

August 2014

American Society
of
Military Comptroller

H A M P T O N R O A D S C H A P T E R



P R E S I D E N T ' S M E S S A G E

It has been just a few months since turnover, but I am grateful for your continued involvement to make our chapter excellent. Our past luncheons have averaged over 60 attendees. The May PDI was a huge success, with over 2,000 attending. Next year's event is in the planning stages. As the year progresses, I look forward to meeting and speaking with you.

In an effort to stay current, I will be asking for your help in completing a survey to identify topics on which you wish to know more. I know there are several questions about the DOD FM certification. Carolyn Prickett provided an excellent guide in our May 2014 newsletter. We hope to provide more DOD FM information as we move forward. We are also working to modernize our website. If you have suggestions please pass them along.

This newsletter includes several articles. The first summarizes our July Luncheon and the second discusses the J Curve Model of organizational change. It seems appropriate, as we face heightened fiscal awareness, that we recognize these challenges and set a path others can follow.

C O N G R A T U L A T I O N S

Congratulations to this year's Hampton Roads chapter of ASMC award winners, presented recently during our June turnover meeting.

Accounting/Finance
Analysis and Evaluation
Budgeting
Intern/Trainee
Resource Management
Auditing
Business Management/Acquisition
Comptroller/Deputy Comptroller
Team Award

Mr James McDuffie (AF)
Mr John Sears (AF)
MSgt Serease Mitchell (AF)
SrA Ronald Keen III (AF)
Mr Robert Anderson, Jr (AF)
Ms Candace Mianulli (CG)
CPT Steve Tatro (AF)
LT COL Ericka Farmer-Hill (AF)
Financial Analysis Flight (AF)

Congratulations!



ETHICS UPDATE
BY LT BRADLEY HANOVER, USCG

Ever wonder why we take ethics re-fresher general training?

Is it to protect the reputation of our Agency, to uphold the Public Trust?

Remember the early 2000 accounting scandals with Enron/Tycom? Forty-three percent of responders to a 2011 Gallup poll stated CPAs have high or very high ethic standards, up from 32% in 2002. It seems we have a way to go in earning the public's trust. Accounting and finance professionals were ranked better than bankers or lawyers but behind teachers.

When considering your ethics and values, think about the following: Which is worse, taking a \$1 pencil home from the office or taking \$1 out of petty cash? Research performed by a Duke University professor found that if a single incident of cheating occurs within a group, it triggers others in the group to cheat. Conversely, if the cheater is from outside the group, the likelihood of group cheating is reduced.

Be a role model of ethics for your work-place.



D O D C O M P T R O L L E R R E L E V A N C E B Y E D H E R I N G

No better time to be in the Military Comptroller profession!



SUMMARY

- ◇ Comptrollers and Staffs more relevant than ever
- ◇ Abundance of Data...Scarcity of “Actionable Information”
- ◇ Four Cornerstones: Planning, Comms, Accuracy and Agility
- ◇ Your Career Ahead....

*“The Financial Management Appendix of the DoD 2010-2018 Strategic Workforce Plan highlights the crucial need for a confident, well-developed, and trained workforce that contributes relevant, high-quality information and analysis to resourcing decisions. Now more than ever, the Department needs a well-trained financial workforce to **solve constant budget challenges and be a key enabler for achieving auditable financial statements.**” (Armed Forces Comptroller)*

- ◇ Stewardship and ethical decision making are your watchwords!
- ◇ **ASMC Pledge of Professionalism says it all!**

DoD Comptroller Relevancy

- ◇ Buying Power Optimization
 - ◇ Obligation accuracy and timely expenditure
 - ◇ Preventing de-obligations after FY close
 - ◇ Need for continuous OVR/MOV
- ◇ Resources to Develop and Defend Budget
- ◇ Financial Improvement and Audit Readiness (FIAR)
 - ◇ Business Process Standards by Segment (BPS)
 - ◇ Key Supporting Documentation/Corrective Actions (KSD)
 - ◇ FISCAM (Federal Info System Controls Audit Manual)
 - ◇ DIACAP (DoD Info System Assurance Certification and Accreditation Process)
- ◇ Inadequate Reporting and Forecasting Systems
 - ◇ Functional “Data Silos”
 - ◇ Reconciliation challenges
- ◇ Business Analytics
 - ◇ Trends:
 - ◇ Phase shift from pull to push
 - ◇ Periodicity metrics: D, W, M, Q, A

DOD COMPTROLLER RELEVANCE CONTINUED...

