

FMS Update

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WINTER 2014 ISSUE

FROM THE DESK OF THE PRESIDENT Looking to the Future We Plan to Build on Our Outstanding Customer Service



As the President of FMS, I am excited about the coming year and eagerly looking forward to bolstering our presence at several federal, state, and local agencies. I am eternally grateful to all my staff for their continued commitment to outstanding customer service

which has been the very essence of our success.

We have experienced growth in our service offerings. Today, our contracts have grown from simple to more complex requirements in the areas of: accounting, banking, finance, professional, administrative and technical services when compared to our original contracts at INS, NIH, SBA, EEOC, National Science Foundation, DOS and BEP. At the Immigration and Naturalization Service (INS), accounting technicians started by providing support for vendor payments and preparing cash management reports. This grew to include providing senior accountants for the preparation of financial statements and financial reports. As a result of the additional services we performed, INS achieved its first clean audit opinion. Also, FMS received the Attorney General's award. Similarly, at NIH, FMS grant application processing grew to grant management evaluation and support, project management and scientific reviews. Again, our staff received the NIH Director's award. Similar growth have occurred from the contracts FMS received at the SBA, EEOC, NSF, DOS and other agencies.

At FMS, we recognize the importance of the efficient accomplishment of tasks as stated in the contract. Looking to the future, in 2015 and beyond, the FMS management and staff will focus on providing the highest level of efficiency and effectiveness in its support of agency programs regardless of the client or scope of contract. This will be paramount to us improving our brand of excellence at the agencies that we serve: US Department of Treasury, US Marshals Service, US Department of Justice, FBI, Internal Revenue Service, US Department of State, Federal Protective Service, and other services we provide in Guyana and other Caribbean countries. ■

FMS Project in the Spotlight



U.S. Department of Treasury renews contract with FMS for State Small Business Credit Initiative (SSBCI) support

The U.S. Department of the Treasury recently renewed its contract with FMS, Inc. to support SSBCI operations due to FMS' exceptional support of the program since 2010 and the company's specialized experience reviewing financial programs for compliance with federal laws and guidelines. SSBCI was created by the Small Business Jobs Act (SBJA) of 2010 to support private lending and investing in small businesses. Congress funded the SSBCI program with \$1.5 billion dollars to be allocated to the states, the District of Columbia, and five territories. Shortly after the passage of the SBJA of 2010, Treasury established the SSBCI program office to administer and manage SSBCI and to provide oversight of the state programs approved for SSBCI funding.

Since 2010, FMS has been providing critical SSBCI operational support for 150 loan and investment programs. Our support ranges from key implementation activities such as reviewing the states' applications for SSBCI funding and developing policy guidelines to providing technical assistance to states, conducting compliance reviews, and supporting the reporting of program results. Over the past 3 years, FMS has assisted Treasury with the disbursement of over \$1 billion in SSBCI funds to the participating states. Through 2013, the participating states had expended almost \$600 million in SSBCI funds, which has leveraged \$4.1 billion of new capital to local businesses. As of December 2013, SSBCI funds have stimulated new

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ACHIEVEMENTS THROUGHOUT OUR DOS CONTRACT/SUBCONTRACTS

Since April 2001, FMS has provided approximately 300 qualified staff who have worked on classified contracts within the U.S. Department of State (DOS) providing administrative, technical and professional services support to various Offices and Bureaus within DOS.

Over the past 13 years, our professional staff has provided outstanding support to the U.S. Department of State (DOS) in a wide range of professional, technical and administrative services.

We support offices across a range of states including Washington DC; Dallas, TX; Miami, FL; New Hampshire; West Virginia; Charleston, South Carolina; New York, NY; and Los Angeles, CA.

