



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

NCMA National President Gary Zura's latest report on improving conditions is excerpted below:

### The 5<sup>th</sup> World

Congress drew a total of ~1100 people, including over 140 speakers and ~150 new members! It was wall-to-wall opportunity for hearing from the profession's experts and senior leaders, renewing old friendships, and just having a great time! The exhibit hall was sensational, the keynote speakers and panels were knockdown tremendous and even the breaks were fun!

The next [World Congress will be held in Phoenix, 25-27 April 2005.](#)

The Board of Directors voted on the new election policy and process, essentially the same as we used in the transitional period this year. And, elected the At-Large Directors to the Board, effective 1 July 2004. They are: Lenn Vincent, Paul Robert, Gary Poleskey and Sandra Sieber. They are all leaders of renown in the profession and, added to the members that you elected from the Regions last month, round out a Board of twenty-four to govern the Association in the future. We ended the last Board meeting under the old structure with, of all things, a roll-call vote to adjourn! To me it was a bittersweet event confirming the courage of the Board to transform itself to meet future challenges of the Association. We all should be very proud that after 45 years of operations, we were able to face the need for change and deal with it professionally, positively and with unity.

We also learned that we are financially, structurally and operationally healthy. Our assets are up about 24% from a year ago, we are current in accounts payable (reduced by



## CFCM STUDY SESSION

**Where:** DoubleTree

**When:** June 2, 2004 at 9:30 a.m.

## MEMBERSHIP MEETING

**Where:** DoubleTree

**When:** June 2, 2004

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

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

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

**Topic:** Overview of the Battelle Integrated Supplier Information System (ISIS)

**Speaker:** Connie Arwine, UT Battelle/Oak Ridge National Laboratory

**Menu:** Fresh Tossed Garden Salad, with Ranch or Honey Dijon Dressing, Meat Lasagna, Southern Style Green Beans, French Bread and Butter, Chef's Choice Dessert, Coffee, Decafe,

42% since April '03) and we are ahead of budget for Program Year 04. By year-end, we are projecting about a 3.5% profit, before income on investments (perhaps more, depending on the final outcome of the Congress). Our staff remains stable at sixteen, with some managed growth planned as we go into PY '05. Numbers of staff are constant, but our Executive Director, Neal Couture, has changed the skill mix somewhat to support our strategic objectives. Included is a new Director of Marketing (Karen Wilson), a Chief Knowledge Officer (Terry Kolp) and some changeover in project support personnel (Brian and Patrick). Neal also took the opportunity to review his Operational Plan and the many initiatives underway to support our strategic objectives. The Board passed the budget for PY '05, which is about 16% larger than this year, with approximately the same margins predicted. We are postured for growth and continued success!

The Chapter Presidents' Forum (at the Congress) also went extremely well involving 30-40 chapter leaders and Board members. I got some great feedback to use as a starting point for a Task Force that is planned in May for examining the Chapter model. I've assembled a group of officers and chapter presidents to assess chapter operations and evolve the way we currently support chapters and the expectations that we have of them. I expect to have at least a status report or possibly some recommendations to present to the Board in July. We may be in a position to review them with you at the Leadership Summit in June in Las Vegas. Effective Chapters are the lifeblood of the Association and, like we evolved the national structure and national operations, we must find ways to evolve the Chapter model.

**Speaking of the June leadership summit. It is 4-5 June 2004 at the Circus Circus Hotel in Las Vegas. Check the web site for details ([www.ncmahq.org](http://www.ncmahq.org)).**

As this is the last newsletter for this program year, we can look back with some positive assurance. The Chapter's leadership worked well as a team. Educational opportunities were again important as a record group attended the certification classes, the National Education Seminar was a success and the Scholarship program continues to progress. Our membership has shown strength in Chapter meetings and overall growth. It has been an honor to be in this office this year. Thanks to the Chapter leadership team for all the efforts made and accomplishments.

*Bob Lynch*

#### **About The Program.....**

The Battelle Integrated Supplier Information System (ISIS) was designed/developed by the Battelle Procurement Quality Services Working Group. The working group for ISIS consists of representatives from three Battelle-operated National Laboratories (Oak Ridge National Laboratory, Brookhaven National Laboratory and Pacific Northwest National Laboratory) and Battelle Science and Technical Institute. The database is a repository for supplier evaluation information and has the capabilities to attach copies of audit reports and other required documents. This information gives the user a comprehensive record of information to decide whether or not to use the evaluated supplier based on requirements/contractual needs. The ISIS is currently being considered as a DOE-wide database for sharing supplier information.

Use of a system such as ISIS is driven by 10 CFR 830 Subpart A, which is applicable to nuclear facilities, radiological areas, programs and activities that may impact nuclear or radiological safety and requires that contractors:

- procure items and services that meet established requirements and perform as specified

- evaluate and select prospective suppliers on the basis of specified criteria
- establish and implement processes to ensure that approved suppliers continue to provide acceptable items and services.

The ISIS database is a repository of supplier information – audit/assessment reports of suppliers that have been conducted to determine if the supplier has the capability to provide the end product that meets contractual and/or other requirements (e.g., NQA-1, ISO, 10CFR830.120, other standards).

### About The Speaker.....

Connie Arwine is the Quality Assurance Specialist supporting the Acquisition Management System at UT-Battelle/Oak Ridge National Laboratory, with 12 years at ORNL in the Quality Organization. For the past 14 months, she has been providing QA support for the Acquisition Management System (the supply chain).

