

**FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM (FMIP)
MINUTES – JANUARY 23, 2001**

Attendees: Program Analysts, Administrative Officers
Recorder: Amanda Pettitt
Location: ACT-1 Conference Room
Start: 1:30 p.m.

Mike Chappine – ACCOUNTING

Introduced two new employees of the Accounting Branch: Gary Graybill and Katrita Washington.

New employee, Kimberly Knight will start February 12, 2001.

Yvonne Moy and Betty Pallante are still on detail in Washington working on the Delphi Team.

Announced that Jeanine Pierce was selected as a Contracts Specialist for the Contracts Branch effective January 14, 2001.

Mike King (Acting) – BUDGET

First Quarter Financial Review will be held on February 7, 2001.
All unfunded requirements were due on January 19, 2000.

Melissa French-Gates – NATIONAL CONTRACT MANAGEMENT ASSOCIATION (NCMA)

Briefing on the National Contract Management Association (NCMA). ([Attached](#))
Introduced the President of the (NCMA) Cynthia Hische.

Cari Law – CAS DELPHI BRIEFING

Briefing on ARA CAS ([Attached](#)) and DELPHI ([Attached](#)).

Lisa Ferrante – DELPHI PURCHASING BRIEFING

Briefing on DELPHI Purchasing. ([Attached](#))

Walter Vernon – FOREIGN TRAVEL POLICY ORDER

Provided a handout (FAA Order 1600.61A), which replaces FAA Order 1600.61, Defensive Security Briefing Requirements for FAA Employees Traveling to Communist - Controlled Countries. ([Attached](#))

Emphasized the importance to read this order when **TRAVELING TO FOREIGN COUNTRIES**.

All FAA and Contractor employees 14 days prior to his/her departure for any foreign county on official business are required to read the guide and certify in writing by signing and dating the certification found in Appendix 1 of the order.

All Supervisors are required to ensure all FAA and Contract employees are made aware of this order and comply.

Walter Vernon will be doing spot checks in different organizations to make sure that everyone has complied with this order.

ACTION – Operating offices/Administrative Officers shall maintain a current file of the certificates for inspection by the Civil Aviation Security Office, ACT-8.

*Prior to traveling, FAA and Contractor employees are encouraged to check Travel Warnings and Public Announcements and Consular Information sheets issued by the Bureau of Consular Affairs, Department of State, for countries to be visited. The Department of State's web site is :<http://travel.state.gov>, or call Overseas Citizens Services, (202) 647-5225.

Glenn Hansen - TRAVEL

Our website will be expanded to accommodate foreign travel issues.

PCS Memorandum ([Attached](#)) states that PCS signed travel orders will not become official until AMZ-130 reviews them and issues a copy directly to the traveler.

A DARTS demo and directions for pulling the Open Travel Obligations report was given. ([Attached](#))

Adrienne Calderone – CELL PHONES ([Attached](#))

You are encouraged to keep Verizon as your cell phone provider.
Cell phone costs are escalating.
Review cell phone bills to see if you are under a plan the suites your need.
Check to see if you were incorrectly billed for calls you did not make.
Check to see that you are not being billed for state and local tax.
Coming soon will be your pager and cell phone bills all in one.
You can obtain your cell phone costs by going into DARTS.

Larry Barts – INTEREST PENALTY POLICY/ OPEN OBLIGATION REVIEW/DAFIS

INTEREST PENALTY POLICY

A cost reimbursement contract issued after December 12, 2000 is subject to the Prompt Payment ACT.

OPEN OBLIGATION REVIEW

There is an open obligation review that is due the end of February 2001.
The ERDS report is working well.
Mike Bralski will be reversing FY 2000 accruals for credit card purchases.

DAFIS up the following Saturdays:

January 20;February 17;March 17;April 21;May 19;June 16;July 21

Next Meeting scheduled for Tuesday, March 27, 2001; 1:30 p.m. ACT-1 Conference Room.