Large numbers of FMS professional and technical staff have been assigned to main DOS offices

including: Domestic Financial Services, Office of the Medical Director, Charleston Financial Service Center, Diplomatic Security,

Bureau of Consular Affairs, Office of the Legal Advisor, Bureau of Democracy, Human Rights & Labor, Bureau of European Affairs, Office of the Inspector General, Office of the Secretary of State, Office of Defense Trade Controls, and the Bureau of International Narcotics and Law Enforcement.

support, developing organizational policies and procedures, conducting special projects, providing financial systems, accounting and auditing support. Some examples of our focus areas at DOS are:

Program management: FMS staff performed a full-range of program management services at DOS, including management



Over the past 13 years, FMS professionals have provided outstanding services to DOS in program management, executive level

analysis evaluations, reviews, studies and requirement analyses of the various pro-

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Year End **Tax Moves** To Keep in Mind

1. **Contribute to your 401K.**

Contributing to a 401(k) or an IRA may be the smartest tax move that most taxpayers can make. Not only does it reduce your taxable income for the current tax year and allow your potential earnings to grow on a tax-deferred basis, it also helps get you closer to achieving your retirement savings goal. The 2014, 401(k) contribution limit is \$17,500 (\$23,000 for people age 50 or older). With an IRA, you have until April 15, 2015, to make a 2014, tax-deductible contribution of up to \$5,500 (\$6,500 if you're age 50 or older). Open enrollment for FMS, Inc. 401K Plan is quarterly: January, April, July, and October.

2. Adjust your withholding. In an ideal world, the amount of money withheld from your paycheck or sent to the IRS in quarterly payments should come very close to your actual tax liability. Withhold too little and you could have a big tax bill when you file

your return. Withhold too much and you're giving the IRS what amounts to a tax-free loan of money that you could be using to pay down debt or save for retirement (and, potentially, reduce your taxes).

There's still time to adjust your withholding for 2014, by making changes to the W-4 you have on file with FMS, or, if you make quarterly payments, by increasing or decreasing your payments between now and when the last 2014 payment is due in January. Keep in mind that the longer you wait, the fewer pay periods you'll have to reach your target.

3. Know your flexible spending account (FSA). Try to schedule and spend the monies on medical expenses before the end of the year. Review all balances and submit receipts to collect balances for dependent care, transit expenses, etc. You can log into your account at

<http://www.mybenefitfunds.com/primeflex>.



FMS does not provide legal or tax advice. The information herein is general and educational in nature and should not be considered legal or tax advice. Tax laws and regulations are complex and subject to change, which can materially impact financial results. FMS cannot guarantee that the information herein is accurate, complete, or timely. FMS makes no warranties with regard to such information or results obtained by its use, and disclaims any liability arising out of your use of, or any tax position taken in reliance on, such information. Consult an attorney or tax professional regarding your specific situation.

FMS Contract with the U. S. Department of Treasury

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loans and investments to more than 8,500 businesses nationwide. The participating states may use the funds in either venture capital programs or loan programs such as loan participation, loan guarantee, collateral support, and capital access programs.

Led by Senior Project Director, Terry Valladares, FMS' team of staff and subject matter experts fully support SSBCI's compliance and data management needs and provide guidance on loan and investment programs. FMS personnel, John Alex, Dennis Downer, Kay Williams, and Somaree Taru, assist with compliance reviews and data analysis and help SSBCI

respond to requests from the oversight bodies such as the Office of Inspector General and the Government Accountability Office. They work diligently to accomplish compliance reviews of SSBCI loans and investments in a timely manner so that states can receive subsequent disbursements of SSBCI funds for small business lending and investing. FMS' subject matter experts at SSBCI provide valuable technical assistance to the states in the identification of best practices to operate the various loan and investment programs. They help increase awareness of SSBCI programs through outreach to financial and lending institutions, regulatory agencies, trade and industry organizations, and other stakeholders. ■

What is Contract Management?



The term "Contract Management" is used interchangeably with Contract administration, and it involves activities performed by Government officials and Contractor personnel after a contract award to ensure that both parties live up to their contractual obligations. For instance duties include managing cost and schedules, contract requirements and all other terms and conditions. Contract management involves all interactions between Government and Contractor from the time the contract is awarded up to and including contract closeout.

A considerable part of Contract administration entails documenting, monitoring and adapting to changing requirements.

The extent of Contract administration varies from Contract to Contract. Some factors that would influence the degree of Contract administration include the type and nature of the work, the type of contract, and also the experience and commitment of the personnel involved.

