



The President's Corner.....

This month is our annual NES training. Through Judy Franklin's hard work, we have a nationally recognized speaker for our training. The topic is of interest to procurement and project management professionals alike. There is still room. Check our website or this newsletter for registration information, www.ncmaet.com.

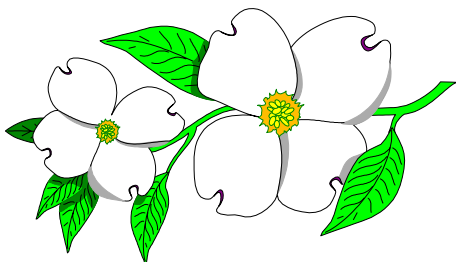
Election of officers for next year is approaching. David Wallace (482-1065) is the Nominating Committee Chair and serving with him are Vicki Dyer (483-9332) and Kathy McMillan (220-9000). If you have any candidates in mind, let them know.

Joel Pearman

About The Speaker.....

The NES seminar speaker will be Ms. Christine L. Hazlett, who is the Chief, Parts Repair and Ordering System Contracting Division, Contracting Directorate, Air Force Security Assistance Center, Wright-Patterson Air Force Base, Ohio.

Ms. Hazlett graduated from Wright State University, Dayton, Ohio, with a Bachelor of Science degree in Education. She earned a Masters in Business Administration from WSU in 1986. She is APDP Certified Level III in Contracting and Level II in Program Management. She holds the Certified Professional Contracts Manager, Certified Associate Contracts Manager, and Certified Cost Analyst certifications. Ms. Hazlett taught marketing courses at Wright State University from 1989 to 1998 and currently teaches contract management courses through NCMA



National Education Seminar

- When:** April 2, 2002, Registration begins at 7:45 a.m.
- Where:** Garden Plaza Hotel
- Speakers:** Ms. Christine L. Hazlett, Chief, Parts Repair and Ordering System Contracting Division, Contracting Directorate, Air Force Security Assistance Center, Wright-Patterson Air Force Base, Ohio.
- Topic:** Project Management in the Contracting Process
- Continental Breakfast:** Coffee, Orange Juice, Assorted Pastries, and Mini Muffins
- Lunch Menu:** Tossed Salad with Choice of Dressings, Rolled Roast Beef, Garlic Mashed Potatoes, Green Beans Almandine, Chef's Choice Dessert, Iced Tea, Coffee, Decafe and Water

Afternoon Refreshments include Cookies and Soft Drinks.

Registration should be sent to Penne Howard by close of business, March 28, 2003. Email howardpg@y12.doe.gov, Fax - 576-3806, Address BWXT Y-12 P.O. Box 2009 MS-8004, Oak Ridge TN 37831. Checks should be sent to NCMA-East Tennessee P.O. Box 5234, Oak Ridge, TN 37831-5234. If you have questions Contact Penne Howard 574-3803.

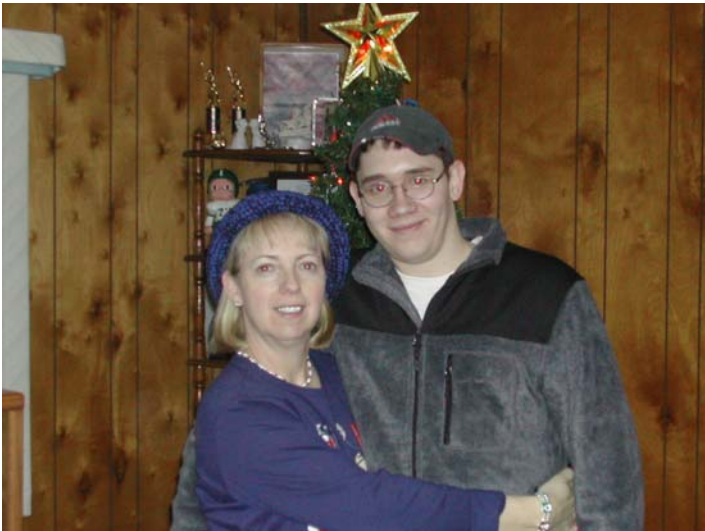
From Scholarship.....

