



NCMA Potomac Chapter

Website: <http://intranet.ncmahq.org/i-270hightechcorridor/default.aspx>

Chapter News April 2007

April Chapter Meeting and Training Session - CANCELLED

Due to circumstances beyond our control the April Chapter Meeting has been cancelled. Please join us next month for our first dinner meeting to be held at O'Donnell's Seafood Restaurant at the Kentlands in Gaithersburg, Maryland. More information is provided below.

Call for Officer Nominations – NCMA Potomac Chapter

The NCMA Potomac Chapter is accepting nominations for Chapter Officers now through May 4, 2007.

Note from election committee: The Potomac Chapter is very fortunate to have a dedicated group of volunteers who have generously given their time to make the Potomac Chapter a viable entity. Now it's time to pass the torch. (We just got it re-lit so let's not blow it out!!)

Please submit your nominations in accordance with the instructions contained in the last 3 pages of this email to John Yakaitis at Yakaitis@msn.com. If you have any questions please contact John at 301-461-7662.

President's Corner

You'll notice that this issue of the NCMA Potomac Chapter News is lengthy! Please take a few moments to at least skim the headings (including those in the President's Corner) to insure you don't miss important information.

March Meeting Recap

If you missed our March meeting you missed a wonderful presentation by Mr. Jacob Pankowski, Partner, Government Contracts, Litigation & Dispute Resolution, Nixon Peabody, LLP, Attorneys at Law. The SAFETY Act is Subtitle G of the Homeland Security Act 2002, the Support Anti-terrorism by Fostering Effective Technologies Act of 2002. The Final Rule became effective September 20, 2006. The summary definition from Mr. Pankowski's presentation states: "The Act protects Seller and all of its customers and suppliers of qualified anti-terrorism technologies in the event damage occurs as a result of a terrorist act." There is a time consuming application and approval process that must be followed in order to achieve this "new Seal of Good Housekeeping" from the Act; however it is worth examining and discussing with a professional experienced in obtaining this protection if you are a provider of products and/or services that may be used in anti-terrorism activities. Please consider all products and services, even those not specifically manufactured for anti-terrorism activities. The example Mr. Pankowski used in his presentation was a digital camera. Because the camera could be used for photographing individuals of interest (terrorist suspects), or buildings, it could qualify for protection under this Act. A copy of his presentation is available at the chapter website. If you have any questions regarding the presentation or the SAFETY Act in general please contact Mr. Pankowski at 202-585-8181 or at jpankowski@nixonpeabody.com.

I'd like to thank our March meeting sponsor: BAE Systems www.baesystems.com for providing us with meeting space and refreshments and their continued support of the Chapter. March was our last chapter meeting in their facilities. We appreciate BAE's assistance during the restart of the Potomac Chapter.

Kudos to One of Our Members

Please join me in extending a hearty congratulation to one of our members, Beverly Allen, a Contract Administrator with the Henry M. Jackson Foundation, who was recently selected for admission into the NCMA's Leadership Development Program. Admission into this program requires the completion of an application, support of the applicant's employer and the applicant's chapter. There is a review/interview portion as well. The number of seats available in this program is limited and the talented applicant pool outnumbers the available seats. Beverly's potential to become a great leader within the contracting profession and NCMA were recognized by National as well as by our chapter as evidenced by her acceptance into the Leadership Development Program. I look forward to supporting Beverly's journey throughout the coming year. She will begin her participation in this program in June.

Information from National's website on the Leadership Development Program is listed below.

The NCMA Leadership Development Program was conceived to address one of the greatest challenges the contract management workforce has ever faced—an aging workforce that is retiring at a pace faster than the next generation is being prepared to replace them. This has created a gap of sorts—in supervisory, middle management, and executive level positions—across the entire profession, and is reflected within NCMA’s chapter leadership. There are simply not enough high-quality contract management professionals to meet today’s needs—and the outlook for the future remains challenging. The program is designed to quickly close the gap in leadership progression by accelerating the preparation of a select group of contract management professionals. Participants will go through a series of classroom, online, volunteer, and other experiential learning activities that will accelerate their career development and prepare them for management roles in their organizations and chapters.

The inaugural class of the Leadership Development Program will be graduating at World Congress 2007 in Dallas, TX. The 37 students of the program have completed an intense year of training. To assist them in their development as future leaders in contract management, 69 mentors provided their expertise and their time. We want to extend our gratitude to each individual who volunteered as a mentor. Your efforts will ensure that the future leaders in contract management will meet and exceed the standards set forth by your precedence.

