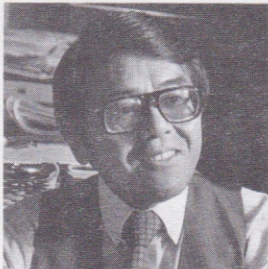


ASSOCIATION of GOVERNMENT ACCOUNTANTS

WASHINGTON CHAPTER NEWSLETTER

December, 1988

About Our Speaker This Month



William H. (Mo) Marumoto, founder and President of The Interface Group, served more than three years in the White House as a Presidential aide responsible for recruiting persons to Cabinet and sub-Cabinet positions, including Departmental Secretaries, agency

administrators and commissioners of regulatory bodies.

Before joining the White House staff, he was an Assistant to the Secretary of the U.S. Department of Health, Education and Welfare, responsible for all senior-level executive recruitment for the U.S. Office of Education.

Earlier, Mr. Marumoto was in the management consulting division of Peat, Marwick, Mitchell and Company in Los Angeles. Previously, he spent ten years in the university arena including serving as Director of Alumni Relations for Whittier College, from which he graduated in 1957; Associate Director for Development and Alumni Relations for the University of California at Los Angeles; and Vice President for Planning and Development at the Walt Disney-founded California Institute of the Arts.

Mr. Marumoto has won more than 20 national professional awards for his work in higher education, and has received distinguished public service awards from such organizations as the Japanese-American Citizens League, the National Chinese Welfare Council, and the League of United Latin American Citizens.

He currently serves on the Board of Trustees of Whittier College and the Council for the Advancement and Support of Education. He formerly served on the Board of Directors of the Japan American Society of Washington, D.C. and Tuition Systems, Inc.

December 1, 1988

WASHINGTON CHAPTER LUNCHEON MEETING TO FEATURE

William Marumoto

THE MYTH OF SIX-FIGURE JOBS IN THE REAL WORLD: A HEADHUNTER'S PERSPECTIVE

In addition to discussing the topic, Mr. Marumoto will relate how political appointees are chosen and prepared for their jobs and how to package oneself for an effective job interview.

TOUCHDOWN CLUB

2000 L St., N.W.

(Near Farragut West Metro Stop)

Social Period: 11:30 a.m. (Cash Bar)
Luncheon: 12:00 p.m.
Cost: \$15.00 (Members)
\$17.00 (Non-members)

Reservations Recommended

Call 649-4399 thru November 30

NON MEMBERS WELCOME!

Next Meeting: January 12th

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PRESIDENT'S MESSAGE



Diane M. Bray

"Unsung Heroes"

Over the past three months, I have received numerous compliments on the enhanced image of our Chapter. I am pleased that the membership has responded positively to the changes that have been made. Good news travels fast! Last week, I was in Sailors & Merchants Bank in Vienna, Virginia speaking to one of the executive vice presidents and he commented on the excellent educational program sponsored by the Washington Chapter. However, I cannot take the credit for these changes. It was a team approach - a joint effort by all the officers, directors and chairs of the Chapter's Executive Council. It is to them that "thanks for a job well done" should be said.

In September, I mentioned some of the names of the board members who had done an outstanding job in revitalizing several of the "big" name committees - education, newsletter, public service, student awards, publications, and relations with educational institutions. In this newsletter, I would like to highlight the efforts of those individuals who work back stage. Their committees are just as important as the more publicized committees. Their efforts count just as much.

Once a month, when members call in their reservations for the luncheon meeting, they are greeted by a very pleasant-voiced tape informing them of the speaker, time, and location of the luncheon. That voice belongs to **Judith Parson**, who has served as the chair of the meetings committee. It is Judith who plans the menu, arranges the meeting room, and oversees the smooth registration and payment of the Chapter's luncheons. She has been an excellent negotiator and, as a result, the Chapter members have been treated to wine for special celebrations. Hand and glove with the luncheon arrangements is the luncheon speaker. As programs director, **Samuel Mok**, has done a great job in identifying and obtaining notable speakers. Our members have heard from a former hostage in Iran, a partner at Arthur Andersen, and the Treasury's Inspector General - all that in just three months. Stay tuned for the rest of the year to see what Sam has in store!

