

FMS Update

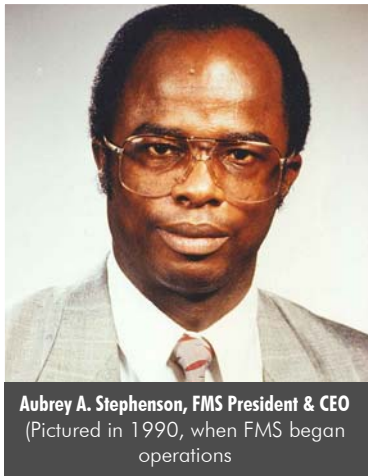
www.fmsHQ.com

WINTER 2015 ISSUE

FROM THE DESK OF THE PRESIDENT

Looking to the Future

Reflections on 25 Years
Delivering Client-Focused Service



Aubrey A. Stephenson, FMS President & CEO
(Pictured in 1990, when FMS began operations)

As we approach the end of 2015, it is also the cusp of a significant milestone for FMS, Inc., 25 years of excellent service delivery. As president and founder of FMS Inc. I would like to

extend warmest holiday greetings to my fellow co-workers, partners and clients. I also extend my sincere appreciation to my co-workers as well as the federal, state and local government personnel for

(Continued on page 5)

Annual Arthur S. Flemming Award



For over 10 years, Federal Management Systems, Inc. (FMS) has been an annual sponsor of the Arthur S. Flemming Achievement Awards which recognizes outstanding men and women in the Federal government for their significant contributions in public service while employed as civil servant at various Federal agencies.

The above photograph shows: Mr. Aubrey Stephenson, FMS President, third from the right, standing next to U.S. Department of Justice Mr. Jason Dunn, Esq., after his award for his tireless enforcement of the Clean Air Act against violations of the environment which increases the risks of obtaining asthma and heart disease. On the left is Mr. John Yonaitis, FMS Vice President, and Other participants in the photograph include the U.S. Department of Justice officials and the President of the Public Administration Academy.

25 Years of Exceptional Service



Federal Management Systems, Inc.

CLIENT SATISFACTION. RESULTS DELIVERED.

Remarks Delivered by FMS VP, Government Operations

Federal Management Systems, Inc. (FMS) is pleased to be a Flemming Awards Sponsor and joins the George Washington University in honoring outstanding men and women in the Federal Government. On behalf of FMS and our President & CEO, Mr. Aubrey Stephenson, it gives me great pleasure to congratulate the Flemming Award Recipients. You are the best of the best, the Top Guns in your field!

For over 25 years FMS has provided experienced professionals to support our Federal clients whom we consider as strategic business

partners in achieving agency missions. We believe that it's only because of the Federal workforce and people such as those GWU is honoring tonight that we've been able to grow and provide valuable solutions to our clients and great career opportunities to our staff.

Having been a Federal career employee myself for 33 years in audit and operations, I am particularly honored to be with you tonight; I truly understand the value of tonight's awards. Nine years ago, I had the opportunity to join

(Continued on page 2)

FMS Sponsors the Annual Arthur S. Flemming Achievement Awards

“FMS has a corporate history of 25 + years providing financial management, IT, and consulting services to numerous Federal agencies, and has maintained up to 1,500 employees in the U.S., The Bahamas, and Guyana.”

the FMS team headed by a man who believes in public service and who has received numerous awards over the years, such as: The Malcolm Baldrige National Quality Award; the Ambassador's Certificate of Outstanding Support to the U.S. Armed Forces, and the Global War on Terrorism; and the Dr. Martin Luther King Jr. Legacy Award for National Service, to name a few. In addition, Mr.

Stephenson has mentored several GWU alumni.

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This year's Flemming award recipients are a testament that the Federal workforce is made up of those who work hard, work smart, give their best to make the Federal Government better.

It is an honor to be here with you this evening, and FMS looks forward to supporting this awards program in the years to come.

Thank you and congratulations again for your outstanding Federal Service.



John Yonaitis, VP, Government Accounting (FMS)
Speaking at the 2015 Arthur S. Flemming Achievement Awards

YEAR END INFORMATION FOR EMPLOYEES

Note: Neither the Payroll Office, nor any other FMS employee can provide personal, legal, or tax advice.