If you know of anyone who may be interested in this program, please let them know that applications are accepted in the January-February timeframe of each year and will be available on the National website when the application acceptance period is open.

“C.A.R.T.” Meetings

We are looking for sponsors to host the C.A.R.T. meetings I mentioned at our April Chapter Meeting and Training Session. What is C.A.R.T.? It is the Contract Administrator’s Round Table. These meetings are the brainchild of Brian Greenberg, past President of the NCMA San Diego Chapter. The primary objective of “C.A.R.T.” is to provide a forum to ask any question, present any situation/problem, share lesson’s learned, and get an answer or feedback from a variety of viewpoints.

The role of the “Contracts Professional” is changing. We are no longer just “Administrators” we are now “Business Managers”. In this ever changing field there is much to learn and to keep abreast of, and we have so little time in which to do so, and often times little money to attend all of the possible seminars that would keep us well informed. We all know that there are multiple solutions to a single problem and multiple problems created by a single solution. “C.A.R.T.” will provide one venue for discussing these solutions and problems through networking, mentorship and just being able to ask someone your question.

Everyone is invited to attend. All that is asked of you is that you bring at least one (1) question or issue or lesson learned to share. No question is too dumb and most likely a majority of them will be too hard; however we will have fun trying to figure it out. At the “C.A.R.T.” we are all family trying to help one another. No egos, no showmanship and no worrying we will give away the company secrets.

Whether you are brand new in the contracts profession or have 20+ years experience, you are invited to share your questions, problems and knowledge with your fellow NCMA members and contract professionals so that we can learn, grow and excel in our profession.

The “C.A.R.T.” will be held once every couple of months, or every month depending on interest and need. We are not looking to hold these meetings at the same location or at the same time of day each meeting. The idea is to provide this forum throughout the Potomac Chapter area so that everyone has an opportunity to participate. All that we require of a sponsor for a C.A.R.T. meeting is to provide a conference room for us to hold our meeting for a period of 1 hour either first thing in the morning, at midday or at the end of the day. If the sponsor would like to provide a light refreshment and/or beverage that is their option however it is not required. Please contact me if you or your employer is interested in sponsoring one of these meetings.

Annual Chapter Survey

We will be sending out the annual chapter survey soon. When you receive the survey please take time to complete the survey and return. Your input is needed for the chapter to prepare programs and events of interest over the summer for

the next year. If you would like to assist with the survey please contact me. You will only need to edit the previous survey and add a few new topics.

Event Sponsorship

Our event sponsors provide meeting space, support services, speakers, refreshments, etc. In return for their generosity our sponsors receive advertising in our chapter newsletters, chapter website, they are given time at each meeting to promote their company, they are also given space to distribute flyers, job applications and job vacancy announcements, etc. If your company would like to sponsor an upcoming event, please contact me or Mark James, Vice President, for the details.

I look forward to seeing you in May! Trish Downing, NCMA Potomac Chapter, President

I can be reached at trish.downing@monster.com or at 703-269-4982. You can reach Mark James at mjames@i-a-i.com or at 301-294-5221.

News from National

Dues Increase Coming Soon!

Effective July 1, 2007, the annual dues for an individual membership will increase from \$100 to \$110 per year. This is the first dues increase in 5 years. As current members, NCMA wants you to have the opportunity to save a bit of money. From now until June 30, 2007, you can renew your membership and save money at the same time. Not only can you pay your membership dues now at current rates before the upcoming dues increase, we will also allow you to choose the number of years you'd like to renew at the 2006 rate. By choosing to renew now at the 2006 dues rate, you can also save an additional 10 percent off of the multiyear rate, which will further increase your savings.

[Click here to renew your membership now!](#), call 800-344-8096 or email memberservices@ncmahq.org.

World Congress 2007

April 22 – 25, 2007, Dallas, TX

Achieving Outstanding Results Through Effective Life-Cycle Contract Management is the theme for this year's annual World Congress. The event will have a decidedly western flair because of its Dallas, Texas location.

Please visit the following link for details on the training, networking and exhibiting opportunities for this highly acclaimed event. <http://www.ncmahq.org/meetings/wc07/index.asp>.