Dan McGrath has become synonymous with AGA membership! He is Mr. AGA, our 30-second commercial. At the PDC, Chapter educational events, or monthly luncheons, our members (current and prospective) are always greeted with a smile, handshake, and membership application. It is solely due to Dan and his assistant membership chairs that the Washington Chapter continues to enjoy a growing membership. Closely linked to obtaining new members is getting the

word out to current members. This year, **Joe Rothschild**, has been working hard to establish a publicity and agency liaison network. The objective is to provide members with an additional communication device to the Chapters newsletter to inform them of upcoming events. If you do not know who your agency representative is, please give Joe a call (426-6493). Also, on the communications end is **Joyce Shelton** who plays a vital role in helping AGA members informed of current job vacancies. I have seen the monthly listings and I am very impressed with the fine job that Joyce has been doing. Vacancies abound in all fields, all levels and all agencies. Remember this is a free service provided to Chapter members only. So if you are looking or have openings, please contact Joyce on 366-1306.

Special recognition needs to go to **Chuck McAndrew** who wears two hats within the Chapter. Each month Chuck prepares the "Did You Know" column for the Chapter Newsletter. It never ceases to amaze me how Chuck can stay on top of all the dynamic efforts that agencies are undertaking in financial management. I have heard from many, many, Chapter members that the "Did You Know" column is the first article they read. Chuck, hat's off on truly a great job! But, that is not all. Chuck also heads up the Chapter's research committee. He has spent many long hours working on research projects that will benefit Chapter members and government employees!

Again, these are only a few of the unsung heroes of the Washington Chapter. In future issues of the Newsletter, I would like to profile other members of the Chapter Executive Council.

On behalf of the Chapter Executive Council, I would like to wish each of you a very happy holiday season!

Changing Your Address?

The easiest and surest way of changing your mailing address for all Chapter and National Office mailings is to mail a notice with the new address and an AGA mailing label with the old address on it to:

AGA National Office
601 Wythe Street, Suite 204
Alexandria, Virginia 22314

**AGA WASHINGTON CHAPTER
Chapter Executive Council for 1988/1989**

OFFICERS

- President**
Diane Bray, DOD, 695-0839
- President-Elect**
Doris Chew, JFMIP, 376-5415
- Secretary**
Judith Boyd, DOD, 697-8281
- Treasurer**
Joel Dorfman, AY, 956-6273
- Past President**
Terry Conway, 391-0003

DIRECTORS

- Public Service**
John Cherbini, C&L, 822-5640
- Chapter Awards**
Roger Feldman, State, 647-7490
- Chapter Bylaws & Procedures**
Sue Fields, NIH, 496-3417
- Student Awards**
Carol Lynch, Education, 732-5610
- Membership Services**
Dan McGrath, FMS, 566-3717
- Programs**
Sam Mok, Treasury, 377-9322
- Publicity & Agency Liaison**
Joe Rothschild, HUD, 426-6493
- Employment Referral**
Joyce Shelton, DOT, 366-1306
- Education**
John Simonette, GAO, 275-5748
- Newsletter**
Anna Wilson, OPM, 632-7450

CHAIRPERSONS

- Chapter Recognition**
Jean Bowles, State, 875-6923
- Coop. with Prof. Institutions**
Larry Goode, AY, 956-6142
- Assistant Chairs, Public Service:**
Small Business Education
Lionel Henderson, CSC, 982-2133
- VITA**
Joyce Charles, Labor, 523-5906
- Assistant Chairs, Education**
Dave Holland, Interior, 343-6743
Mary Lee Mason, FMS, 535-9693
- Coop. with Educational Institutions**
Kenneth Konz, EPA, 382-4106
Ray Einhorn, Am. Univ., 885-1931
- Legislative Tracking**
Thomas Gilliland, FMS, 287-0669
- Publications**
Susan Lee, FMS, 535-9693
- Chapter Advisory Council**
Ron Lynch, AA, 862-3324
- Research**
Chuck McAndrew, Navy, 697-4422
- Meetings**
Judith Parson, OCC, 447-1721
Deatrice Russell, FMS, 535-9693
- History**
Paula Rubin, FMS, 535-9693
- Budget & Finance**
Mike Wenk, OMB, 395-3993
- Newsletter**
Bob Rogers, GrantThornton, 296-7800
John Wenstrup, Cong. Com., 224-6706
Christy Poindexter, HHS, 475-0133
- Photographer**
Chuck Zlamal, GAO, 275-9505