George Stephenson
Controller

Tax Updates

We encourage every employee to review his/her Earnings Statement to ensure that taxes are being withheld for the correct state and/or locality. If taxes are being withheld from the incorrect state or locality, you should promptly notify Payroll in order to make the appropriate corrections at payroll@fmshq.com.

- If you plan on making changes to your 2016 tax withholdings or exemptions for 2016 you can download a copy of the form from IRS Website irs.gov and send to payroll@fmshq.com
- Copies of your W2 can be accessed via FMS PrimePay web portal.
- If you have never logged on to the PrimePay Portal and or cannot remember your user name and password, please send an email to payroll@fmshq.com.



Aubreana Stephenson-Holder
Chief Operating Officer

Flexible Spending Account

What is a healthcare FSA?

A flexible spending account (FSA) is an employer sponsored benefit that allows you to pay for eligible healthcare expenses on a pre-tax basis.

If you expect to incur healthcare expenses that won't be reimbursed by another plan, FSAs are a great way to save money while covering those costs.

How does it benefit You?

An FSA saves you money. The contributions you make to an FSA are deducted from your pay before your federal, FICA and state taxes are calculated, and are not considered taxable income by the IRS. As a result, you decrease your taxable income and increase your spendable income. You can save hundreds of dollars.

You and all of your dependents may participate, even if they are not covered under your primary health plan.

Open enrollment is December and you can contact benefits@fmshq.com.



Christina Stephenson
Business Manager

Reminders from HR

Address Updates

- Address changes must be made by 4:00pm on December 30th to be reflected on the current year's W2.
- Send all address changes to hr@fmshq.com
- It's your responsibility to update your state withholding in the event of an address change.

Timesheet Reminder

The pay period ending dates are always the 15th of the month, and the last day of the month (e.g. 29th or 30th or the 31st). Regardless if it is a Saturday or Sunday.

Timesheets require the employee's signature and the agency approval before processing. All timesheets must be emailed to timesheet@fmshq.com.

401K OPEN ENROLLMENT

December 16, 2015 – January 15, 2016

Health, Dental, & Vision Open Enrollment

March 1, 2016 – March 31, 2016

RESTORE ACT

FMS Provides Subject Matter Expertise and Support



The FMS Team Supporting the Mission of Restore Act

From left to right: William DiVello (Program Manager); Kay Williams (Senior Manager); John Yonaitis (VP, Government Accounting).

FMS is pleased to announce that we are providing subject matter expertise and support assistance in “standing up” the Gulf Coast Ecosystem Restoration Council (GCERC), a new federal agency created as a result of the Deepwater Horizon oil spill. The eight month contract, running through April 2016, will provide the GCERC internal control, finance and administrative programs support services.

Established by the RESTORE Act of 2012, the GCERC is composed of governors from the five affected Gulf States (Alabama, Florida, Louisiana, Mississippi, Texas), the Secretaries from the U.S. Departments of the Interior, Army, Commerce, Agriculture, and Homeland Security as well as the Administrator of the Environmental Protection Agency. President Obama appointed the Secretary of

Commerce as the Council’s Chair. The GCERC has oversight over the expenditures of sixty percent of the funds (estimated to be in the billions of dollars) in the form of grants made available from the Gulf Coast Restoration Trust Fund.

FMS is tasked with: (1) performing, completing, and documenting an internal control risk assessment, (2) developing and recommending the GCERC’s internal control program, structure, and drafting all internal control documentation, (3) developing and documenting the GCERC’s financial policies and procedures, and (4) developing and documenting the GCERC’s administrative policies and procedures. Work is being performed in New Orleans, LA and Washington D.C. ■

FMS Documentation Support Internal Revenue Service (IRS) Information Technology

FMS, as a teaming partner with Optimal Systems and Technology (OST), began the first option year of this requirement on September 28, 2015. This effort requires providing the services and support of Subject Matter Experts (SME), Business Analysts, Quality Assurance (QA) Analysts, and Technical Writers/Authors. Project level support will benefit from extensive knowledge of Current Processing Environment (CPE)/Legacy systems and Affordable Care Act (ACA) Program Management Office (PMO) project(s) to facilitate analysis, research and documentation development. In addition, we will

provide technical writing and quality assurance support and services needed for Exchange and/or Non-Exchange ACA Projects. These include but are not limited to ACA Information Returns (AIR), ACA Information Sharing and Reporting (IS&R), Release Level Technical Support (RLTS) team, and the Infrastructure Compliance (IC) QA team, and other ACA PMO Organizations as requested.