Call for Volunteers – NCMA Habitat for Humanity Project 2007

NCMA is now organizing the Second Annual NCMA–Habitat for Humanity Project in New Orleans, Louisiana the week of October 15–19, 2007, and we need your help! Last year's NCMA Habitat for Humanity project was in Slidell, Louisiana, working with the East St Tammany Parrish Habitat for Humanity. After touring the inner city, it is clear that New Orleans will be rebuilding for years to come, so we've decided to hold this year's build in the Ninth Ward.

For more information please visit the following link: <http://www.ncmahq.org/publications/articles/habitat07.asp>

2006 Salary Survey Now Available

Did you know that the median annual salary reported by respondents is \$82,000 and the typical respondent has worked in the contract management field for 15 years? This executive summary offers a brief recap of the survey's comprehensive findings. For a more detailed data analysis, you can purchase the entire electronic survey by completing the order form and sending it to our membership team.

[Executive Summary](#) | [Order Form](#) 

CFCM and CPCM Granted Course Equivalencies by Defense Acquisition University (DAU) and Federal Acquisition Institute (FAI)

Based on recent reviews by DAU and FAI, the following course equivalencies have been granted:

For DAU

Certified Federal Contracts Manager (CFCM)—CON 101 Basics of Contracting.


Certified Professional Contracts Manager (CPCM)—CON 202 Intermediate Contracting and CON 210 Contract Law.

[Click here](#) to see the DAU letter.

For FAI

Certified Federal Contracts Manager (CFCM)—CON 110 Mission Support Planning, CON 112 Mission Performance Assessment, and satisfies the experience requirement for Federal Acquisition Certification in Contracting (FAC-C) at Level I.

Certified Professional Contracts Manager (CPCM)—CON 202 Intermediate Contracting, CON 210 Contract Law, and satisfies the experience requirement for Federal Acquisition Certification in Contracting (FAC-C) at Level II.

[Click here](#) to see the FAI letter. 

This declaration of course equivalencies has many practical advantages for individuals and employers. For federal industry employers looking to qualify their people to bid on the growing number of outsourced GS-1102 positions in the federal government, achieving NCMA's CFCM and CPCM will save thousands of dollars in training costs and weeks of productive employee time. For individuals who work in federal industry, holding NCMA's CFCM or CPCM is likely to greatly increase their individual market value. For federal government employers who hire mid-career professionals from private industry, hiring a person with NCMA's CFCM or CPCM will save weeks of productive employee time that would otherwise be lost to mandatory training.

Upcoming Events of Interest

May Chapter Meeting

When: Wednesday, May 16, 2007

Where: O'Donnell's of Kentlands, 311 Kentlands Blvd., Gaithersburg, MD 20878

Networking: 5:30 pm– 6:30 pm

Chapter Business: 6:30 pm – 7:00 pm

Training: 7:00 pm – 8:00 pm

Speaker : Thomas R. Temin. Mr. Temin is the former editor in chief of Government Computer News and Washington Technology magazines, and has been an observer and commentator on the government technology and contracting scene for more than 15 years. He is now a consultant.

Topic: Mr. Temin will discuss three fast-moving and conflicting trends in government that are all converging on procurement and contracting and threaten to undo a decade of reform and greater reliance on the discretion and integrity of the career workforce.

Fee: \$45, includes dinner, payable to NCMA Potomac Chapter. Please remit payment to NCMA Potomac Chapter, c/o Mike Vaidya, BAE Systems, 1601 Research Boulevard, Rockville, MD 20850. Reservation and payment must be received by Friday, May 11, 2007. If you have any questions please contact Mike Vaidya, Chapter Treasurer, at 301-738-4208 or at mike.vaidya@baesystems.com.

Please visit our chapter website for more information, the menu and the cancellation policy.

April 18, 2007, 11:45am – 1:00pm, NCMA Bethesda-Medical Chapter

Speakers: Barbara Kinosky and Jim Phillips, Co-Founders of Centre Consulting

Topic: The New T&M Rules – New Challenges for Acquisition Professionals

Location: 6100 Executive Boulevard, 6th Floor Conference Room, Rockville, MD, parking onsite - \$1.00 per hour

RSVP: ncmabethesda@gmail.com

Fee: None

Please join the Bethesda-Medical Chapter to learn about the new T&M rules and the new challenges for acquisition professionals. For more information please visit the NCMA Bethesda-Medical Chapter's website at:

www.ncmabethesda.net.

