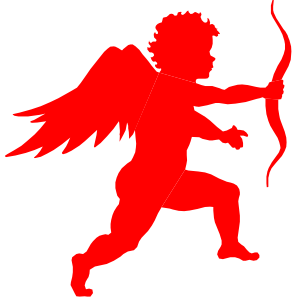




## The President's Corner.....



Why be a NCMA Member?

Your local chapter is sponsoring a total of five advanced professional training opportunities in the next few months. We have three George Washington University Master's Training courses co-sponsored with SNS/ORNL. We have NES in April and another all day seminar planned for May. All these opportunities are offered to you exclusively as a NCMA member or at a discount. By taking advantage of just these opportunities you have saved you or your company well over \$3,000 off the "regular rate", and we all know how contracting folks love to save money.

The East Tennessee chapter can provide these benefits because we have a strong, active membership who supports professional development and our organization.

It pays to be a NCMA member.

*Joel Pearman*

## About The Speaker.....

Ms. Wendy E. Bryant is the Assistant Chief Counsel for Contracts and General Law for the Department of Energy's Oak Ridge office. She is the Work Group Leader responsible for legal issues concerning contract and procurement matters, labor and personnel, ethics and standards of conduct, and anything else that doesn't fall within litigation management, environmental law, or intellectual property.

Before joining ORO's Office of Chief Counsel in 1981, she served as a claims attorney for the U.S. Army in Kaiserslautern, Germany, and then as a contracts attorney at the Pentagon in Washington, D.C. Prior to that she served four years of active duty in the United States Air Force from 1983 to 1987, and was based at Maxwell Air Force Base, Alabama and Clark Air Base in the Republic of the Philippines. She is currently a Lieutenant Colonel in the USAF Reserves attached to the commercial litigation section in Washington, D.C.

Wendy is a native of Ooltewah, Tennessee, received her B.S. degree from East Tennessee State University, and her law degree from Memphis State University's (now the University of Memphis) Cecil C. Humphreys School of Law in 1983 where she was a member of both the Law Review and the Moot Court Board. She currently

## NCMA WORKSHOP

**Where:** Garden Plaza Hotel

**When:** February 5, 2003, 10:30 a.m.

**Topic:** Money and Magic

**Speaker:** Don Morris, AG Edwards

## NCMA MEMBERSHIP MEETING

**Where:** Garden Plaza Hotel

**When:** February 5, 2003

**Social Hour begins at 11:30 a.m.**

**Lunch will be served at 11:45 a.m.**

**Cost:** \$12 Members, \$15 Non-Members

**Topic:** Ethics in Contracting

**Speaker:** Ms. Wendy Bryant, Attorney, U.S. Department of Energy

**Menu:** Fresh Tossed Garden Salad, with Assorted Dressing, Rolled Roast Beef with Mushroom Gravy, Horseradish Mashed Potatoes, Green Beans Almondine, Assorted Rolls and Butter, Chef's Choice Dessert, Coffee, Decafe, Iced Tea and Water

**RSVP:** Call Vicki Dyer at 483-9332 or fax to 483-0241 by COB Friday, January 31, 2003.

serves as an adjunct professor for the University of Tennessee College of Law, teaching Contract Drafting to second and third year law students.

### **About The Workshop.....**

Come enjoy a magic show and learn about money management at the same time! Mr. Morris will combine his 25-year hobby of magic with his financial and investment knowledge. He attended the University of South Carolina financing the cost of an education performing magic shows while earning a degree in Finance. He writes articles for the Knoxville News Sentinel and is on the Board of Directors for the National Kidney Foundation. Please come early -- the seating is limited and will go quickly.

### **From Scholarship.....**

In mid January, the East Tennessee Chapter submitted an application for supplemental scholarship funds from the National NCMA organization. Our National Vice President, of the South Eastern Region, will review the application, and make his recommendation to the Scholarship Review Board by the middle of February.

*McArthur Moore*

### **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](mailto: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.

### **THE GRAALMAN CORNER**

Below are the ways our Chapter can earn Graalman points in the area of **PARTICIPATION IN SCHEDULED CHAPTER, REGIONAL OR NATIONAL ACTIVITIES**. This category is worth 38 points (or 10%) out of maximum total points of 365 on the Graalman Application.

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

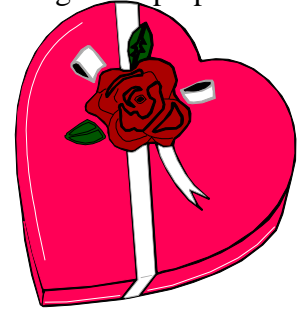
· *Average attendance at 8 largest chapter functions* is used as a measurement to determine what the average percentage of participation is of the total membership;

· *Attendance at the National Board of Directors meetings*, there a total of three annual meetings that can be attended by the Chapter's National Director or approved alternate. If we do not participate in at least one of these meetings, then our Chapter's score is *reduced by 3 points*;

· **Chapter leaders can attend the Chapter Leadership Workshops** that are hosted in each region in preparation for or during the program year;

· **Representation of our Chapter at the “Annual National Meeting of NCMA Chapter Presidents”** which is a leadership development forum for new chapter presidents and other potential chapter leaders;

· **Chapter support to the NCMA World Congress** by purchasing mementos, hosting receptions or breaks, working a registration desk, etc.



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

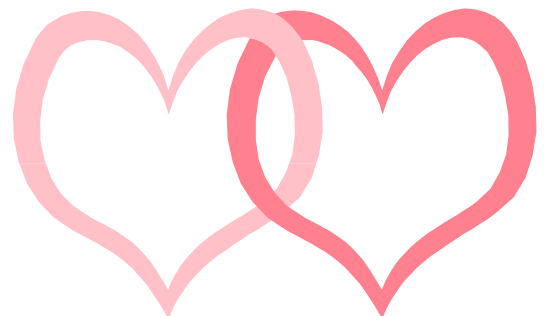
**TBD:** *Host or co-host any other NCMA seminar originated by NCMA National; and*

**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).  
Email: [debra.hickman@jacobs.com](mailto:debra.hickman@jacobs.com)

***Debra Hickman***



## Upcoming Events

2003 Program Schedule	
February 5, 2003	Workshop: Money and Magic, Speaker Don Morris, AG Edwards. Membership Meeting, 11:30 a.m., Garden Plaza: Speaker Wendy Bryant, DOE, Topic: Ethics in Contracting
March 5, 2003	Workshop: Preparing for a DCAA Audit, Speaker Bruce Bowland, NCMA. Membership Meeting, 11:30 a.m., Garden Plaza, Cost and Pricing Analysis, Speaker Carol Anderson, Manager, Procurement BWXT Y-12
April, 2, 2003	NES Speakers TBD.
May 7, 2003	Workshop: Writing a Resume for a Career in Transition, Speaker, Phil Graves, 1-Day Resume. 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: The Crazy Language of Warning Labels