The East Tennessee Chapter of the National Contract Management Association (NCMA) is seeking candidates to award three scholarships. One scholarship of \$1,000 will be awarded to a high school senior who plans to enter a college or university in the East Tennessee area with either acquisitions, contracts, logistics, procurement management, or a related field as a major or minor. The Mark Williams scholarship for \$2,000 will be awarded to a college student in the East Tennessee area who is already pursuing the above curriculum. A third \$500 runner-up scholarship may be awarded in one of the above categories. Completed applications are due by April 18, 2003.

The application materials may be found on the chapter website at ncmaet.com or from McArthur Moore, scholarship co-chairperson, at 576-3847 (phone), 241-9895 (fax), or via e-mail at mzo@bechteljacobs.org.

Mea Reaves

Scholarship Update.....



Have you ever wondered what happens to our NCMA scholarship recipients? We recently learned about a scholarship recipient from last year whose story is worth sharing. In June 2002, Mike Lloyd received the \$1,000 NCMA-ET Chapter scholarship that goes to a graduating local high school student. He is now enrolled as a full-time student at Roane State Community College in Harriman and recently received his first semester grades. With a 4.0 and some pretty tough subjects—Algebra, Speech, English Composition and Biology—he made the Dean’s List and his mother has made this information available to NCMA with her heartfelt thanks for how much the scholarship meant to Mike and his family.

Mike Loyd and his Mother, Donna Moore

Mike’s story is one of inspiration to us all. Mike lost his step-dad in March 2001 as a result of a sudden heart-attack at a very young age, leaving his Mom to raise two boys alone. Almost one year later in March 2002, Mike was involved in a car accident that left him hospitalized for months with injuries that required many, many surgeries to correct. He was wheel-chair bound for months while he went through an intense rehabilitation program but he was determined to walk on stage to get his diploma by graduation day. His determination and hard work paid off and he did graduate—with his class and with honors—from Roane County High School in 2002. So, one can easily see how this commitment is paying off for him in college.

He has now been released by all six doctors and continues to do well at Roane State, plus he is working again to help pay his way through school. Stories like Mike’s are the reason we can be proud of our Chapter and the programs we offer.

From The Newsletter.....

Don’t forget... if you have articles of interest please submit them to us at (865) 482-9436 (fax), or email them to kbumgardner@scgincorp.com.

Katherine Bumgardner

NCMA Certification Study Groups

Interested in joining a study group for the certification exams? If so, contact Nancy Harris @ 865-483-8244, MICandy212@aol.com.

Website.....

Don't forget to visit your local website at <http://www.ncmaet.com> to obtain information regarding the next meeting, news and events, employment opportunities, etc.

About the National Education Seminar (NES).....

The East Tennessee Chapter of the National Contract Management Association (NCMA) is conducting its annual NCMA National Education Seminar in Oak Ridge, Tennessee.

The date is Wednesday, April 2, 2003 and will be held at the Garden Plaza, 215 S. Illinois Ave. in Oak Ridge.

The topic for this year is Project Management in the Contracting Process. This seminar teaches the essential aspects of successful project management. This seminar will be invaluable to everyone involved in the buying and selling of goods and services, in both the public and private sectors. Here is the day's agenda:

- 7:45 - 8:30 a.m. Registration and Refreshments
- 8:30 - 10:00 a.m. Welcome, Introductions, Session Begins
- 10:00 - 10:15 a.m. Break with Refreshments
- 10:15 - 11:50 a.m. Morning Session Continues
- 12:00 - 1:00 p.m. Lunch at Garden Plaza (provided)
- 1:00 - 2:45 p.m. Afternoon Session
- 2:45 - 3:00 p.m. Break
- 3:00 - 4:30 p.m. Afternoon Session Concludes

The seminar speaker will be Ms. Christine L. Hazlett, who is the Chief, Parts Repair and Ordering System Contracting Division, Contracting Directorate, Air Force Security Assistance Center, Wright-Patterson Air Force Base, Ohio.

For registration forms and prices, see the NCMA-ET website: www.ncmaet.com or contact Penne Howard howardpg@y12.doe.gov (865-574-3803) for registration information. For other information contact Judy Franklin at jfrank11@ch2m.com (865-483-9032). A registration form follows in this newsletter.