We have a team of seven (7) supporting the IRS at the New Carrollton, Maryland, and Farmers Branch, Texas locations. ■

FMS Community Outreach



FMS sponsors Winners Connection Football Club in Guyana

FMS at the National Institute of Standards and Technology (NIST), Department of Commerce

Federal Management Systems, Inc. (FMS), partnering with Franklin & Turner (F&T), is currently providing financial analysis, management and evaluation support services for NITS’s Manufacturing Extension Partnership (MEP) Program. MEP’s strategic objective is to create value for all manufacturers, with a particular focus on small and midsized enterprises. Its services and partnerships are geared toward the growth of well-paying jobs, the development of manufacturing communities, and the enhancement of American innovation. The government invests millions of dollars each year in the MEP program.

The purpose of this engagement is to evaluate MEP centers’ (located throughout the U.S.) compliance with Federal financial management systems requirements, allowability costs claimed for reimbursement, and non-Federal cash and in-kind contributions. High risk areas for review include: (1) unallowable or unsupported cost, (2) matching (non-federal contributions), (3) requirements for financial accounting systems, (4) vendor or subrecipient classifications, and (5) subrecipient monitoring. This is a multi-location engagement with field work planned in California, Pennsylvania, Colorado, Missouri, Michigan, and South Dakota—with more to come. ■





FMS THROUGH THE LENS OF TIME



Mr. Aubrey Stephenson
(Leading FMS operations in his office at Georgia Ave, NW)



U.S. Department of Justice, Attorney General's Clean Audit Award
FMS Staff, Teaming Partners, and DOJ Professional Staff at U.S. Immigration and Naturalization



Previous FMS Headquarters on Georgia Avenue, NW



Dr. Abe Kellizy
(former FMS Senior Specialist)



FMS DOS Staff with then Secretary of State Condoleezza Rice



FMS President with our clients at Department of Homeland Security
(legacy U.S. Immigration and Naturalization Service)



Special Award and Recognition at the National Institutes of Health for Exceptional Performance



Panel Members for the Endocrinology Study Section Meeting
(Meeting arranged and set up by Dennis Downer, FMS Deputy Project Manager at CSR, February 2002)



National Cancer Institute



National Institute for Occupational Safety and Health



FMS Consultants seated with FMS Attorney
(During a visit to review the company's operations in Guyana and provide Management training)



National Science Foundation



U.S.-Law Enforcement Experts providing security training to FMS Guard Force in Guyana



FMS Management Consultant Philip Price
(Conducting Management and Workforce Improvement Training for FMS Staff)



FMS has a long history of supporting education initiatives in the District of Columbia
(Sponsorship of DC Public School Students' Future City Competition)



FMS Sponsorship of an event to honor returning wounded Iraq War veterans

Reflections on 25 Years Delivering Client-Focused Service

(Continued from page 1)

selecting FMS Inc. I want to further thank you for the continued outstanding performance on assigned tasks. Client satisfaction feedback continually reflects your unparalleled professionalism.

From our rather modest beginnings twenty five years ago we have morphed into a company that has been honored for our flexibility in a dynamic contracting environment; our unswerving commitment to superior service delivery and our ability to attract, retain and train highly motivated personnel.

This quarter century of achievement was realized through dedication, a growing inventory of skill sets and demonstrated positive attitudes to all of our clients. Over the years, FMS Inc. has provided qualified personnel in the areas of editing/proof reading, facilities management, business management, accounting/finance, security management, banking & investments and information technology services.

FMS Inc. launched its' operations in January 1990 with a U.S. Department of the Interior's Annual Mineral Guide contract by providing economic analyses, editing and proof reading. This was quickly followed by Inter-American Foundation and U.S. Small Business Administration contracts for business management and facilities management services. In the subsequent years FMS has extended its' services to the U.S Immigration and Naturalization Services, U.S. Customs, U.S. Bureau of Engraving and Printing, U.S. Department of Homeland Security, National Institute of Health, U.S. Department of State, U.S. Department of Treasury, U.S. Department of Justice, Internal Revenue Service and U.S. Marshals Service. Our International operations began in 1998 when we secured contracts to deliver security and escort services to the U.S. Department of State, the United Nations, the European Union and the diplomatic community in South America as well as the Caribbean.

