

FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM (FMIP)

Minutes – APRIL 24, 2001

Attendees: Program Analysts, Administrative Officers
Recorder: Amanda Petitt
Location: ACT-1 Conference Room
Start: 1:30 PM

Joseph Martirone – *Opening Remarks*

The Department of Labor (DOL) is sponsoring a program called “Teach the Teachers.” The intent of the program is to provide an opportunity for local teachers to work in businesses shadowing professionals in their area of expertise. This program will run during summer break (July 9 - August 3). The program is funded entirely by DOL, and individuals can be picked up through the Technology Transfer Program.

Mike Chappine – *Reimbursable Processes/Travel Manager 8.0 (TeServe) Implementation/Project Activity Dictionary (PAD)/Reimbursable Processes/Allotments*

The next OIG audit is scheduled for the week of June 25. The OIG will again be focusing on property and expenses.

The Technical Center is now piloting the web version of Travel Manager called TeServe within ACT-200. The remaining organizations at the Technical Center are planned for implementation prior to June 30, barring any unforeseen difficulties. The implementation plan has been accepted by NFFE and AFGE (AOS and ACT). Multiple training sessions are planned for employees and managers in the auditorium during the month of May.

The FAA-wide Project Activity Dictionary was received early this month. The ARA LDR Team is however, still working on identifying activities for the direct R,E&D projects and for the ACT Facility projects. It is planned that the R,E&D activities will be incorporated within and/or added to the F&E Life Cycle WBS activities. Our goal for the facility activities is to create a generic set applicable to all Technical Center facilities. The ACT facility divisions have so far identified their activity needs to ACT-32. Our office will meet with them on May 7 to propose the generic blended activities. We will brief the ACT Management Team once a consensus is reached.

Jon Fine – *Travel Audit Results* **AUDIT OF SHUTTLE CHARGES**

An audit was performed in order to determine if the upgrade to Travel Manager 7.1C was working properly. This upgrade automatically defaults the ACY/DCA shuttle costs as non-reimbursable to the traveler. Also, he examined shuttle users who claimed the $\frac{3}{4}$ Meals and Incidental Expenses (M&IE) \$34.50 for single day trips to Washington, DC. Eligibility for payment of subsistence

expenses starts on the day you depart your home, or office and ends on the day you return to your home or office. If that time is less than 12 hours, the traveler is NOT entitled to M&IE. A review of all compensatory time earned or overtime on shuttle trips was examined. It is the Technical Center's policy that employees should not charge compensatory time earned or overtime for travel trips.

AUDIT OF CONFERENCE MEALS

An audit was performed to determine if travelers, who had any meals provided as part of the conference registration fee, properly adjusted their Meals and Incidentals (M&IE). The M&IE rate must be adjusted for a meal(s) furnished to the traveler with or without cost, by deducting the appropriate amount.

Charles Bilardo – Call for A-76 Requirements

The annual FAIR (Federal Activity Inventory Report) A-76 report is due by the end of this month. This year, Inherently Governmental positions are required to be reported; in addition to the usual report of Commercially Available positions. To our favor a full account of all currently contracted positions is also required. The requirement to report all 3 position types is making the data collection and reporting effort much more intricate and time consuming, however a more complete picture of our current contract involvement will be presented. Further complicating the process was the revision of all functional codes from those used previously. We will have the data available for brief prior to submitting to the ARA lead for incorporation in the LOB level report.

Jim Hogan – Financial Status Briefing; FY-00 Actuals and FY-01 Annual Plan and FY-01 2nd Quarter Review

Presented a Financial Status Briefing – If you would like a copy of the briefing, you may contact Jim Hogan via cc:Mail and he will send you one electronically.

The ARA Resource Management Team (ARA RMT) met April 11-12, 2001, for the Second Quarter Review. The ACT side of the RMT requested an additional \$750.0 to cover the cost of the Pay Raise, OSI/SCI at the Technical Center (\$475.0) and funding to cover some of ACT unfunded O&M requirements (\$275.0). The decision was made to provide the funding for the pay raise and for ACT to “park” the balance until a decision is made on the payout for the AFSCME union agreement. If the funding is not needed for the AFSCME union agreement then ACT can use the funds for additional unfunded requirements.

A SAT meeting was held on April 24 in Washington to discuss the FY 2003 Budget.

The F&E Activity 5 Second Quarter Review was held with ASD on April 17.

MaryAnn Reynolds – FY 2003 Operations Appropriation Status Change in BIIPS Format

Presented the status of the FY 2003 Operations Appropriation ARA budget. The ARA RMT met the week of March 19 to discuss and present each ARA

Directorate's requirements. Budget Increase Issue Papers (BIIPS) were included for new additional FY 2003 requirements. Subsequently ABA issued a new form for FY 2003 requirements. This new form is the Discretionary Increase Justification (DIJ). The difference between the BIIP and DIJ was explained. The DIJ's for FY 2003 have been submitted to ARA.

**NOTE: DAFIS is up the following Saturdays:
May 19; June 16; and July 21**

Next Meeting: May 22, 2001; 1:30 p.m.; ACT-1 Conference Room