

Please forward this email to the person in your facility responsible for completing custodial staffing packages.

In the near future (FY 2007 Quarter 2 or 3), we will be migrating the automated MS-47 application (with changes based on the November 16th arbitration decision) to eMARS. As was the case with eWHEP, you won't be able to have a facility in the MS-47 module of eMARS unless that facility is already in eMARS. Since you have already been asked to have all facilities with a Postal custodial in eMARS, the only facilities that might not be in eMARS are those with contract custodians.

In preparation for the migration process, please ensure that any facility requiring a MS-47 staffing survey is listed in the Admin / Office module of eMARS. For facilities that are not in eMARS, complete the attached spreadsheet and return to me. We will put those facilities in eMARS.

When the new MS-47 application is put in eMARS, you will be asked to upload your Facility files from the existing MS-47 version 3.00. We will convert those files and put them in the new eMARS MS-47. We will not convert Facility files from MS-47 version 2.6d (the old DOS version).

Call me if you have any questions.

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