Contract Management moreover includes the management and oversight of subcontractors regardless of business size.

FMS' main office personnel currently manage a number of contracts with a several Federal agencies across the United States, where FMS employees perform varying high quality services. ■

FMS Community Outreach



His Excellency President Ramotar receiving a loaf of Federal Bread at Guy Expo 2014, while First Lady Deolatchmee Ramotar watches on.



Students and teachers at the Smith Memorial School were delighted to be the recipient of the popular bread line "Federal Bread" as part of the Federal Management Systems community outreach program in Guyana.



FMS Guyana Security Employees enjoying their Anniversary March Pass as they gave an "eyes right" to their President – Mr. Aubrey Stephenson, on the 18th Anniversary of Operations in Guyana.

FMS Guyana continues to provide quality security services for the Diplomatic Missions, Government and Commercial Clients in Guyana. On July 1, 2014, FMS Guyana began providing armed and baton security services for Machinery Corporation of Guyana – MACORP which is one of the largest authorized CATERPILLER dealers in South America. MACORP provides parts, lubricants, equipment and technical training for the Mining, Forestry, Agricultural, Construction, Power Systems and Industrial Sectors of Guyana. As the main security provider, FMS ensures the safety of the company's staff, products, equipment and other valuables.

FMS ACHIEVEMENTS AT DOS

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grams within the bureaus and departments.

Draft and finalizing executive level correspondence: FMS staff researches and drafts executive level correspondence, as well as responses to various inquiries and reports such as: Congressional committee inquiries, Office of the Inspector General audit reports and requests, General Services Administration Board of Contract Appeals, Freedom of Information (FOIA) and Privacy Act requests, and general inquiries.

Developing organizational policies and procedures: FMS' staff assists with developing the policies and procedures needed for program activities and goals and makes rec-



FMS employees, Krystal Board and Rena Dobbins, receive awards for "Outstanding Performance" by the Legal Advisor at DOS.

ommendations to management.

Special projects: FMS staff conducts Tele-conference training, Communication Workshops, Top Secret Control Officer training, CableXpress (secure transmission of classified cables), Procurement actions and Crisis Management.

Federal Financial System Support, Financial Statement and Audit Support: FMS staff have provided accounting, auditing and financial analyses support to DOS financial management system (CFMS) and in support of compliance with Federal Financial Management Systems (FFMS) requirements and regulations, in GFMS Management Systems and in E-2 Solutions. The services include accounting support for general ledger entries, IPAC, financial statement preparations, financial report generation (daily, weekly, semimonthly, monthly, quarterly and annual reports), remedial accounting to correct errors, significant deficiencies and material weaknesses.

Travel Management eTravel Services: FMS staff utilized the Travel Manager System for processing travel vouchers for input into the financial system, resolving operational/technical problems, integrating repairs and enhancements, administering data and ensuring its integrity, workflow system docu-

mentation, and report generation. Additionally, FMS provides technical support for planning and implementation of eTravel services, including project planning, migration planning (and submission to GSA), conversion, database testing, in compliance with the President's Management Agenda initiative on eTravel (FR 03-16454 of June 30, 2003).

Facilities Management: FMS staff assisted in the development of independent government estimates for various repairs and construction projects. Staff persons coordinate with management, supervisors and employees to analyze and ascertain office space and building related needs and requirements.

Security Management: FMS staff supports the management and staff of the Office of Diplomatic Security, Technology Operations Bureau. The Division is comprised of three branch offices: Security Engineering Services, Overseas Support, and Naval Support. FMS staff (a) coordinate all administrative, security, and personnel matters assisting with worldwide dissemination of technical and security policies to American embassies including all matters related to overseas posts and regional desk officers and (b) maintain logs of commitments made by executives during meetings and arrange for staff implementation. ■

U.S. Marshals Service (USMS): Accounting and Advisory Services

Established on September 24, 1789, the USMS is a bureau of the U.S. Department of Justice (DOJ) with offices in 94 judicial districts, including the District of Columbia Superior Court. The USMS is one of nine financial reporting components of the Department of Justice and is headquartered in Arlington, VA. The Financial Services Division (FSD) is the executive agent for the USMS Director conducting all financial, budgetary and acquisition operations. The Office of Finance, a major sub-unit of FSD, is responsible in establishing USMS financial policies and procedures for FSD and USMS. USMS uses the Unified Financial Management System (UFMS) to process and account for the bulk of its financial processes.