- ◇ Upper/Lower Control Limits and History Views
- ◇ Same report set serves all levels
- ◇ Join accounting and functional data (Contract POP, Type, Cash Phasing)
- ◇ Business Intelligence (BI) Implementation examples
 - ◇ Book of Record / Memo Accounting System Data modeled and Joined
 - ◇ Canned and Ad Hoc Reports
 - ◇ Drill downs to lowest cost objects
 - ◇ Retention in PDF for auditability
 - ◇ Emailed automatically to a “burst” group
 - ◇ Next display steps: Dashboards and Alerts, Year end close

HERING'S NUGGETS

- ◇ Comptroller Leadership Pillar
 - ◇ Every forum, meeting, presentation is an interview
 - ◇ Standards are non-negotiable
 - ◇ Leadership consistency...be the ground wire!
 - ◇ Praise in public, calibrate in private
 - ◇ Keep your door and your mind open
 - ◇ Collaboration, knowledge transfer = succession planning
- ◇ Comptroller Analysis Pillar
 - ◇ Process Map, Ask “Why?” 5 times, then consider an Excel solution!
 - ◇ Single data point is never a trend...know your data
 - ◇ Employ a Basis for Measurement for every metric/KPI
 - ◇ Don't ever dismiss the details...employees trying to convey an issue
 - ◇ Results rendered in terms the audience can process
- ◇ Promotion Pillar
 - ◇ Take the hard one, seek your supervisor's job, generate a demand signal for your expertise and character

Every Financial Transaction is a Direct Result of a Functional Decision

**THE J CURVE MODEL
OF
ORGANIZATIONAL CHANGE
BY RONALD KAUFMAN, LSS BLACK BELT, USCG**

Understanding the different stages of organizational change using the J Curve model. It's a simple but effective way in describing the various stages of organizational change that can apply to most organizations.

Each and every one of us faces change whether it's in your personal life or in your working life. Even retirees face change during the course of their retirement. According to (Jamie Rowe 2013), there are five stages of organizational change (Figure 1).

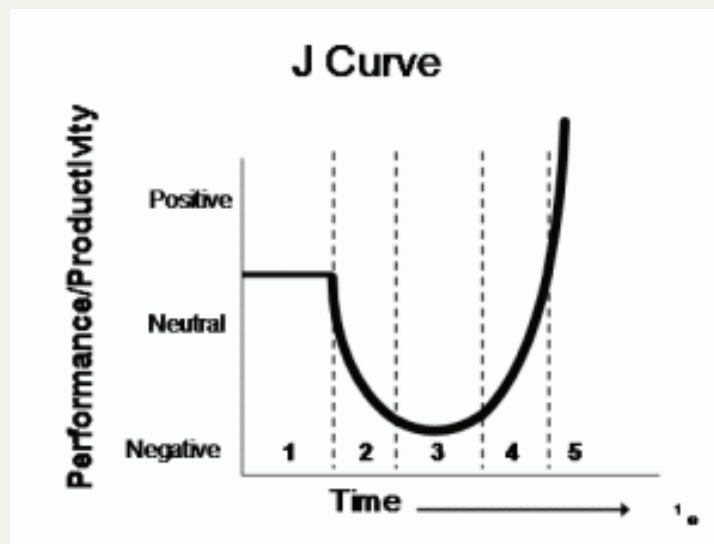


Figure 1 The J Curve Model

Stage #1 - Plateau

At this stage, your routine is normal with very little or no disruption.

Stage #2 - Cliff

Something is coming down the pike, usually a change initiative from your employer. The initiative may be a rumor but there is something in the works. You might start to feel anxious which a normal reaction when facing the unknown.