April 18, 2007, 5:30pm, NCMA Washington DC Chapter

Speaker: Jonathan L. Etherton, Principal, Etherton and Associates, Member, Acquisition Advisory Panel

Location: Tivoli Restaurant, 1700 N. Moore St., Rosslyn, VA

Agenda: Registration/Social Hour at 5:30, Dinner at 6:30, Speaker at 7:15.

RSVP: Reservations may be made by e-mail to register@smithpachter.com or by calling (703) 847-6295.

Fee: The price is \$30.00 for members with advance reservations, \$32.00 for members without reservations, and \$35.00 for non-members (with or without reservations).

For more information please visit the NCMA Washington DC Chapter website at: www.ncmadc.org

April 19, 2007, 11:30am – 1:30pm, NCMA Free State Chapter

Speaker: Jennifer Ferragut

Topic: Intellectual Property in Government Contracts

Location: Johns Hopkins University, Applied Physics Lab, Kossiakoff Center, Laurel, MD

RSVP: Please contact [Rex Elliott](#) at (301) 286-0034 for more information and reservations

Fee: \$15 for members, \$17 for non-members (includes buffet lunch)

For more information please visit the NCMA Free State Chapter Website at: www.freestate.org

April 23, 2007, 12:00pm, NCMA Upper Chesapeake Chapter

Panel Discussion: BRAC and the APG Acquisition Community

Location: Richlin Conference Center, Edgewood, MD

RSVP: Please contact Dave Linthicum at dlinthicum@sensortechnologies.com for more information and reservations

Fee: \$20, includes lunch

Panel members will discuss how the upcoming BRAC will affect Aberdeen Proving Ground's Acquisition Centers and private industry. Our panel will be comprised of leaders within both the Government and Private sectors, allowing for a comprehensive discussion of the topic. Advance questions are welcome and requested. To submit questions ahead of the Panel Discussion, please send them to David Linthicum when you RSVP.

For more information please visit the NCMA Upper Chesapeake Chapter website at:

<http://intranet.ncmahq.org/upperchesapeake/default.aspx>

April 24, 2007 or April 25, 2007, 12:00pm, NCMA Tysons Corner Chapter – Basic Contracting Series

Speaker: Alex Carroll

Topic: Intellectual Property

Location: CACI, 4114 Legato Road, Fairfax, VA 22033

Registration for April 24th: <http://www.acteva.com/booking.cfm?bevoid=130306>

Registration for April 25th: <http://www.acteva.com/booking.cfm?bevoid=130352>

Fees: Please visit links above for the fee schedule.

For more information please visit the NCMA Tysons Corner Chapter website at: www.ncmatcc.org.

EMPLOYMENT OPPORTUNITIES

Senior Contracts Specialist

Federal Government Agency located in **Silver Spring** (metro accessible) has an immediate opening for a **Sr. Contract Specialist** for a long-term opportunity

- Independent worker, ability to process a variety of contracts, IT, Services etc
- 10+ years of experience in government contracts and acquisition
- Strong working knowledge of FAR/DFAR
- Experience with various contract types and cradle-to-grave functionality
- Familiarity with formulating and drafting federal acquisition policy and procedures
- Proficient in preparing Requests for Proposal (RFP), writing Statements of Work (SOW), Delivery Orders and Modifications.
- Provide experience in acquisition planning and management contract cost and performance tracking, integration and implementation of agency's acquisition policies and procedures, and Source Selection.

For more information or to apply for this position please contact:

Meghana Dave, of **Government Contract Solutions Inc. (GCS)** at mdave@gcsinfo.com or at 703-749-2223

GCS, is a woman-owned, small business specializing in providing contracts and acquisition support services to federal agencies. GCS is the premier provider of contract and acquisition support services to both DoD and civilian Federal agencies. We are looking for qualified acquisition professionals for long term positions in the DC metro area.

GCS is an equal opportunity employer and offers a full compliment of benefits including: Full medical, dental and vision, 401(k) plan participation, Life, STD and LTD insurance, Paid time-off and holidays, Tuition reimbursement, and Metro Benefits.

Call for Officer Nominations

Election Committee of One: John Yakaitis (301.461.7662) yakaitis@msn.com

The Potomac Chapter is very fortunate to have a dedicated group of volunteers who have generously given their time to making the Potomac Chapter a viable entity. Now it's time to pass the torch. (We just got it re-lighted so let's not blow it out!!)