Today FMS continues to grow its' brand by developing and securing additional skills' sets to meet the needs of its' partners as well as developing qualified and motivated personnel that reflect its' commitment to excellence.

Our theme "In life, we have a choice about where we work, how we work and the attitude we bring to work" is never more apparent as when I visit a client site and lauded for our quality output and the positive demeanor of our personnel.

Thanks to everyone for twenty five years of growth and excellence! ■

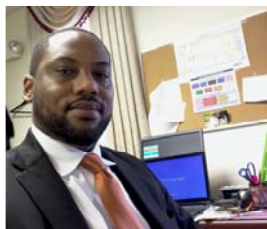


Aubrey A. Stephenson, FMS President & CEO
(Serving in the U.S. Army as a Military Police Officer)

As a Veteran of the United States Army, Mr. Stephenson served his country well as a Military Police Officer. In 1990, Mr. Stephenson utilized his education from Howard University, his military background, his work experience at several federal government agencies, his business acumen and intimate knowledge of the government contracting process to organize his company, Federal Management Systems Inc. ("FMS"). In 1992 he secured certification for FMS through the Small Business Administration's ("SBA") 8(a) Program and aggressively marketed FMS to federal agencies over the nine years of the program. While many minority-owned companies significantly decline and some ultimately cease operations within a few years after graduation from the 8(a) program, FMS remained stable and competitive through diversification of service offerings, economies of scale, and strategic alliances. From a humble start and despite monumental challenges, FMS grew from a one-person operation to over 1,000 employees operating throughout the United States and overseas. With a commitment to service, FMS and its employees have received numerous accolades, awards, and commendations for their work over the past 25 years, including from the U.S. Small Business Administration, the Congressional Black Caucus, Attorney General's Award from the U.S. Department of Justice (for the first ever "clean audit" at INS, the predecessor to ICE), U.S. Department of State, and from the U.S. Embassies. ■



EMAIL PHISHING



Mark Holder
IT & Communications

Phishing email messages, websites, and phone calls are designed to steal money. Cybercriminals can do this by installing malicious software on your computer or stealing personal information off of your computer. Cyber criminals also use social engineering to convince you to install

malicious software or hand over your personal information under false pretenses. They might email you, call you on the phone, or con-

vince you to download something off of a website. Phishing is a continual threat, and the risk is even larger in social media such as Facebook, Twitter, and Google+. Hackers could create a clone of a website and tell you to enter personal information, which is then emailed to them. Hackers commonly take advantage of these sites to attack people using them at their workplace, homes, or in public in order to take personal and security information that can affect the user or company. Below is an example of a phishing email. ■



New Developments in the Security Clearance Process: CLICK-TO-SIGN (E-QIP)

Effective December 12, 2015, the implementation of digital signatures on the General Release form (Authorization for Release of Information) and Medical Release (Authorization for Release of Medical Information) form for Industry will be available. The use of digital signatures with the electronic collection of investigations data improves the efficiency, timeliness and quality of the background investigation. Subjects of federal background investigations have the ability to digitally sign their release pages in the e-QIP system, which



Oslen Best
Contracts Manager & FSO

utilizes the appropriate security measures to ensure that the digital signature captured in the e-QIP system is legally recognized in accordance with the Federal Electronic Signatures in Global and National Commerce Act (E-SIGN) 15 U.S.C. 7001, the Uniform Electronic Transaction Act (UETA) and the Federal Educational Rights and Privacy Act (FERPA), as well as Federal information processing and security standards. During the electronic signature process, the individual is presented with the option to “digitally sign” the certification of their investigation questionnaire and supporting release forms. The individual is not required or forced to complete the signature process electronically, and is provided with the option to print their forms and sign using traditional pen and ink. When digitally signing forms the individual must use their self-created password which authenticates the digital signature and creates an imprinted secure hash code that ties the receipt to the original electronically signed document. ■

Source: DSS Monthly Newsletter (November 2015)

Happy Holidays

FROM THE EXCEPTIONAL FMS TEAM SUPPORTING THE STATE SMALL BUSINESS CREDIT INITIATIVE (SSBCI) AT U.S. DEPARTMENT OF THE TREASURY