Starting on July 21, 2014, FMS and its subcontractor Franklin & Turner (F&T), began providing Accounting and Advisory Services for effective and efficient operations. To achieve the level of effort required, the team is supporting several USMS offices and activities including:

USMS Office of Finance:

- Collect and process financial data and prepare required reports
- Provide comprehensive payment support services
- Establish and maintain a system for collecting and recording obligation data
- Review Fleet Card data and prepare reports

- Gather data and information for the Intergovernmental Payment and Collection System (IPAC)

USMS Travel Office:

- Review and process travel vouchers
- Analyze travel advances, authorizations, and expense vouchers for allowances and entitlements based on the Federal Travel Regulations (FTR)
- Assist with the development, coordination, and promulgation of travel policy

USMS Relocation of Designated Government Employees:

- Develop and maintain relocation records

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At the close of every year, it's tradition to take stock of the past year—your accomplishments, challenges, and things you just need to fix. Resolutions about our health and finances are standards. But what about looking at the legal protections you have in place for you and your family? These can be some of the more lasting gifts to your family if something happens to you. Here are some suggestions to think about as you sip that eggnog:

Health Care Directives - direct who should make health care decisions for you if you should become disabled. Don't let that decision fall by default to people who don't care about you or are just waiting in the wings for your demise. You can also direct whether you want to be resuscitated or not and under what conditions.

Powers of Attorney - designate an agent to act on your behalf on legal matters in emergencies or even if you later become disabled or incapacitated. You can create powers of attorney for short time periods or to cover a single transaction in your absence.

Wills & Trusts - designate guardians for your minor children, direct how you want your property to be distributed among your family and friends, specify how you wish to be buried, the type of service you

want and even who should speak. Property can be placed in a trust for the financial support of your children after your death.

Life Insurance Policies - review them to make sure the policy limits are sufficient, that the designated beneficiaries are still the persons you want to benefit upon your death, and that the distributions among beneficiaries still make sense. The last thing you want is that ingrate relative to benefit from your death!

Guardianship and conservatorships - look into these options if you have elderly parents who are having trouble caring for themselves and managing their finances. Lots of unscrupulous people prey on seniors and rob them of their savings and retirement income.

Finally, as you enjoy this holiday season, be careful. **DO NOT DRINK AND DRIVE.** Alcohol and drug-related offenses can negatively affect your employment, security clearances, child custody, etc. If you get stopped by the police, cooperate even if you had been drinking.

So this holiday season, be safe by being smart. Have a healthy and prosperous New year! ■

Internal Control is a process designed to provide reasonable assurance of the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. Our personnel are knowledgeable and competent in implementing the requirements of the OMB Circular A-123, Management's Responsibility for Internal Control. Through our **DHS Wide BPA** we provide Assessment of Internal Control Support Services in the following areas:

- Risk Assessment
- Internal Control Testing
- Resolving Material Weaknesses, Significant Deficiencies & Reportable Conditions
- Preparing Process Improvement Recommendations
- Remediation Support
- Accounting & Control over Financial Transactions
- Accounting & Control for Accrued Expenses & Improper Payments
- Assessing the Reliability of Financial Reporting
- Review & Analysis of Improper Payments
- Assessing Controls over Charge Card Programs
- Assessment of Internal Control over Financial Reporting.