SPRING

Seminar Registration Form and NCMA Membership Application

(Fillable Form)

Submit the completed form to the National Education Seminar Registrar for the East Tennessee Chapter

NES Topic: Project Management in the Contracting Process

April 2, 2003 at the Garden Plaza 215 South Illinois Ave, Oak Ridge, Tennessee 8:30am - 4:30pm

Registrant Information

Name: _____

Underline: CPCM CACM SAS Title: _____

Organization: _____

Business Address: _____

City/State/ZIP: _____

Daytime Phone () _____ Fax () _____

E-mail Address _____

To aid in tailoring the seminar to each audience, please tell us about yourself:

Who do you work for? Industry Government Other: _____

What is your level of expertise in financial/accounting? Basic Mid Senior

Years Experience: _____

Check here if you require special accommodations to fully participate

My question for the speaker:

National Education Registration Fee (Payable to NCMA - ET Chapter)

Member \$180.00 Membership Number _____ Nonmember Registration \$210.00

New Membership with Registration \$265.00 No Credit Cards Accepted

Registration Fee Includes Refreshments, Lunch and all Printed Materials, including textbook, Visualizing Project Management by Mooz, Forsberg, and Cotterman, 2nd Edition, Wiley, 2001

Payment Information

Check in the amount of \$ _____ Purchase Order No. _____

*** NCMA Membership Application *****

Discounted New Membership with Registration (initiation fee waived) \$ 85.00 (Regular - \$105.00)

Home Address: _____

City/State/ZIP: _____

Home Phone () _____ Sponsor Name: _____

Preferred Mailing Address: Home Business

Email Fax or to: Penne Howard Email howardpg@y12.doe.gov, Fax - 576-3806 Address BWXT Y-12 P.O. Box 2009 MS-8004, Oak Ridge TN 37831. Checks should be sent to NCMA-East Tennessee P.O. Box 5234, Oak Ridge, TN 37831-5234. If you have questions Contact Penne Howard at 574-3803.

From Graalman.....

Below are the ways our Chapter can earn Graalman points in the areas of **MEMBERSHIP DATA AND PLANNING AND ORGANIZATION**. These categories together are worth 95 points on the Graalman Application.

Performance Criteria Criterion 6: Membership Data (Maximum 35 points)

The Chapter is measured on its recruitment and retention efforts by evaluation of: (1) the percentage of the membership growth from the beginning of the Chapter year to the end of the Chapter year and (2) by the percentage of reinstated and suspended memberships. In addition, the Chapter is recognized for its promotion of the organization to companies/organizations for purposes of obtaining group memberships.

Performance Criteria Criterion 7: Planning and Organization (Maximum 60 points)

The Chapter Leadership is mainly responsible for this area. There are 5 specific “deliverables” to be accomplished within specified timeframes, all of which have been accomplished:

Preparation and submittal of an Annual Chapter Operating Plan (Due 9/15/02).

Preparation and submittal of a Long-Range Plan (Due 9/15/02).

Develop and Facilitate a “team building” meeting for chapter leaders prior to 8/30/02; to review the annual operating plan, responsibilities and working relationships of officers and committee chairpersons and discuss any lessons learned from the activities of the prior Chapter year.

Preparation, execution and maintenance of a written plan to address membership retention (Due 9/15/02).

Preparation and submittal of a roster of Chapter officers and Chapter leadership team to the NCMA National Office (Due 7/15/02).

HOW ARE WE PERFORMING TO DATE? – The following are the “stats” to date for this Chapter Year, for Criterion 1, 2, 3 and 4. The stats are provided first, in bold print and the performance criteria follow in italics.

Performance Criteria Criteria 5: Financial Reporting

The Chapter Treasurer prepares and submits a financial report for the chapter program year (July 01 – June 30) to the NCMA national office. The report must be faxed or postmarked and mailed to the NCMA Office by July 15, 2003.

