



## Professional Enhancement Opportunities Abound In 2002

If you want to improve your contract management expertise, 2002 will be a banner year for you. NCMA-ET is sponsoring several opportunities in East Tennessee. Our Chapter, along with the SNS/ORNL Procurement Organization continues to hold Contract Master's Training courses. The next session, *Negotiation Strategies and Techniques*, will be held January 22-25, 2002. This is an accredited program which will apply toward credit for professional continuous learning requirements, as well as toward a Master's Certificate in Government Contracting from George Washington University. For more information, contact Joel Pearman at [pearmanje@sns.gov](mailto:pearmanje@sns.gov).

The Chapter is planning a training program in February of 2002. The subject matter is the Service Contract Act. See the attached announcement in this Newsletter. You need to act swiftly to get registered as seating is limited. For more information contact Mary Berry at [mary.berry@jacobs.com](mailto:mary.berry@jacobs.com). Other programs are in the works.

**Joel Pearman**

### About The Speaker.....

Mr. Chuck Keller has 22 years of technical communication experience, including 18 years in the proposal development field. As owner of Keller Proposal Development and Training, he assists and trains clients to develop bid proposals for commercial and government contracts. A retired Naval Reserve Commander and former newspaper reporter, Chuck is a Senior Member of the Association of Proposal Management Professionals (APMP). He has a BS (Journalism), an MBA, and an MS (Technical Communication). He serves as an adjunct instructor for proposal writing classes at Southern Polytechnic State University (SPSU) in Marietta, GA, and conducts public training seminars for proposal development.

Mr. Keller will describe 10 of his favorite proposal guidelines contained in his recently published textbook about proposal writing, co-authored with colleague William (Sandy) Pfeiffer. Although written primarily as a textbook, it has enough real-world tips to be used as a reference/training tool in a corporate setting. For more information about the book, please see [www.prenhall.com/proposalwriting](http://www.prenhall.com/proposalwriting).

### NCMA MEMBERSHIP MEETING

**Where:** Garden Plaza Hotel

**When:** January 9, 2001

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

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

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

**Topic:** The "Greatest Hits" of "Proposal Writing: The Art of Friendly and Winning Persuasion"

**Speaker:** Mr. Chuck Keller; Owner of Keller Proposal Development & Training

**Menu:** Fresh Tossed Garden Salad with Assorted Dressings, Chicken Picatta, Green Beans Amandine, Wild Rice, Assorted Dinner Rolls with Butter, Chef's Choice Dessert, Coffee, Iced Tea and Water.

**RSVP:** Call Vicki Dyer at 483-9332 or fax to 483-0241.

**NOTE:** Please make reservations by 5:00 p.m., Friday, January 4, 2002.

**NCMA Seminar- The Service Contract Act.....**

The East Tennessee Chapter of NCMA and the Federal Publications Seminars, LLC invite you to attend a Seminar on The Service Contract Act. The course will be held Tuesday, February 12, 2002 at Jacobs Engineering Group's Einstein Conference Room from 8:30 a.m. to 4:00 p.m. The instructor will be Mr. Tim Sullivan. This course is worth 7 hours of CPE credits. Please return the attached registration form with payment to Mary V. Berry, 125 Broadway Ave., Oak Ridge, TN 37830. Hope to see you there.

**Chapter By-Laws.....**

The chapter will be voting on revisions to our By-Laws at the January Chapter Membership Meeting. If you want a copy or have questions, contact Joel Pearman at [pearmanje@sns.gov](mailto:pearmanje@sns.gov).



**Treasurer's Report.....**

As of December 28, 2001, there was \$5,290.83 in checking, \$526.68 in savings, \$100 in cash, and \$5,652.18 in a CD for a total of \$11,569.69.

*Seaira Stephenson*

**From The Newsletter.....**

Don't forget... if you have articles of interest please submit them to us at (865) 482-7408 (fax), or email them to [kbumgardner@scgincorp.com](mailto:kbumgardner@scgincorp.com).