Stage #3 – Valley

The change has occurred or is occurring. Typical reactions include frustration, “it’s not going to work” and a possible loss of productivity with a new system and process. At this stage managers should realize that the reaction is normal and to have everyone focus on the end goal at all times. Communication through all hands meetings and facilitated focus groups can help in the transition.

THE J CURVE MODEL CONTINUED...

Stage #4 – Ascent

At this stage, there is light at the end of the tunnel and you are starting to see the benefits of the change. Managers and change agents should provide positive reinforcement to the workforce and to reinforce the benefits of the change so that the workforce won't slip back into the old way of doing things. Displaying positive measurement results would be beneficial.

Stage #5 – Mountaintop

You have reached the tops in terms of improved performance and productivity. Others might be saying, "why didn't we do this months ago"? This should serve as an impetus to continuously evaluate and improve the new system and its associated processes. It's time to climb higher mountains! Managers and change agents can do the following to implement a change initiative:

#1 Vision -

Clearly define the end goal and/or mission and share it with the entire organization at every opportunity.

#2 Support -

Provide support to those affected by the change. This may be technical and emotional support.

#3 Educate -

If possible before implementing the change, educate the workforce about the dynamics of change by using the J Curve model.

References:

- (1) Rowe, M. (2013). Where Are You on the Change Curve.
- (2) Tuesday Consulting, <http://www.tuesdayconsultingllc.com/where-are-you-on-the-j-curve/>

NOTES ON DOD FM CERTIFICATION
BY CAROLYN PRICKETT

Has your clock begun?

If you have already been brought into the DoD FM Certification program, your two year clock began to tick down on 1 July 2014. That date marked the full implementation of the Certification program. Some organizations are not yet begun so your clock begins with your implementation, but for everyone else the race is on to get everything in and to be the first to add DFMCP(1, 2 or 3) to your signature block. It may seem that two years is a long time, but as I begin to work through the courses and requirements in DoD FM LMS, I would make a recommendation. Do not put off starting your process towards certification. It takes time. As we all lead very busy lives within our organizations, carving out the necessary time is not easy and it never will be. So, plan to break it up and plan for it to take the necessary time to get all the steps down so you can achieve your certification.

DoD Fm program office publishes a newsletter chalk full of interesting information. Here is a link to the most recent. <https://fmonline.ousdc.osd.mil/docs/Certification/FM%20Certification%20Newsletter%20Vo1%202%20Issue%202.pdf>

The June newsletter talks about the National PDI and some of the activities, a list of those who have received their certification and program information. One feature of the newsletter is the course spotlight where course is highlighted. The June course is on you can take in FM LMS that fulfills the 4 hours of the level 2 requirement for Accounting Concepts, Policies and Principles. FM MyLearn and FM LMS make training available on-line to fulfill requirements Check it out on the FM LMS website.

Professional certification is recommended for level 3 DoDFM certification and level 2 personnel should be working towards a professional certification. One way to be working towards the goal of a Certified Defense Financial Management designation is taking the Enhanced Defense Financial Management Training Course (EDFMT). EDFMT is a five day course that helps prepare you to take the three CDFM tests. It won't give you everything, you still need to study, but it is a huge boost. ASMC is currently working on the schedule for FY 15, so check the ASMC website for more information in the future and hopefully we will have some close