Our contract vehicles where we provide Internal Control and other Support Services include:

GSA FABS# GS-23F-0052T
Financial and Business Solutions (FABS)

GSA MOBIS# GS-10F-0173K
Mission-Oriented Business Integrated Services (MOBIS)

GSA IT70# GS-35F-0070J
Information Technology Professional Services

**DHS Internal Controls
BPA# HSHQDC-13-A-00010**
DHS Internal Controls BPA

USCG TABBS# HSCG23-13-D-ATB058
USCG TABBS

Export Import Bank BPA # EXIM-13-A-0001B

Identifying Suspicious Activity

Suspicious activities may include:

- Requests for protected information in the guise of a price quote or purchase request, market survey or other pretense.
- Entities targeting cleared employees traveling overseas via airport searches, hotel room incursions, or accessing the employee's computer.
- Contact by cleared employees with known or suspected intelligence officers from any country.
- Contingents making short notice or unannounced visits to cleared facilities; or making last minute changes to the list of official visitors to add unvetted personnel.

Questions and Answers

How do I obtain a personnel security clearance?

A personnel security clearance is an administrative determination by a certified adjudicator that an individual is eligible from a security standpoint under national security standards for access to classified information. In order to make this determination, a personnel security background investigation is conducted. The information collected must be sufficient to allow an affirmative or negative determination of a person's eligibility for access to classified information.

The security clearance process begins when a company determines that an employee or candidate for employment requires a personnel security clearance in order to perform the duties of his or her position. If the applicant has never held a personnel security clearance, or if their previous clearance was terminated more than 24 months ago, this is referred to as an initial clearance. The employee must complete an Electronic Questionnaire for Investigations Processing (e-QIP), signature pages and submit fingerprints electronically.

What is the meaning of your security clearance?

Your clearance indicates that your background has been investigated and you have been approved for access to classified information at the level of your approval. It is a privilege and an honor that has significant responsibilities attached to it.

To whom do I report security related matters?

FMS has a security office that handles all security matters. Should you need to report any security related information, call the headquarters and ask for the Facility Security Officer (FSO). In extreme cases call the FBI.

What personal activities do I have to report to my FMS' Security Officer?

There are certain personal activities that must be reported to the security officer. If you are arrested and/or convicted of criminal acts, or if you have declared bankruptcy are a few examples.

What work related activities do I have to report to FMS' Security Office?

All security related violations must be reported in writing to FMS' Security Office, e.g. if you left a secure file out. This report is especially important if an unauthorized individual approaches you to get classified information. These reports must be sent immediately.

What are the penalties for mishandling classified material?

Your security clearance may also be terminated, meaning that you may not have a job. Mishandling of classified material may lead to termination of your employment. In extreme cases you may be subject to criminal persecution.

How do I know what clearance I have?

The Facility Security Officer will advise you once information is received. We are prohibited for giving you a copy of the official document.

What is a Periodic Reinvestigation and what do I need to do?

Depending upon the level of access required, individuals holding security clearances are subject to a Periodic Reinvestigation (PR) at a minimum of every five years for Top Secret, 10 years for Secret, and 15 years for Confidential. The Facility Security Officer is responsible for reviewing access records to ensure employees are submitted for PRs as required in the Personnel Security Program regulation. ■

FMS Provides Information Technology Documentation and Technical Advice to the Internal Revenue Service for Infrastructure Compliance Projects in the ACIO Affordable Care Act (ACA) Organization

FMS, as teaming partner with Optimal Solutions and Technologies (OST, Inc.), has been engaged since September 2012 in support of the delivery of projects supporting the implementation of the Affordable Care Act (ACA). This support includes technical writing, risk management implementation,

team facilitation, enterprise life cycle documentation creation, and providing technical advice to Project Managers and senior staff. The team supports (5) projects/organizations in the Infrastructure Compliance Division of the Associate Chief Information Officer (ACIO) ACA organization.

FMS has provided high quality, timely support and assistance. The effort has received Exceptional ratings in the Contractor Performance Assessment Reporting System (CPARS). ■



1. Use antivirus software - It may seem obvious to most of us. But nearly 25% of internet connected PCs are not running an AV product. Having updated AV protection is important because new threats emerge daily that may go undetected, and even the old threats are being modified to go under the wire.

2. Protect your passwords - Passwords are the most commonly used form of authentication in our digital life, but they're also the weakest and easiest to compromise. We all know the effects of losing our passwords can be devastating. Furthermore, many websites are now introducing password complexity requirements, so it becomes more difficult to remember our passwords as they become longer and require special characters. My advice: try using a password manager. This handy tool will help you securely organize the heap of online accounts you've amassed over the years into something you can easily handle.