*Katherine Bumgardner*

**New Address.....**

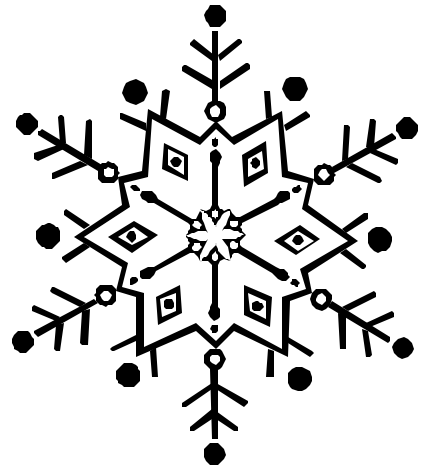
NCMA has a new mailing address. Correspondence, payments, and invoices can be sent to:

NCMA-ET Chapter  
P.O. Box 5234  
Oak Ridge, TN 37831-5234

**From Membership.....**

As of December 28, 2001 the East Tennessee Chapter had 146 members.

*Gina Thomas*



*Upcoming Events.....*

<b>2002 Program Schedule</b>	
<b>January 9, 2002</b>	<i>Membership Meeting, 11:30 a.m., Garden Plaza</i>
<b>January 15, 2002</b>	<i>Board Meeting, 12:00 p.m., Location TBD</i>
<b>February 6, 2002</b>	<i>Membership Meeting, 11:30 a.m., Garden Plaza</i>
<b>February 19, 2002</b>	<i>Board Meeting, 12:00 p.m., Location TBD</i>
<b>March 6, 2002</b>	<i>Membership Meeting, 11:30 a.m., Garden Plaza</i>
<b>March 19, 2002</b>	<i>Board Meeting, 12:00 p.m., Location TBD</i>
<b>April</b>	<i>NES</i>
<b>April 16, 2002</b>	<i>Board Meeting, 12:00 p.m., Location TBD</i>
<b>May 1, 2002</b>	<i>Membership Meeting, 11:30 a.m., Garden Plaza</i>
<b>May 14, 2002</b>	<i>Board Meeting, 12:00 p.m., Location TBD</i>
<b>June 5, 2002</b>	<i>Membership Meeting, 11:30 a.m., Garden Plaza</i>



2001/2002 Officers and Chairs

Position	Name	Telephone Number (Area Code 865)	E-mail
President	Joel Pearman	241-5305	<a href="mailto:pearmanje@sns.gov">pearmanje@sns.gov</a>
Vice President			
National Director	David Wallace	482-1066, x 316	<a href="mailto:wallacedw@cdm.com">wallacedw@cdm.com</a>
Secretary	Katherine Bumgardner	482-7440 x 128	<a href="mailto:kbumgardner@scgincorp.com">kbumgardner@scgincorp.com</a>
Treasurer	Seaira Stephenson	481-6546	<a href="mailto:seairas@home.com">seairas@home.com</a>
Education	Mary Berry Barbara Turner	220-4959 717-3216	<a href="mailto:mary.berry@jacobs.com">mary.berry@jacobs.com</a>
Employment	Al Guidry	241-4161	<a href="mailto:guidrya@sns.gov">guidrya@sns.gov</a>
Graalman	Christine Bond	560-1372	<a href="mailto:christine.bond@power.alstom.com">christine.bond@power.alstom.com</a>
Membership	Yvette Cantrell Gina Thomas	481-4603 481-4637	<a href="mailto:yvette.a.cantrell@saic.com">yvette.a.cantrell@saic.com</a> <a href="mailto:regina.d.thomas@saic.com">regina.d.thomas@saic.com</a>
Newsletter	Katherine Bumgardner	482-7440 x 128	<a href="mailto:kbumgardner@scgincorp.com">kbumgardner@scgincorp.com</a>
Program	Christine Bond	560-1372	<a href="mailto:christine.bond@power.alstom.com">christine.bond@power.alstom.com</a>
Publicity/Webmaster	Faye Orick	481-8632	<a href="mailto:sorick@fwenc.com">sorick@fwenc.com</a>
Scholarship	McArthur Moore	576-3847	<a href="mailto:mzo@ornl.gov">mzo@ornl.gov</a>
Social	Vicki Dyer	483-9332	<a href="mailto:vdyer@scisale.com">vdyer@scisale.com</a>
Constitution/Bylaws	Joel Pearman	241-5305	<a href="mailto:pearmanje@sns.gov">pearmanje@sns.gov</a>