The FMS Team at U.S. Department of the Treasury

Dennis Downer, Project Manager; Somaree Taru, Compliance Specialist
 John Alex, Compliance Specialist; Terry Valladares, Project Director

Your Professional Profile

TRAINING AVAILABLE TO FMS

Continual advancement in your career requires accountability for your own success. As such, receiving a certification in your field or receiving a graduate degree opens additional doors. Additionally you must update your resume with new capabilities, attributes, and skills and maintain a professional profile on social media. Below are four elements that FMS looks for in resumes:

Element #1: Years of Experience, Education, and Certification

“A Certified Government Financial Manager with 5+ years’ experience in processes and GL account reconciliations”

Element #2: Specialty Area of Experience

“An expert at performing monthly, quarterly, and yearly financial closing of \$100 million.”

Element #3: The Skills that Pay the Bills

“Possess comprehensive knowledge of [Unified Financial Management System (UFMS), Federal Financial Management System (FFMS), PRISM, Microsoft Access, Microsoft Excel] and strong written and communications skills.

Element #4: Achievements

“Corrected errors within our annual accrual analysis which lead to a 15% reduction of costs.”

To receive assistance with updating your resume and review of your LinkedIn profile, please email hr@fmshq.com. The subject line of the email should read, “FMS Resume and LinkedIn Assistance”. Include your current resume and LinkedIn link with email. ■



lynda.com

FMS is pleased to announce the availability of training via Lynda.com to all FMS staff. Through Lynda, FMS employees have access to an amazing library of more than 3,000 online learning courses. Deep training for advanced software, particularly Adobe and Microsoft products. Each course is well-structured with excellent video and audio quality with well-vetted instructors. All courses are on demand where you are able to view via your laptop, smartphone, table, or smart-TV. You have unlimited access to any course or courses you need to brush up on skills needed at your department or agency.

For instance, staff interested in earning the Project Management Professional (PMP) certification can learn all about its requirements and preparation tips. Or maybe you want some training on data analysis where training is available on using Excel, Access, Crystal Reports, SharePoint, SPSS, and other widely used data analysis tools.

To schedule timeframes for access to Lynda, please email hr@fmshq.com.

Also, please follow us on Twitter @FMSHQUS, LinkedIn, and Facebook to find out about additional training opportunities as they come available.

Federal Real Property Support Services at the Vandenberg Air Force Base in Lompoc, California



FMS partners with The Adellsen Group for Federal Real Property Support Services at the Vandenberg Air Force Base in Lompoc, California. Adellsen is a Virginia-based woman and minority owned management consulting firm. We support the Air Force with real property transaction packages, grant compliance inspections, space utilization studies, and obtaining titles, deeds, and easement grants in support of real estate.

Federal Management Systems, Inc.

Working with our Valued Clients for Over 25 Years to Provide Innovative Solutions that Meet New Challenges of an Ever-Changing Landscape



FMS: AN INDUSTRY LEADER RECOGNIZED

for Delivering Exceptional Service

to Our Clients and the Community for over 25 years

U.S. Department of State

"For accepting the challenge to provide professional security to the American diplomat community in Georgetown, Guyana. No one though it was possible, but you proved them wrong!"
 —Special Agent, Regional Security Officer, Embassy of the United State of America, Georgetown, Guyana

U.S. Department of Justice Immigration & Naturalization Service

"For Excellence in Auditing Services"
 —Carrier Program

U.S. Small Business Administration

"Administrator's Award for Excellence... In recognition of outstanding contribution and service to the nation by a small business in satisfying the needs of the Federal procurement system."

Immigration and Naturalization Service Office of Financial Management

"Certificate of Appreciation... In recognition of your sustained contributions toward financial management improvements."



U.S. Department of Treasury Internal Revenue Service

"Certificate of Award... In recognition and Appreciation for noteworthy contribution to the efficient operation of the Internal Revenue Service."

Dr. Martin Luther King, Jr.
Legacy Award for National Service
"for Working to Keep the Dream Alive. Commitment, Leadership, Service."
 —IAMMM

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

CONTACT US



462 K Street, NW
 Washington, D.C. 20001

Phone: (202) 842-3003
 Fax: (202) 829-4470

Email: info@fmshq.com

www.fmshq.com

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