### Proposed Slate of Officers for 2004 – 2005

#### East Tennessee Chapter

#### National Contract Management Association

The nominating committee for the East Tennessee Chapter of NCMA proposes the following slate of officers for the 2004-2005 Program Year:

<b>President</b>	Barbara Jackson
<b>Vice President</b>	Katherine Bumgardner
<b>Treasurer</b>	Laura Davis
<b>Secretary</b>	Judy Franklin

This ballot is presented for your immediate information and review and will be formally presented and voted upon by the membership at the June 2<sup>nd</sup> meeting. In the interim, comments or questions regarding the proposed slate of officers should be addressed to the nominating committee: Mary Berry, Joel Pearman and Barbara Turner.

As a reminder, voting is only required for officer positions; committee members may volunteer at will. If you would like to serve on a committee next year, you may contact the President-elect, Barbara Jackson, or the nominating committee.

### THANK YOU TO THE CFCM STUDY SESSION LEADERS .....

The East Tennessee Chapter would like to recognize at the last Membership Luncheon of the year on June 2<sup>nd</sup>, those individuals, listed below, that took the time to prepare for and lead a CFCM Study Session.

They are: **Neil Lentz, Beverly Harness, Dick Absher, Judy Franklin, Faye Orick, and Judy Wilson**

The Chapter appreciates your dedication to our Chapter, to furthering contract knowledge, helping your fellow Chapter members prepare for the CFCM certification exam, and for the time from your busy professional and personal lives to lead one of these sessions. **The Chapter thanks you and would request that you attend the luncheon so that you can be recognized for your efforts.**

**The Chapter would also like to make one last request of the CFCM Proctors.**



**Please attend the last study meeting. It will be a general question and answer session and will be held in the Doubletree Board Room.**

### **Last CFCM Study Session**

The last session of the Study Group will be held from 9:30 to 11:30 on June 2<sup>nd</sup>, prior to the Chapter Membership Luncheon. This last study session will be a general questions and answers session. Information on taking the CFCM Certification will be provided, as well as some additional study material. Please plan to attend.

**Information on Taking the CFCM Examination:** Attached with this mailing is a copy of the of the Certified Federal Contracts Manager (CFCM) Application. The application fee is \$150 for members and \$250 for non-members. If you meet the eligibility requirements and you have paid your application fee you have up to two years to sit for both modules of the CFCM examination. The application fee is non-refundable. To earn your CFCM certification you must take and pass both the General Business **Knowledge Module and the Federal Knowledge Module.**

### **CFCM Certification Eligibility Requirements**

Before you can sit for the examination you must meet the following requirements:

- Have a degree at the Bachelor's level from a regionally accredited college or university with 24 hours of business/contract management topics. Evidence of completion must be submitted with the application and may be either a copy of your diploma or transcripts.
- Two years of experience. Work experience should be documented on page two of the application.
- 120 hours of continuing professional education. For a detailed explanation of continuing professional education go to <http://www.ncmahq.org/certificatuib/docs/CMERrequirements.doc>.

### **Examination Location**

The Thomson Prometric Test Center is the location for the exam. The test session will be conducted in a proctored environment and will be recorded with video and audio equipment.

When you receive notice of eligibility and wish to take the exam contact:

Thomson Prometric Test Center

9050 Executive Park Dr.

Suite 100, Building A

Knoxville, TN 37923

(865) 690-0376

Please contact either NCMA Headquarters office or me at (865) 220-4959 if you have any questions.

*Mary Berry*

**Welcome New Members.....**

Ron Hastings	Ernest Whitaker	Grady Moore	Mark Miller
Kristi Paczkowski	Greg Howard	Donna Alexander	Matt Calvert
Kerwin Fulton	Janet George	Mary Burnette	Janice Holman
Alice Murphy	Robin Stooksbury	Nancy Martin	Edye Watt
James Morrison	William Thornton, III	Kathi Peterson	Barry Smith

The Chapter would like to welcome these individuals and thank them for joining NCMA. There will be a special new member recognition during the June Membership Meeting for these new members. As a special guest at this meeting, the cost of their meal will be paid by the chapter. The free lunch is available for this meeting only.

Note: The Chapter recognizes new members as their names appear on the New Member Report provided by NCMA National. If you have joined NCMA within the last couple of months and are not listed as a new member, you will be recognized at the next new member recognition.

**Recognizing Long Time Members**

The Chapter would like to recognize the individuals listed below for their years of membership with NCMA. There will be special member recognition held at the June Membership Meeting, where these individuals will be recognized for their longevity with NCMA and presented with an anniversary pin. The Chapter is also taking this opportunity to "catch up" on those members who have not been recognized in the past. Congratulations members for your long-standing membership.

**Name Years of Membership**

Robert E. Lynch	30 years
William P. Painter	28 years
Neil D. Lentz	28 years
Stuart L. Phillips	27 years
William S. Taylor	25 years
Richard L. Absher	25 years

Charles D. Crowe                      21 Years

Steven R. Hodges                      21 years

Woodrow E. Davis, Jr.                20 years

Note: At the present time, the Chapter recognizes those individuals with 20 or more years of membership with NCMA during the special member recognition. However, the Chapter would like to congratulate and thank all members for their continued support of NCMA.

*Becky Wagner*

**Upcoming Events.....**

<b>2004 Program Schedule</b>	
June 2, 2004	Membership Meeting, 11:30 a.m., DoubleTree