



STATE OF MISSISSIPPI
HALEY BARBOUR, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

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EXECUTIVE DIRECTOR

**TO: State Agency Executive Directors, Accounting Directors,
Human Resource Directors, and Procurement Directors**

FROM: Cille Litchfield, DFA Deputy Executive Director

DATE: June 2, 2010

SUBJECT: MMRS Plan for Information Releases in Crisis Situations

The January 2010 water crisis in the City of Jackson and the February 2010 snow storm impacted all offices of the Department of Finance and Administration (DFA) in the Woolfolk building, and subsequently impacted any state agency using the State's core administrative systems of SAAS, SPAHRS, MERLIN, and the associated subsystems. With the arrival of the 2010 hurricane season and the potential for additional crisis situations, we want to provide you with information on how the Mississippi Management and Reporting System (MMRS) plans to release important information to you. This memorandum is specific to MMRS though MMRS will often serve as the information delivery vehicle for other DFA offices, when appropriate.

DFA is classified as a critical agency and remains operative in disaster situations if at all possible. Every attempt is made to meet published payroll and other system processing cycles. However, when necessary, we will bring systems down to protect State data and will modify procedures to follow our plans for business continuity and disaster recovery.

At any time MMRS has to change normal operations, we inform agencies. The following methods of updating agencies were used in the past crises and will be utilized at necessary times in the future:

MASH E-mails from MMRS

MMRS maintains numerous email groups to contact agency staff. Notices are sent to these groups when there is a need to inform agencies about events affecting their ability to access systems. During both the water crisis and the snow storm, MMRS and the Office of Fiscal Management (OFM) collaborated on relaying information about payrolls and warrants, including changes in the regular

pickup procedures and sent updated mash emails at least daily. MMRS will continue to work with OFM and other offices to provide relevant information regarding business operations during events such as these via these type emails.

Web Postings

All information sent to agencies via an email is also posted on the MMRS website at www.mmrms.state.ms.us. If at all possible, critical information is posted on the State's official website at www.ms.gov. In the event of a severe disaster, information will be posted at a central location on the Mississippi Emergency Management website at www.msems.org.

SAAS and SPAHRS Banner Screens

Short messages are displayed on the SAAS and SPAHRS banner screens as long as these systems are available. If the total message is too long for the banner screen, users are provided with instructions to view the message on the web.

MMRS Call Center

The MMRS Call Center at 601-359-1343, has an emergency option allowing MMRS to provide information to callers or to collect information from callers via voicemail. Messages are retrieved regularly and are responded to as soon as possible.

DFA Emergency Call Line

DFA maintains an emergency call line at 601-359-3296 that offers callers various options for contacting different offices within DFA. A recorded message will provide you information on whether or not specific DFA offices will be operational and will include any specific information we think you will want to know, such as whether SAAS warrants and reports will be available for distribution, and when you can expect them to be ready for pick up. You may leave a message on this line for specific DFA Offices. Voicemail messages left on this line are checked periodically during emergencies.

Please retain a copy of this memorandum with the BCP documents for your agency.