Schedule of Upcoming Events

| Date | Activity |
|-------------|--|
| December 1 | Washington Chapter Luncheon Meeting (See front page) |
| December 8 | Montgomery/Prince Georges Chapter Christmas Social (See Article) |
| December 9 | Washington Chapter TGIF Seminar on "Retirement Planning" (see flyer) |
| December 20 | Northern Virginia Chapter dinner meeting (See Article) |
| January 12 | Washington Chapter Luncheon Meeting featuring Janice L. Sprague, Senior Vice President at the Riggs National Bank of Washington, D.C. who will discuss the banking crisis and a number of related issues, including the future of S & Ls. |
| January 13 | Washington Chapter TGIF Luncheon on "1988-1989 Federal Tax Update". |
| February 2 | Washington Chapter Luncheon Meeting |
| February 15 | Washington Chapter Workshop on "Budget and Financial Management Trends and Issues" |
| March 2 | Washington Chapter Luncheon Meeting |
| March 17 | Washington Chapter TGIF Luncheon on "Current and Prospective Developments in Cash Management" |
| April 6 | Washington Chapter Luncheon Meeting |
| April 21 | TGIF Luncheon on "Retirement Planning" |
| May 4 | Last Washington Chapter Luncheon Meeting for the 1988/89 Season |
| June 26-27 | Professional Development Conference |

P • D • C

June 26-28, 1989
Los Angeles, CA
"Serving the Public --
New Dimensions in
Financial
Management"

COMMITTEE REPORTS

Chapter Executive Committee Meeting October 27, 1988

By Judith S. Boyd, Chapter Secretary

Secretary's Report

After opening the meeting, Diane asked for a motion to approve the prior monthly minutes. The motion was made by Chuck McAndrew, seconded by Doris Chew, and passed.

Treasurer's Report:

As the Treasurer was on official travel, Paula Rubin presented the Treasurer's remarks. Paula asked that CEC members submit all of their expenses to date and project future expenses. The tax audit discussion was deferred until November 17. The Treasurer's report was approved without comment.

Chapter Nominations:

The National Presidential Nomination from the Washington Chapter is Clyde McShan. The motion to approve this nomination was made by Diane Bray, seconded by Chuck McAndrew, and passed. Chapter Nominations will be made in a meeting of the nominating committee in January.

Special Interest Item:

There was a great deal of discussion about the various items in the budget. Since it is almost mid-year, the budget was revised accordingly.

It was suggested by the Board that the Treasurer be asked to provide a breakout by Committee/Director/Area of the chapter expenses to date.

On the subject of the third workshop listed in the budget, several ideas were discussed. Ron Lynch suggested a followup to the Yellow Book Conference that would be aimed at the local and county audit organizations. Mike Wenk suggested: 1) a more practical how-to type of course for the recipients of the audits (auditees), 2) emphasizing the differences between the new and the old regulations, and, 3) combining the Government agencies to find computer software currently available to implement the Yellow Book regulations.

The advertising issues paper was also discussed.

Mike Wenk made a resolution that the Budget discussions be finalized at the November 17 meeting. It was seconded by John Wenstrup. The motion was approved.

Ray Einhorn noted that the National AGA was implementing a Relationships with Colleges and Universities Committee, and that the Auditor General of China had been made an honorary member of AGA.

Next Meeting's Agenda Items

- The next meeting was set for November 17, 1988 at noon.
- Budget discussions will be finalized.
- Remaining Business Plans will be discussed and approved.
- Newsletter Advertising Issue Paper will be discussed.