HAMPTON ROADS CHAPTER, ASMC
EXECUTIVE COMMITTEE MEETING MINUTES
4 JUNE 2014

- I. Call to Order by Mike Rathmann. Quorum established.
- II. Chapter Officers present: President, Mike Rathmann; Secretary, Robin Bates; Coast Guard Vice President; and Treasurer, Deanna Morinec. .
- III. President's Remarks: Mike had no opening remarks.
- IV. Secretary's Report: Minutes were put out to membership. A motion was passed to accept the minutes as written.
- V. Treasurer's Report (Deanna Morinec): Deanna was present. Deanna sent out the Treasurer's Report. A motion was made to accept the Treasurer's Report. The motion was passed. The January and February rebate checks were received. The checks for the scholarship winners were to be sent out soon. There was a motion to pay for the lunches of the Scholarship winners and the individual award winners, but not for the team awards. The motion was passed.
- VI. Committee Reports
 - A. Professional Development (Barbara Melton) – Barbara Melton was present and wanted to thank everyone for their support over the last year. Barbara indicated she was willing to stay and help out for the next year. Barbara mentioned that the June luncheon, to be held at the Langley Club on 18 June, was the turnover meeting. A flyer has been sent out. The meeting will recognize the scholarship winners. The July luncheon would be held on 9 July at Breezy Point. The flyer for this luncheon had not been sent out, but will be after the June luncheon.
 - B. Competition (Deanna Morinec) – Deanna Morinec was present but had nothing to report.
 - C. Publicity/Website (Sofia Rivera-Encinas, Glenys Vasquez-Banch, A1C Sung Kim) absent and nothing to report.
 - D. Membership (Concetta Rendon) – Concetta Rendon was not present.
 - E. Ways & Means (Vacant) – This position remains vacant.
 - F. Scholarship (Adam Carter) Adam was present and indicated he was waiting on the acceptance letters from the last two recipients.
 - G. Awards (Pam Langford) – Pam Langford was present and mentioned that invitations had been sent out to the scholarship winners to attend the June luncheon. Pam indicated she had picked up the plaques and she was still waiting on the mementos to arrive.
 - H. Community Service (Tatjana Palmer) – Tatjana was absent.
 - I. Historian (Vacant) – This position remains vacant.
- VII. Old Business: No old business reported.
- VIII. New Business: No new business to report
- IX. Vice President Comments:
 - A. Coast Guard VP (Faith Smith) – Most positions for the new year are filled.
 - B. Army VP (Carolyn Prickett) – On a developmental assignment to DA.
 - C. Air Force VP (Jeremy Taylor) – Absent
 - D. Navy VP (Nishia Cairo) –
- X. Meeting adjourned. The Coast Guard will convene the next meeting.

**HAMPTON ROADS CHAPTER, ASMC
EXECUTIVE COMMITTEE MEETING MINUTES
2 JULY 2014**

- I. Call to Order by Brad Hanover. Quorum established.
- II. Chapter Officers present: President, Brad Hanover; Treasurer, Deanna Morinec; Navy VP Nishia Cairo; Army VP, Carolyn Prickett; Air Force VP, Jeremy Taylor
- III. President’s Remarks: None
- IV. Secretary’s Report: June Minutes were put out to membership. A motion was passed to accept the minutes as written.
- V. Treasurer’s Report Deanna sent out the Treasurer’s report. A motion was passed to accept the report. Remitting raised funds to the food bank. Need an audit of 2014 books prior to 30 Sep 2014. USAF conducted audit last year. Will check Navy availability and then with AGA. Will prepare a budget for 2015.
- VI. Committee Reports
 - A. Professional Development (Joe Cattoi): July luncheon will be held at NOB-Norfolk Breezy Point on 09 July. Monthly luncheons are as follows:
 - B. Competition: Runs 1 April – 30 March. Next quarterly report due September.

Navy	July	November	March
Air Force	August	December	May*
Coast Guard	September	January 2015	June (turnover)
Army	October	February	July
*AGA/ASMC mini PDI will replace April’s luncheon			

- C. Publicity/Website: Need to update website. Need to get access, USAF believes they have access. Need to check with National on requirements. Navy offered to assist and created blank template. Need to prepare next newsletter. Request VPs remit articles to Sofia and Ed Tabor.
- D. Membership: check current members and confirm current with membership.
- E. Ways & Means: remains vacant
- F. Scholarship: Looking to develop a internet based application process. Plan to open temporary mailbox at USCG to receive mailed submissions.
- G. Awards: Looking to develop an internet based application process
- H. Community Service: Nothing to report
- I. Historian: remains vacant
- VII. Old Business: No old business reported
- VIII. New Business: VPs to identify 2015 goals/objectives. Incorporating the DoD FM certification program into our activities.
- IX. Vice President Comments:
 - A. Coast Guard VP (Faith Smith): Absent
 - B. Army VP (Carolyn Prickett):
 - C. Navy VP (Nishia Cairo): Work to update website and possible DoD certification courses
 - D. Air Force VP (Jeremy Taylor): Look to make committees more robust
- X. Meeting adjourned: The Air Force will sponsor the next Luncheon.

