

FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM (FMIP)

Minutes - June 27, 2000

Attendees: Program Analysts, Administrative Officers
Timekeeper: Joe Martirone
Recorder: Mary Granese
Speakers: Mike Chappine, Mary Storoz, Charlie Bilardo, Larry Barts,
Mary Ann Reynolds, Tina Dilanni
Location: ACT-1 Conference Room
Start: 1:30 PM

Joe Martirone –

- Clarified that ACT-600 will be sending out a message announcing the price increase of the shuttle. As of May 1, 2000, the shuttle price increased to \$135 one way and \$270 round trip.
- The Federal Appropriation Law course feedback has produced good suggestions and a positive awareness of the federal employees' responsibilities. Each organization will receive a copy of the latest version of Federal Appropriation Law. We are looking into how organizations could purchase their own additional copies if needed. Once this information is received, we will pass it along to all of you.
- **ACTION for Sue Linardo** – Remind ACT-10 to get together with Budget to determine the FY 2001 allocation of co-op hours to the divisions and to establish the FY 2001 training requirements before August.
- Lease money will be used to upgrade nine coffee messes in Building 300. No microwaves can be purchased with this money. This work should begin soon.

Mike Chappine – Update on SATO / Belle Meade Transition Schedule

- This Friday, June 30, 2000, the transition of the travel center from SATO to Belle Meade will occur.
 - Tickets should be transacted with SATO before 12:00 noon this Friday. SATO will close their door at 12 noon to 5 PM.
 - In the event that an emergency ticket is required, SATO can be reached at 1-800-826-7777 between noon and 5 PM Friday, June 30.
 - SATO may issue tickets for travel beginning on or before COB Friday, July 7.
 - Unused tickets procured from SATO must be given back to SATO for credit through Glenn Hansen, ACT-32.
 - Belle Meade will open for business on July 3 at 8 AM.
 - New price list (transaction fee) for Belle Meade's additional charges are:
 - Domestic travel for FAA employees and contractors \$20.00
 - International travel for FAA employees and contractors \$25.00
 - Private individual travel charge is \$ 5.00
- Rebate news
 - Concerning rebate value, it's better to get your tickets direct from the airlines if your travel ticket is over \$400 domestic and over \$500 international travel.

Mary Storoz – Update on the OIG Visit and CAS Implementation Progress

- No significant finding resulted from the OIG's visit. The LD implementation at the Technical Center was reviewed by interviewing selected individuals to demonstrate the process we use. This final audit report will be released in September.
- The cost accounting Charging Practice Document is being drafted in Headquarters. This document will cross all Lines of Business and will include examples of how to record time to the correct national project number in IPPS LDR.

Larry Barts –

ACTION Due June 30 – Validate all information in the ERDS with the IH report. Also look at your current and previous year's obligations and validate accruals in DARTS.

- In addition to the memorandum required to request changes to obligations, a sample form will be issued soon in replacement of/or along with the memorandum.
- Any obligation with no activity for 19 months or more qualifies to be cleared out of the system. If you have already started this process and your paper work is in Contracts, ACT-51, you should send additional letters to Contracts bringing your request to their attention.

ACTION Due FY 2001 October 1, 2000 – All new project codes are to be created with eight or less digits.

Mary Ann Reynolds – Additional Requirements List Information

ACTION Due July 5 – The additional requirements list is due back to budget with all your organization's requests per your manager. Each items requested needs a total explanation of need, impact if not granted, all related cost included and itemized out.

Tina Dilanni – Request for Change in Employee Coding Form

Each organization is required to send this form to budget, after their managers has signed, requesting an employee coding change. Draft copies of the form were distributed. The final version will be circulated through cc:Mail and posted on the budget website.

- The iCMM money will be released as of June 30, 2000.

Charlie Bilardo – ACT-32 Travel Services Questionnaire

ACTION Due July 11 – Hard copies were given out and the electronic version was sent out today. Give a copy of this questionnaire to all employees in your organization, requesting their prompt response. Return completed surveys to Charlie Bilardo in a yardmail envelope.

Next Meeting scheduled for Tuesday, July 25 in the ACT-1CR at 1:30 PM.