New Members

The Membership Committee reports that the following individuals joined the Washington Chapter during the period May through August:

| | |
|---------------------------|------------------------|
| Benthall, Juanita E. | Fout, Eileen T. |
| Balis, Sidney A. | O'Brien, Denis Joan |
| Scott, Derrick Kenneth | Poindexter, Christy J. |
| Finucan, Michael J. | Reilly, John J. |
| Giddings, Edwin C. | Sluka, Michael J. |
| Harris, Forrestal | St. Paul, Roland F. |
| Murphy, Mazie T. | Stobbe, J.C. |
| Norris, Kimberly R. | Trahan, Jane Davis |
| O'Hara, Barbara B. | Cronley, Rita Jane |
| Rogers, Robert P. | Hudson, Karl Dean |
| Shevland, Mark A. | Kratz, Michael L. |
| Smith, Marvin F. | McBride, Patrick O. |
| Truitt, William S. | Moreau, Kenneth R. |
| Vazques, Luis A. | Simpson, Ronald N. |
| Williams, Gerald A. | Sprague, Janice L. |
| Wilson, John Larry | Wiley, Harvey P. |
| Anderson, William S., Jr. | Wood, Villiam A. |
| Bialas, Gerald J. | Adams, Samuel |
| Chatterson, Ben R. | Brown, Rochelle |
| Chitty, Dellaphine J. | Harrison, Thomasena P. |
| Cogswell, Meritt L. | Hendry, Jamie R. |
| Craren, Thomas J. | Hobgood, Teresa D. |
| Downing, Lynda E. | Lynch, Thuy C. |
| Eccles, Vivian E. | Montgomery, Kevin F. |
| Edwards, Mary F. | Peters, Anthony J. |
| Fox, Charles R. | Sampson, Gale McCollum |

Newsletter Due Dates

The Newsletter Committee has established the following due dates for submission of articles or other input.

| Issue | Articles Must be Received By |
|----------|------------------------------|
| January | December 15 |
| February | January 5 |
| March | February 2 |
| April | March 9 |
| May | April 6 |

All Washington Chapter members are heartily encouraged to participate in this opportunity to share information about themselves or their agencies. If you are interested, please call Anna Wilson (632-7450) or any member of the Newsletter Committee listed on page 2.

THIS AND THAT

About Chapter Members

Dear Readers, In this December issue, we wish to deviate from our normal presentation and take this opportunity to extend to our friends and colleagues in the Washington Chapter our warmest wishes for the coming Holiday Season. We hope and pray that you can share this joyest season with friends and loved ones. We further hope and pray the new year will bring peace and goodwill to this Country and all the world.

*HAPPY HOLIDAYS FROM THE
NEWSLETTER STAFF*

Other Chapters' Meetings

- **Northern Virginia Chapter:**
Date and Time: 6:15 P.M. (dinner) December 20,
5:30 P.M. (social)
Location: Sheraton National Hotel, Columbia Pike &
Washington Blvd., Arlington
Speaker: Meredith Williams, President, AGA
Topic: "A View from Kansas -- New Initiatives at the
National Office"
Cost: \$16.00
Reservations: Andrea Walker, 245-3066
- **Montgomery/Prince George's Chapter:**
In lieu of a dinner meeting, this Chapter will be sponsoring a social for its members and their guests.
Date and Time: December 8, 7:00 P.M. - 9:00 P.M.
Location: Howard Johnson Plaza-Hotel,
8500 Annapolis Rd., New Carrollton
Reservations: Gary Fishbein, 366-1404
(by COB November 29)

On The Light Side

*Submitted by Raymond Einhorn, Assistant Chair for
Cooperation with Educational Institutions Committee.*

The following was sent to me by my granddaughter, Stephanie, around the time I was planning to attend the AGA PDC and the Eastern Regional IIA Conference, both within a few months.

"The Hardship of Accounting"
by Robert Frost*

"Never ask of money spent
Where the spender thinks it went.
Nobody was ever meant
To remember or invent
What he did with every cent."