Performance Criteria 4: Participation In Scheduled Chapter, Regional or National Activities (Maximum 38 Points)

TBD: *Average attendance at 8 largest chapter functions;*

We have attended one to date: *Attendance at the National Board of Directors meetings;*

TBD; *Chapter leaders can attend the Chapter Leadership Workshops;*

TBD: *Representation of our Chapter at the “Annual National Meeting of NCMA Chapter Presidents;*

TBD: *Chapter support to the NCMA World Congress.*

Performance Criteria 3: Publications and Communications (Maximum 57 Points)

Performing well in this area and anticipate receiving the maximum points: *Preparation and distribution of a quality newsletter;*

Based upon prior published directories, anticipate receiving the maximum points: *Preparation and distribution of a quality annual chapter Membership Directory;*

TBD: *Submittal of items for the “Chapter Bulletin Board”;*

TBD: *Chapter members’ authored or co-authored and submitted or published a “substantive” article in NCMA periodical, etc.;*

TBD: *Chapter members’ published by NCMA; and*

Based upon the existing Website established and maintained for members’ use, anticipate receiving the maximum points: *Chapter established a “home page” on the World Wide Web for electronic communications. Our Chapter website is: www.ncmaet.com.*

Performance Criteria 2: Professional Activities (Maximum 63 Points)

TBD: *Members sitting for the CPCM/CACM exam(s); members who re-certify their CPCM/CACM designation;*

TBD *Members engaged in universities or colleges; scholarship fund;*

TBD: *Members who participate as instructors in any program relating to contract management which was not part of the chapter-sponsored activities, not for the university community and not as part of regular employment duties; etc.;*

TBD: *Chapter submits a “questions and answers set” for the CPCM exam and they are accepted for inclusion in the exam questions pool;*

TBD: *Chapter participates in the CPCM grading process by providing a team of 2 persons to grade the exam answers; both evaluators must be CPCMs;*

TBD: *Chapter submitted “questions and answers set” for the CACM exam and they are accepted for inclusion in the exam questions pool;*

TBD: *Members proctor CPCM/CACM exam sessions;*

TBD: *Chapter participation in any activities furthering career development in the contracting or acquisition career field; and*

TBD: *Member participation in working groups updating the NCMA Body of Knowledge.*

Performance Criteria 1: Education and Training (Maximum 80 Points)

TBD: *Conducting or co-conducting one-day conferences or seminars, that are a minimum of 4 hours each; (other than NES which is covered elsewhere);*

3 points for: the 9/04/02 membership meeting workshop “Update on SBA and DOE Small Business Programs”; the 11/05/02 membership meeting workshop “Are You Imposing Or Accepting Too Many

Flow-Down Clauses?” and the 12/04/02 membership meeting workshop “marketing Behind the Y-12 Fence”. *Conducting or co-conducting workshops that are educational events of 1 to 4 hours on contract management related topics;*

TBD: *Conducting or co-conducting certification training/tutorial for CPCM candidates and CACM candidates;*

TBD: *Certification of 10% of year-end chapter membership;*

TBD: *Host or co-host a National Education Seminar (NES);*

TBD: *Host or co-host any other NCMA seminar originated by NCMA National; and*

TBD: *Chapter sponsoring an Education Track at the NCMA World Congress.*

Feel free to contact me directly if you are available to assist in the furthering of our members’ education and/or have any professional activities where credit can be acknowledged for your contributions in the areas noted above.

Future newsletters will continue to address the specific evaluation criterion associated with each performance area and provide an overview of where we are in the current Chapter Year (July 01, 2002 thru June 30, 2003).

Debra Hickman

Email: debra.hickman@jacobs.com

Upcoming Events

2003 Program Schedule	
April 2, 2003	NES: Project Management in the Contracting Process, Speaker, Ms. Christine L. Hazlett, Garden Plaza Hotel, 7:45 a.m.
May 7, 2003	Workshop: Selecting an Accounting System for Your Business, Speaker, Laura Davis. Membership Meeting, 11:30 a.m., Garden Plaza, Speaker Steve Buckley, Director, Y-12 Business Systems, Topic: Knowledge Management – How to Preserve the Corporate Knowledge
June 4, 2003	Workshop: Meet the Speaker, Speaker, Sam Venable. Membership Meeting, 11:30 a.m., Garden Plaza, Speaker, Sam Venable, Topic: WARNING: Living Can Be Dangerous To Your Health.