According to NCMA HQ Guidance, chapters must have an elected President, Vice President, Treasurer, and Secretary. Terms are for one year beginning July 1 and are elected by majority vote. We need candidates for all four positions—not to mention committee chairs!!

Who should consider running for a chapter position? Simply put—all Potomac members. A volunteer group can only succeed when members share leadership roles. When you joined NCMA you joined for more than receiving “Contract Management” every month. You joined to learn!! What better way than hands-on involvement in actually running an organization where you can make a real contribution. Employers are always looking for that little extra something that will differentiate one employee from another when career promotions are in the offing. Everything else being equal, whom do you think HR will select when an application states “member NCMA” and the other application notes, “member NCMA AND volunteer Chapter Officer responsible for”?

Volunteers are urgently needed to help lead our Chapter. Consider the possibilities. Make the choice to get involved today and make a difference tomorrow. If you're interested in running, submit your name and position of interest by May 4th. (You can apply for more than one position.) Ballots will be emailed to Potomac Chapter members by May 8th and the winners will receive hearty congratulations (but no money...) at the May 16 Chapter meeting.

During the July/August time frame, the newly elected officers begin planning for the chapter events that officially start September 1, 2007. And, in case you were wondering what's in store for you when you decide to put your hat in the ring, we've included a brief job description straight from the NCMA policy manual for each slot.

PRESIDENT

The Chapter President is the chief executive officer responsible for chapter leadership, planning, and management. The President is responsible for the appointment, guidance, and supervision of all Chapter committee chairs. He/She is charged with providing an effective organization to meet the professional needs of Chapter members. The President ensures the timely performance of all Chapter activities and chairs all Executive Assembly and Chapter meetings.

VICE PRESIDENT

The Chapter Vice President is second in command and, in the absence or incapacity of the Chapter President, automatically assumes the president's authority, duties, and responsibilities. He/She assists the President in managing the Chapter and coordinates all committee activities.

SECRETARY

The Chapter Secretary is third in command and, in the absence of the Chapter President and Vice President, assumes the authority, duties, and responsibilities of the President. The Secretary maintains the official records of all Chapter activities and properties, except for financial affairs. The Secretary originates and maintains such records as the minutes of the Executive Assembly, minutes of regular and special chapter membership meetings, reports to the NCMA Office, and a current roster of all Chapter assets.

TREASURER

The Chapter Treasurer is fourth in command of the Chapter and, in the absence of the Chapter President, Vice President, and Secretary, assume the President's responsibilities. The Treasurer manages Chapter finances and maintains accurate financial records. The Treasurer is responsible for the Chapter's bank account, the budget process, receipt and timely deposit of all income, and payment of all accounts payable.

If you decide to run, fill out the attached nomination form and forward it to John. He needs to keep busy... he's retired GAO.

E-mail completed form to: yakaitis@msn.com

NCMA Potomac Chapter 2007-2008 Candidate Nomination Form

Candidate Name: _____
E-mail: _____
Daytime Phone: _____

Please check the applicable block(s). You may apply for more than one position.

President

The Chapter President is the chief executive officer responsible for chapter leadership, planning, and management. The President is responsible for the appointment, guidance, and supervision of all Chapter committee chairs. S/he is charged with providing an effective organization to meet the professional needs of Chapter members. The President ensures the timely performance of all Chapter activities and chairs all Executive Assembly and Chapter meetings.

Vice President

The Chapter Vice President is second in command and, in the absence or incapacity of the Chapter President, automatically assumes the president's authority, duties, and responsibilities. S/he assists the President in managing the Chapter and coordinates all committee activities.

Secretary

The Chapter Secretary is third in command and, in the absence of the Chapter President and Vice President, assumes the authority, duties, and responsibilities of the President. The Secretary maintains the official records of all Chapter activities and properties, except for financial affairs. The Secretary originates and maintains such records as the minutes of the Executive Assembly, minutes of regular and special chapter membership meetings, reports to the NCMA Office, and a current roster of all Chapter assets.

Treasurer

The Chapter Treasurer is fourth in command of the Chapter and, in the absence of the Chapter President, Vice President, and Secretary, assume the President's responsibilities. The Treasurer manages Chapter finances and maintains accurate financial records. The Treasurer is responsible for the Chapter's bank account, the budget process, receipt and timely deposit of all income, and payment of all accounts payable.

Candidate Qualifications and/or Biographical Information (attach separate sheet if desired)