounts or if they were headings.
            - • Mr. Holliday emphasized that the NAFSGL change management process was meant to spawn conversations like these. He reiterated the question around NAFSGL Change Requests being disapproved and how disapproval would simply warrant additional conversations with each Military Service that submitted the request.
        - ▪ Ms. Sergent asked if the Military Services could request to remove old NAFSGL GLACs and asked what the implication would be for any organization currently using an old GLAC.
            - • Ms. Sabatella stated that old accounts can be noted for removal in the Change Request Form. She added that part of the process is for OSD and the Deloitte team to evaluate if other organizations are using the accounts that have a request for removal.
        - ▪ Ms. Sergent asked for clarification on reporting Certificates of Deposit that have different terms. She asked if Certificates of Deposit should be

reported based on the original purpose or if it should be based on the reporting date.

- Mr. Holliday stated that he recalled a previous conversation during the NAF Accounting Workshop, and he believed it should be based on the purchase date. He asked Ms. Sergent to note it on the Change Request Form so the OSD Deloitte team can investigate the issue further.
  - Ms. Sergent stated that a previous version of the NAFSGL described the accounts. She asked if a similar document was available for the current version.
    - Mr. Holliday stated that there should be a description of the accounts available on the NAFSGL website. He further advised that OSD and Deloitte team can include the descriptions on the next reminder email.
    - Ms. Sergent noted that she hasn't seen a list of definitions since the account numbers changed.
- Ms. Sabatella asked if any of the Military Services had any additional timelines for submitted changes.
  - Ms. Sergent stated that Navy would submit NAFSGL changes by the end of the month.

Advana Reporting Tool

- Mr. Holliday expressed his gratitude to each of the Military Services for working with him through the pilot of Advana and collection of the FY24 PMR data. There was a lot going on around testing and he gave kudos to the group for working with him through that process.
  - He thanked DFAS for engaging their leadership and partnering on this project to utilize a web-based platform for the NAF PMR. The service fee for a stand-alone OSD project was estimated at a little over $1.3M. Through this partnership with DFAS, the cost to OSD was a fraction of that cost.
- Mr. Holliday solicited feedback from the Military Services on the FY24 NAF PMR data collection process using Advana. He added that if any of the Military Services were not comfortable sharing in this forum, they were welcome to email their comments to him.
  - Ms. Becky Karnafel expressed a pain point around the linear format of the Advana NAF PMR tool. She cited difficulties with the layout of the program data by row versus by column. The row layout posed a few minor difficulties for data entry and additional difficulties during data validation.
  - Ms. Stephens concurred with Ms. Becky Karnafel's comment. She stated she would reach out to the person who entered Navy's data to give their feedback.
  - Mr. Sean Kim did not note any issues for IMCOM/Army. He appreciated the testing process for Advana, which allowed Army to anticipate potential issues

ahead of submitting the data.
  - o Ms. Victoria Galloway stated that she would follow up with her data entry point of contacts for specific feedback on the Advana data collection process.
    - ▪ She noted that entering the data was slower this year without an upload feature. She thought the Advana data collection process went well overall after getting through some of the initial issues.
- Mr. Holliday stated that the version of Advana that OSD is using has less features than the capabilities that are available within the platform. He expressed interest in exploring enhanced features once additional funding is made available.
  - o He cited Ms. Karnafel's comment on the row vs. column view of the program data and discussed the possibility of adding an export feature for the rows to be transposed into columns by Advana.
  - o He added that individuals who can enter and edit the PMR data within Advana are able to access data visualizations within Advana.
    - ▪ He advised that he would send a link to the Advana visualizations for the Military Service's awareness. Individuals who have access will click the Advana link "NAF FM Metrics" to see the data visualizations. If there are participants who do not currently have access to Advana, they would need to get access to Advana before accessing these data visualizations.

Open Discussion / Questions

- No Discussions

Closing Remarks

- Mr. Holliday thanked the participants for their participation and feedback on today's call and wished everyone well.
  - o He reminded the group that the next quarterly NAF accounting working group meeting is scheduled for June 26, 2025.