HAMPTON ROADS CHAPTER, ASMC
EXECUTIVE COMMITTEE MEETING MINUTES
6 AUGUST 2014

- I. Call to Order by Brad Hanover. Quorum established.
- II. Chapter Officers present: President, Brad Hanover (Coast Guard); Secretary Michael Rogers (Coast Guard), Carolyn Prickett (Army VP); Navy VP Nishia Cairo; Deanna Morinec, Joe Cattoi, Raylin Neblitt, Patty Hockenberry.
- III. President's Remarks: None
- IV. Secretary's Report: : July Minutes were put out to membership. A motion was passed to accept the minutes as written.
- V. Treasurer's Report: Need 2nd place winner from scholarship award program. Adam has the info (1st and 3rd place checks already cashed)
- VI. Committee Reports
 - A. Professional Development (Joe Cattoi): September 10th at Breezy Point, the speaker will be from Deloitte (\$25 for podium rental)
 - B. Competition: Runs 1 April – 30 March. Next quarterly report due September.
 - C. Publicity/Website: Need to update website. President Hanover is working on obtaining access. Navy offered to assist and created blank template. Need to prepare next newsletter. Request VPs remit articles to Sofia and Ed Tabor.
 - D. Membership: Will have membership drive. Amount agreed to promote was \$250
 - E. Ways & Means: remains vacant
 - F. Scholarship (Raylin Neblitt): Next meeting will have more information
 - G. Awards:
 - H. Community Service (Patty Hockenberry): School Supply Drive at Salvation Army
 - I. Historian: Joyce Cuffee
- VII. Old Business: No old business reported
- VIII. New Business: VPs to identify 2015 goals/objectives. Incorporating the DoD FM certification program into our activities.
- IX. Vice President Comments:
 - A. Coast Guard VP (Faith Smith): Absent
 - B. Army VP (Carolyn Prickett):
 - C. Navy VP (Nishia Cairo): Work to update website and possible DoD certification courses
 - D. Air Force VP (Jeremy Taylor): Look to make committees more robust
- X. Meeting adjourned: Next Executive Meeting 03 September, 1130, 757-413-7321. September Luncheon- 10 Sep – Breezy Point, NOB Norfolk

HAMPTON ROADS CHAPTER, ASMC
EXECUTIVE COMMITTEE MEETING AGENDA
03 SEPTEMBER 2014,

Time: 1130

Call in no.: 747-413-7321

- I. Call to Order
- II. Chapter Officers present:
- III. President's Remarks:
- IV. Secretary's Report:
- V. Treasurer's Report
- VI. Committee Reports
 - A. Professional Development ()
 - B. Competition ()
 - C. Publicity/Website ()
 - D. Membership ()
 - E. Ways & Means ()
 - F. Scholarship ()
 - G. Awards ()
 - H. Community Service ()
 - I. Historian ()
- VII. Old Business:
- VIII. New Business:
- IX. Vice President Comments:
 - A. Coast Guard VP (Faith Smith) –
 - B. Army VP (Carolyn Prickett) –
 - C. Air Force VP (Jeremy Taylor) –
 - D. Navy VP (Nishia Cairo) –
- X. Meeting adjourned.

LEARNING POINTS

SMART PHONES - DID YOU KNOW?



40% have their phones on 24/7
80% keep their phone by their bed
50% of teens can text blindfolded

What people would rather give up over their phone:

Significant Other – 28%
Tooth Brush – 22%
Caffeine – 55%
Chocolate – 63%
Shoes – 21%

Submitted by LT Brad Hanover, USCG

CALENDAR OF EVENTS

03 Sep	Executive Meeting
10 Sep	Luncheon, Managing obligations by Deloitte & Touche
01 Oct	Executive Meeting
Oct TBD	Luncheon, Army
Oct - Dec	collecting for Salvation Army's Stockings and Bear's campaign
11 Oct	RACE FOR THE CURE
05 Nov	Luncheon, DoD Certification by Ms Glenda Scheiner, SES, from OSD
12 Nov	Executive Meeting
03 Dec	Executive Meeting
06 Feb	POLAR PLUNGE