*Collected Poems of Robert Frost
(Buccaneer Books, Inc., 1986)

TECHNICAL TOPICS

FMS' Federal Agency Financial Systems Program - A Progress Report

*Submitted by Mary Lee Mason, Senior Advisor at Treasury's
Financial Management Service*

It has been about a year since the first article about the Federal Agency Financial Systems Program appeared in the Newsletter. In that article, we spoke of our role as lead agency for financial management systems improvements and our work with other agencies, in partnership with the Office of Management and Budget (OMB), to upgrade their financial systems and products. We addressed the need for each agency to set specific, realistic goals and cited our task of negotiating and monitoring 23 agencies' efforts in:

- Establishing standard coding structures and operating procedures;
- Having the capability to produce departmentwide financial report;
- Establishing a single, primary accounting system;
- Implementing the U.S. Government Standard General Ledger (SGL);
- Establishing an interface between subsidiary and program systems with the primary accounting system;
- Compliance with Section 4 of the Federal Managers' Financial Integrity Act (FMFIA).

How did the year go? It went FAST! There was a lot to accomplish and all agencies involved worked very hard to make as much progress as possible. We were very pleased with the response and the volume of effort expended. Some significant accomplishments were:

By the end of 1988, 19 of the 23 agencies will have implemented the (SGL). This is a giant step toward governmentwide data consistency. The remaining 4 agencies will implement the SGL by 1990.

Twelve agencies have established a single, primary accounting system to provide agencywide reporting to Treasury and OMB. We are following the progress of the other nine agencies which plan to have their systems coming online shortly.

We estimate that, based on the FMFIA reports to be received this year, 21 of the 23 agencies will be in compliance with Section 4 of the Integrity Act. The other 2 agencies have assured us that they will be in compliance by 1990 and 1991, respectively.

FMS has worked closely with OMB to bring about revisions to Circular A-11 which will provide for better reporting of obligations for improving financial management systems. Schedule 41-C, "Major Financial Systems Report on Obligations," was introduced. It requires agencies to report these obligations by system and object class so as to distinguish equipment funds from manpower and other related funds.

As agencies worked to improve their systems, they sought information about off-the-shelf software packages that would meet their needs. They wanted to find out, first hand from a user agency, how well, and in what database management environment, a given software package or module functioned. The Financial Management Service (FMS), at the request of the President's Council on Management Integrity (PCMI), determined what software users groups with Federal Government interests existed and encouraged the formation of such groups where none existed. The emphasis in these user groups is to focus on the needs of the Federal government market sector. One size does not fit all when you are talking about software user needs. What the municipal government of the City of Chicago needs in its software capabilities, for example, is not what a large Federal agency necessarily may need. Vendors need to know Federal needs in order to effectively serve those needs.

We provide consulting services to agencies in cost accounting, cross-servicing and other areas of financial management. We are beginning the development of a series of evaluation criteria for specific areas of accounting that have surfaced as areas of concern among the agencies. The initial one is on agency billings, receivables and collections. It is hoped that these generic criteria, developed with the assistance of many agencies, will provide a basis for self-evaluation by each agency, and will serve as a source of information as vendors update/design various software modules for Federal agency use. These generic evaluation criteria will be pilot-tested before release.

An important function of our program is that of serving as a clearinghouse for information relating to agencies' systems. Accordingly, during this year, we have developed a comprehensive database of agency financial management systems and their improvement projects. The information is useful in our work with such organizations as the Chief Financial Officers' Council, the General Accounting Office, OMB, the Joint Financial Management Improvement Program, and agencies. The database is an effective tool for sharing information on accomplishments, problems and solution, and agencies' efforts to improve their financial systems. Confidential matters are not released from the database.

Now that the 23 initial agencies are well on their way in systems improvement initiatives and will continue to move ahead, it is time to include the smaller agencies in our oversight role. Using what we have learned during these past years, we will be able to provide assistance to them as they begin initiating Standard General Ledgers, primary accounting systems, etc. The prime objective is to have all Federal entities providing timely, consistent, and meaningful data so that future decisions affecting us all will be made with the best information we in the financial management systems arena can provide. It is our responsibility, not to be taken lightly.

If you would like to know more about our services or have any questions, please call Mary Lee Mason, on 535-9693.

