

**Office of Science (SC) Customer Information Advisory Group (CIAG)  
Meeting Summary  
May 29, 2002**

**Agenda**

- Review of Previous Action Items (Griffin)
- Support Center Items (Baker)
- IIPS Discussion and Q&A (Alleva)

**Action Items**

Previous Action Times	Status
Provide CIAG members a copy of the Front Office standard format for reporting on large projects. (Steve Eckstrand)	Complete
Provide Travel Manager training schedule to Peggy Burris. (D. Clark)	Complete
Provide Mike Yonder the names of users whose workstations are candidates for cloning. (CIAG)	Complete
Prepare a message from the CIAG to the CIO on the Word/WordPerfect platform issue. The message will be submitted from the group to the CIO by May 17, 2002. (Burris)	Complete
Discuss with John Alleva CIAG concerns about electronic submissions and report to the group. (Griffin)	Complete

New Actions from the May 29 Meeting	Assigned To
No actions.	

**Support Center Items (B. Baker)**

The Exchange User list was reviewed. Other items discussed included the power outage scheduled by the Office of the Chief Information Officer over the Memorial Day weekend, which lasted 2 hours longer than anticipated. Baker also reported that Travel Manager 8 has been placed into production.

**Budget (T. Griffin)**

The budget for this year is \$7.912 million and the budget for fiscal year 2003 is \$7.1 million. Ted Griffin, Kathi Centeno, and Gene Hughes are meeting to determine the schedule impact of these decisions and will report to the CIAG and Information Management (IM) Board.

**Electronic Submission (John Alleva)**

Effective June 1, 2002, the Office of Science will use the Industry Interactive Procurement Systems (IIPS) to post solicitations and receive applications/proposals. Use of IIPS is not required, but is a submittal option being offered to meet the requirements of public law and the current administration. Entities wishing to participate in these solicitations must register at the IIPS website, <http://e-center.doe.gov/>. All SC applications/proposals submitted through IIPS will be received by SC-64 and routed to the proper Program Office. Mr. Alleva provided CIAG members with a sample cover sheet that is attached to IIPS submissions. Electronic copies will be posted to the P:/ drive and two black and white paper copies provided. Discussion on this topic included the following.

- Email restrictions do not allow receiving or sending large files (10 MHz) outside the SC domain. Sending files to reviewers can be accomplished by using WINZIP, FTP, and CD-ROMs; requesting help from SCSC

to break up files prior to sending via email; or sending paper copies. There are no size restrictions for files received through IIPS.

- To preserve the integrity of submissions, SC-64 is the only organization that has edit rights to files. Most are in .pdf format so this is not an issue.
- There could be legal ramifications if electronic submittals do not print correctly, especially color pictures that are integral to the submission. Mr. Alleva responded that if color is vital to the peer review, organizations can purchase color printers out of Program dollars since this is a significant Program need. Organizations needing color printers should contact Ted Griffin with specifications so the printers can be costed out.
- Files on the P:/ drive are automatically archived after 13 months. The IIPS file structure on the drive will remain intact.
- Files will be kept in IIPS for 1 year; after that, CDs will be created and kept for 3 years.
- SCSC and Production are being training on IIPS. Programs should also contact John Alleva with any questions or problems with the system.

### **Proposed 6/05/2002 Meeting Agenda**

- Review of Previous Action Items (Griffin)
- Support Center Items (Baker)

### **Meeting Attendees**

<b>Name</b>		<b>Organization</b>	<b>Contact Information</b>
<b>Dilworth—Chair</b>	<b>Greg</b>	<b>SC-14</b>	<b>3-2873</b>
Alleva	John	SC-64	3-5212
Baker	Brent	SC-65	3-2345
Beall	Jeanne	SC-65	3-4587
Burris	Peggy	SC-5	202-586-7265
Centeno	Kathi	SC-65	3-5472
Corcoran	Joanne	SC-72	3-6488
Eckstrand	Steve	SC-55	6-5428
Flynn	Kelly	SC-65	3-3193
Forsythe	Todd	SC-65	3-6409
Griffin	Ted	SC-65	3-4602
Heneghan	John	SC-65	3-1888
Hiegel	Jane	SC-31	3-5800
Jernigan	Lori	SC-64	3-5212
Miller	Caryle	SC-82	3-8434
Murphy	Carolyn	SC-1	6-9776
Oyler	Dean	SC-22	3-6394
Yockman	Dick	SC-65	3-3394