



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

Our Chapter still has several activities planned for the remainder of the program year. We have two training opportunities for the membership to take advantage of. The NES topic will be on project management and is coming up soon. Be sure and review the NES article in this newsletter. We have two excellent speakers lined up for this event. There is also another training opportunity scheduled for May. Mary Berry has worked tirelessly on this year's training program. Be sure to support our chapter and receive excellent professional training. See you March 5th.

*Joel Pearman*

## About The Speaker.....

Carol A. Anderson is Acquisition and Asset Manager for BWXT Y-12, L.L.C., the management and operating contractor of the Y-12 National Security Complex in Oak Ridge, Tennessee. She has more than 25 years experience in both domestic and international commercial and government acquisition. She recently returned from a two-year assignment in Russia working on non-proliferation security related projects for the U.S. Government. Ms. Anderson has over fifteen years experience managing procurement organizations performing complex acquisitions in support of major facilities, construction, environmental, and aerospace programs. She is a graduate of Saint Mary's College in Moraga, California with a Bachelor of Administration degree in Project and Business Management. The Y-12 Complex is a National Nuclear Security Administration site with an annual budget of more than \$400 million.



## About the Workshop Speaker.....

Bruce Bowland is the Chief Operating Officer (COO) at Information International Associates, Inc (IIa). As an executive member of IIa's management team, Bruce's responsibilities run the full gamut of managing corporate operations. Bruce has 22 years of experience in cost, contract, and financial and business operations management, including serving as a COO, CEO, and CFO for other small-business government contractors. As an expert witness accepted in United States Federal Court, Mr. Bowland has proffered testimony on the propriety of audits and allowability of claimed costs.

## NCMA WORKSHOP

**Where:** Garden Plaza Hotel  
**When:** March 5, 2003, 10:30 a.m.  
**Topic:** Preparing for a DCAA Audit  
**Speaker:** Bruce Bowland

## NCMA MEMBERSHIP MEETING

**Where:** Garden Plaza Hotel

**When:** March 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:** Cost and Pricing Analysis

**Speaker:** Carol Anderson, BWXT Y-12

**Menu:** Fresh Tossed Garden Salad, with Assorted Dressing, Chicken Picatta, Wild Rice, 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, February 28, 2003.

**NOTE:** Please make reservations by 5:00 p.m., Friday, January 3, 2003.



He knows and understands the intricate details that can make working with the government a challenge for contractors. While the Corporate Director of Contracts for a \$50M corporation, Bruce established computer-based decision support systems that significantly increased the cost control accuracy of projects. These systems allowed him to simultaneously monitor more than 100 projects with revenues ranging from several thousand dollars up to \$85 million.

As CFO for a \$20 million company, Mr. Bowland developed computer cost proposal templates and formats that routinely satisfied DCAA scrutiny. He implemented cost-control methods for proposal development along with weekly, computerized cost-status reports for more than 500 proposals. He created return on investment and cost/benefit analysis reports that helped identify 14 preferred markets for proposal development. The result was a 25% increase in the number of granted awards.

A native of New Jersey, Bruce attended the University of Rhode Island where he earned his bachelors degree in geotechnical engineering. He attended Bristol University in upper East Tennessee to attain his MBA. He has been working and living in East Tennessee since 1987. He is married with three children (two sons and a daughter).

### About The Workshop.....

Do the following acronyms mean anything to you?

CAM, CAS, DCAA, FAR, GAAP, GAAS, GAGAS, MAAR

Knowing what these acronyms mean, and how to use them to your advantage, could help you in preparing and successfully managing an audit by DCAA. Topics for discussion will include:

Audit avoidance vs. evasion, What to do when you get the “call”, Setting the tone and controlling the audit environment, How to deal with a ‘hostile’ audit

To learn more about how these terms can help you better understand, control, and manage a DCAA audit, NCMA is sponsoring a 1 hour workshop Wednesday, March 5<sup>th</sup> from 10:30 – 11:30 AM.

### 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](mailto: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.

# Welcome!

New member Mr. Spencer E. Rollins from BWXT Y-12 Acquisition and Asset Management.



## THE GRAALMAN CORNER.....

Below are the ways our Chapter can earn Graalman points in the area of **FINANCIAL REPORTING**. This category is worth 10 points on the Graalman Application.

### **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.

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

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

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

**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](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***

## 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

One of the seminar speakers 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, and 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, and 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 she teaches contract management courses through NCMA.

For registration forms and prices, see the NCMA-ET website: [www.ncmaet.com](http://www.ncmaet.com) or contact Penne Howard [howardpg@y12.doe.gov](mailto:howardpg@y12.doe.gov) (865-574-3803) for registration information or Judy Franklin [jfrankl1@ch2m.com](mailto:jfrankl1@ch2m.com) (865-483-9032) for other information. A registration form follows in this newsletter.

## 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

### 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 - 574-2767 Address BWXT Y-12 P.O. Box 2009 MS-8207, 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

## Upcoming Events

2003 Program Schedule	
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