Did You Know . . .

By Charles McAndrew (697-4422)

This month we are featuring the Department of Justice's (DOJ) Management Division, Office of the Comptroller.

The Finance Staff of the DOJ has pioneered several automation initiatives that deserve special attention. They include the use of automated teller machines for employee travel advances, an automated system for issuing third-party drafts, and an electronic time and attendance system.

• CASH MANAGEMENT IMPROVEMENT

In an effort to improve its cash management and reduce the burden of managing travel advances, the Finance Staff is piloting, with Citicorp Diners Club, a new method of funding travel advances. They are using the travel card at Automated Teller Machines (ATM's) around the country to charge travel advances to employees. DOJ permits employees within three of its components to apply for a Personal Identification Number (PIN) under the pilot. Receiving a PIN allows the employee to access over seventeen thousand ATM machines around the country to acquire a travel advance. When issuing an advance, Diners Club charges a fee for the withdrawal. The employee includes the fee on the travel voucher and requests reimbursement for the actual expenses incurred rather than the advance. As with regular charges on the travel card, the advance is between the employee and Diners Club.

• AUTOMATED THIRD PARTY DRAFT

In response to requests from the Department's components to provide imprest fund support to a large number of DOJ field offices, the Finance Staff, working with Mellon Bank, developed a fully automated third-party draft system. Before printing a draft, the system validates the availability of funds for a document previously obligated in the Department's financial management system, and captures the necessary accounting information. The draft system creates a file of authorized drafts, and uploads this file to Mellon Bank for use in editing presented drafts before liquidating them. Mellon Bank provides a host of on-line query reports, as well as monthly reports of draft activity. In order to assure that the data bases maintained by the Department and Mellon are in agreement, Mellon Bank provides a separate file of monthly activity which the Department reconciles with DOJ files.

Employing this draft system, the Department has initiated imprest funds in over 100 sites without the use of cash, and has substantially reduced cash held by its other imprest fund cashiers. The Department anticipates issuing roughly two hundred thousand drafts next year. When fully installed throughout the Department, draft volume could reach one million.

For further information or questions concerning either the ATM pilot or the third-party draft system, contact Robert Whiteley, Assistant Director, Financial Operations on 202-272-4468.

Continued on Page 8

NAME Mr. _____ Ms. _____ LAST NAME FIRST NAME MIDDLE INITIAL JR., II, III, OTHER
 Mrs. _____ Miss _____

BUSINESS ADDRESS
 NAME OF AGENCY, UNIVERSITY OR FIRM _____
 STREET NUMBER _____ STREET NAME _____
 CITY _____ STATE _____ ZIP CODE _____

RESIDENCE ADDRESS
 STREET NUMBER _____ STREET NAME _____
 CITY _____ STATE _____ ZIP CODE _____

Preferred Mailing Address: Business _____ Residence _____

TELEPHONE **Office:** _____ **Residence:** _____
 AREA CODE NUMBER EXTENSION AREA CODE NUMBER

CLASSIFICATION (See Membership Criteria Below) Full Associate Special Associate

CHAPTER WASHINGTON, D.C.

EMPLOYER POSITION TITLE Federal State County City Private Employer Academia
 Accounting Auditing Budgeting Systems Other (specify) _____

EDUCATIONAL BACKGROUND SCHOOL LOCATION (STATE) DATES (YEARS) MAJOR DEGREE

ACCREDITATIONS AND CERTIFICATES STATE CERTIFICATE NUMBER YEAR
 CPA _____
 CIA _____
 CMA _____
 CISA _____

FINANCIAL MANAGEMENT EXPERIENCE (List most recent experience first)
 Completion of this section is optional if applicant has one or more certificates indicated above. Completion for more than 3 years experience is optional if applicant has listed a 4 year degree in a financial management field in the Education section of this form. Listing more than 6 years experience is optional for all applicants.

| EMPLOYER | LOCATION | TITLE | POSITION SERIES & GRADE | YEARS |
|----------|----------|-------|-------------------------|-------|
| | | | | |
| | | | | |
| | | | | |

SPONSOR (If applicable) NAME (Print) _____
 SPONSOR'S AGA MEMBERSHIP NUMBER _____

SIGNATURE Date of Application _____ Signature of Applicant _____

PAYMENT Send one year's dues with this application to Association of Government Accountants.