3. Use Secure, Updated software - Software exploitation is a big business today, where lots of money is to be made. Exploits are bought and sold to the highest bidder in blackhat communities. Ensuring that your software is secure and up-to-date is one of the most important aspects of PC protection.

4. Don't open unknown e-mail - Just like you don't answer a telemarketer's phone call, don't open an e-mail attachment if you don't know who sent it, no matter how tempting any presumed offer may be. You won a new car, a dream getaway vacation, or perhaps free food for life: the list of tricks spammers will use to

deceive you is endless. While it may be tempting at times, train yourself not to open any attachment (any e-mail really) from an unknown sender. You may get more than you bargained for.

5. Back up your files - Backing up your files is one of those things I hear a lot of people talk about, but few people actually do. There are plenty of choices nowadays to back up your files, take the smart approach and make sure your backup choice suits your needs. You may want to use an external hard drive, or an online cloud based system. Regardless of the route you go with, backing up those critical files should be a priority for every professional; make time for this before you lose important files that are gone for good.

6. Avoid public computers - While most people don't use public computers as much anymore, public networks using Wi-Fi technology have rapidly grown in recent years. Now you go to your favorite coffee shop or even grocery store and connect to the Internet with your laptop or other mobile device. Don't get me wrong: public computers can be very useful whenever you want to check the weather, read the news, or do other simple web browsing. NEVER enter any sensitive information on a public computer. This includes login credentials to websites like your bank, online stores, e-mail, etc. Doing so will ensure that anyone monitoring your activity on the computer and/or network won't capture anything useful. As an extra security measure, you may also want to clear your browsing history after using a public computer, just to be extra safe. ■

For over 4 years, FMS has provided Paralegal, Outreach, and Administrative Services to the Department of Justice (DOJ), Public Safety Officers' Benefits (PSOB) program. We provide a range of services including Paralegal Support, Customer Outreach, Grants Processing and Administrative Program support. As the incumbent contractor at PSOB, we process claims, analyze supporting documentation for claims, translate documents from English to Spanish, review Hometown Heroes' cases and provide PSOB with records management support. Currently, FMS has an All-Star team of 2 Paralegals, 5 Outreach Specialists, Customer Call and File Support personnel. This team works a variety of hours on Monday thru Friday, supporting PSOB, and is making FMS proud. In December, we will fill two more positions and in the New Year, we hope to continue our growth. ■

FMS at U.S. Marshals Service

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- Develop processes that support applicable travel policy and FTR for relocation
- Assist Federal employees with the relocation process
- Prepare periodic relocation reports


Administrative Support to Office of Finance:

- Filing, typing and meeting organization
- Maintain and file Automated Clearinghouse (ACH) forms
- Open and distribute mail, answer phones and take messages

Designated Financial Training:

- Develop and provide training presentations on USMS financial policies and procedures
- Provide assistance to USMS Headquarters and district offices on the use of USMS financial systems

Our team is comprised of the following experienced and qualified senior, junior and staff accountants: Jordan Rich, Marion Donnelly, Ransford Fumey and Melissa Hamilton; Vijaya Bhat, Latha Kumar, Tracey Tabb and Robert Wilson; Alem Teklay, Vy Nguyen, Jillian Moore, Maritza Castillo, Michael Akindutire and Diaraye Sylla; Betelehem Abebe and Linh Nguyen. ■



*In the spirit of the Season, we sincerely
thank you for being a valuable member
of the FMS Family.*

Happy Holidays

FROM ALL OF US
AT FEDERAL MANAGEMENT SYSTEMS, INC.

Pledge to Our Clients

- Timely Completion, Within Budget
- More Value than Required in Contract
- Qualified, Motivated & Competent Project Management & Staff
- Engaged, Well Informed Corporate Management
- Positive Attitude, Every Time
- Your Mission Is Our Mission

“FMS provided exceptional customer service and was responsive to our requirements and concerns.”

—Client Comment

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