Enclosed Payment \$ _____ Invoice Employer \$ _____

MEMBERSHIP CRITERIA
Full Membership (Dues \$47.50) — An individual who has a minimum of 6 years experience in accounting, auditing, budgeting, or other financial management fields. A graduate of an accredited college or university with a major in the financial management or allied fields may substitute education for experience. A four-year degree counts as 3 years of experience. Holder of CPA, CMA, CIA, and CISA certificates are qualified for full membership without further experience requirements.
Associate Membership (Dues \$33.00) — A colleague that has less than the experience required for full membership. Except for holding an elected national office, all other services and privileges of membership are provided. It is anticipated that associate members will become full members through additional experience.
Special Associate (Dues \$19.00) — Only for junior associates in their first year of employment and full-time students.

• **IMPROVEMENT IN TIME AND ATTENDANCE REPORTING**

The Department also recently developed an Electronic Time and Attendance (ETA) system to promote timely and efficient payroll reporting. Implementation of the system is resulting in less "payroll headaches" for management. The decentralized ETA system allows users to report employees' work hours, sick leave, vacation time, and overtime work directly to a central computing center. This eliminates the paperwork involved in payroll reporting. Having the source of input close to the user results in more accurate reporting of data. The labor costs incurred by manually computing sick leave and annual leave balances are turned into savings. For instance, a regular work tour of 80 hours is reported with the "touch of one button" which simultaneously computes leave balances. A public relations "plus" also is realized because ETA eliminates postal delays, thus assuring that employees receive salary checks on time.

Timekeepers of Justice component locations across the country transmit the payroll data via data and commercial lines. The first ETA PC-based pilot program was designed by DOJ computer specialists to run on the most common office automation equipment in the Department which is the IBM PC or compatible equipment. The second phase of the ETA's development concentrates on the needs of timekeepers without PCs. These users will have access to Justice's telecommunications link through IBM 3270 or comparable terminals. This mainframe version, which replicates the PC system in a mainframe environment, has been successfully tested and users are now participating in the pilot program.

For further information or questions, contact the ETA Project Manager Reed Waller on 202-272-6081.

******RETIREMENT PLANNING WORKSHOP******
sponsored by the
WASHINGTON CHAPTER - AGA
BACK BY POPULAR DEMAND - WITH TIPS!
TIMING! TAXES! TRENDS! TRADEOFFS

SPEAKERS:

- Thomas Eichmeyer, Group Director
Civilian Personnel Office
General Accounting Office
- Peter R. Lynn, Partner
Gov't Retirement and
Benefits, Inc.

LOCATION:

Coopers-Lybrand, Inc.
Conference Facility
1525 Wilson Boulevard
Rosslyn, Virginia
(Two blocks from the
Metro (Orange or Blue Line))

DATE:

Friday, December 9, 1988

TIME:

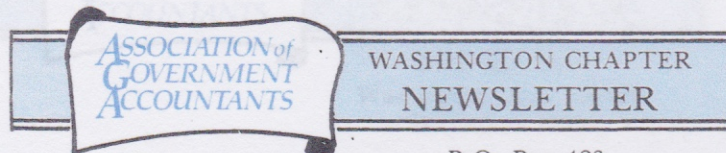
11:00 a.m. - 1:30 p.m.

COST:

\$6.00 (Members), \$7.50 (Nonmembers)

****SANDWICH LUNCH PROVIDED****

ADVANCE REGISTRATION IS REQUIRED
ATTENDANCE IS LIMITED TO 50 PEOPLE
NON-MEMBERS WELCOME
RSVP TO MARY LEE MASON,
535-9693,
NLT DECEMBER 5, 1988



P.O. Box 423
Washington, D.C. 20044
September 1988

FIRST CLASS MAIL
PLEASE EXPEDITE

**FIRST CLASS MAIL—
PLEASE EXPEDITE**