



The Baltimore Ledger



November 2006

www.aga-balt.com

Baltimore Chapter

November Luncheon Information

Safeguarding the Social Security Number and the COSO Framework

When:

Thursday, November 16, 2006

11:30 - 12:00 pm Registration/Networking
12:00 - 1:00 pm Buffet Lunch
1:00 - 3:00 pm Presentation

Where:

Snyder's Willow Grove Restaurant
841 N. Hammonds Ferry Road
Exit 8 off 695 Beltway
www.snyderswillowgrove.com

Price:

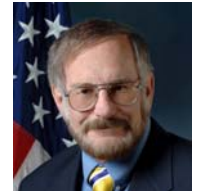
\$30 AGA Members
\$45 Non-Members

Contact:

410-965-9716 (leave a message) or email
agabaltimore@yahoo.com by November 10.

This training is worth **2 CPE**.

President's Message



Once again our training session was a great success. We had an overflow group who came to hear Johnny Parker speak about Leadership and Teambuilding. Mr. Parker provided these words of wisdom, "A leader must create an environment which will help things grow instead of breaking them down."

One of our November guests will be Pat O'Carroll, the Inspector General of Social Security. Mr. O'Carroll, who has been a leader in the area of identity theft and maintaining the integrity of the Social Security number, will speak on this subject. It is becoming more widely known that your SSN is NOT a universal identifier but your private number. The Agency is only allowed to provide it to other organizations with your authorization. To ensure the integrity of SSNs, effective controls over their issuance must be implemented and individuals must be prudent in protecting their number.

In the year 1240 Henry de Bracton put forward the adage, "An ounce of prevention is worth a pound of cure." We have identified some methods which will keep your SSN safe, thus preventing you from becoming a victim of identity theft. Don't make it easy for someone to steal your SSN. Do not carry your card in your wallet. If your wallet is stolen or lost, your SSN can be used as the cornerstone for identity theft. Don't provide your SSN to anyone over the telephone or the Internet. These individuals could possibly be scamming you to misuse your SSN or trying to steal your identity. We shall hear more about the fastest growing crime in the world, identity theft, from Mr. O'Carroll in November.

We are also pleased to have Walt Fennell, partner at CPA firm PricewaterhouseCoopers, as our other November speaker. Mr. Fennell will speak on the importance of having strong internal controls.

Thank you to all who participated in our professional development meetings. I hope they have been beneficial to you as leaders and potential leaders of our Government and private organizations.

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November Speaker Bios

Patrick P. O'Carroll, Jr. – Mr. O'Carroll currently serves as the Inspector General for the Social Security Administration (SSA). He was appointed as SSA's third Inspector General on November 24, 2004.

In FY 2005, the Office of the Inspector General's (OIG's) investigators reported over \$249 million in investigative accomplishments through SSA recoveries, restitution, fines, settlements, and judgments and projected savings. OIG auditors issued 108 reports with recommendations identifying over \$187 million in Federal funds that could be put to better use and \$374 million in questioned costs. And OIG's attorneys reported over \$700,000 in civil monetary penalties and assessments. As a result, the OIG returned \$9 for every dollar invested in its operations.

Other positions Mr. O'Carroll has held at SSA OIG include Assistant Inspector General for Investigations, Assistant Inspector General for External Affairs, Special Agent-in-Charge of Congressional Affairs, and Special Agent-in-Charge of Strategic Enforcement. Prior to his SSA positions, Mr. O'Carroll had 24 years experience at the United States Secret Service.

Mr. O'Carroll received a B.S. from Mount Saint Mary's College in Emmitsburg, Maryland, and a Master of Forensic Sciences from the George Washington University, Washington, DC. He also attended the National Cryptologic School, the Brookings Institute, Georgetown University, and the Kennedy School at Harvard University. Mr. O'Carroll is a member of the International Association of Chiefs of Police and the Association of Government Accountants.

Throughout his Government career, Mr. O'Carroll has received numerous awards for his meritorious service, including the Presidential Rank Award for Meritorious Executive in FY 2003.

Walter Fennell - Mr. Fennell is a partner working in the Washington Federal Practice of PricewaterhouseCoopers. Mr. Fennell has over 18 years of Federal and nonprofit accounting and auditing experience. For the last 14 years, Mr. Fennell has conducted Chief Financial Officer (CFO) Act audits at numerous civilian agencies and bureaus in addition to completing financial audits of various Legislative organizations. Mr. Fennell was a member of the American Institute of Certified Public Accountants (AICPA) Task Force responsible for developing and writing the AICPA's Statement of Position No. 04-1, *Auditing the Statement of Social Insurance*. Mr. Fennell was responsible for briefing the Office of Management and Budget (OMB) Controller and the Federal Accounting Standards Advisory Board on the work completed by this Task Force.

Walt enjoys the learning and educational aspects of his job, conducting lectures at local colleges and universities and frequently instructing classes internal to PricewaterhouseCoopers. Although the topics have ranged over the years, the focus recently has been OMB's Circular A-123, the Committee of Sponsoring Organizations (COSO) framework and other internal control related courses.

A native Floridian, Mr. Fennell earned a master's degree in accounting from The George Washington University and a bachelor's degree in business administration with an emphasis in accounting from Southern Adventist University. Mr. Fennell has also studied abroad in the United Kingdom. For the last 17 years, Walt and his wife Nancy have lived in Maryland. They are the proud parents of two sons and a beautiful daughter. Walt is an active member in his church and serves on the school board of Spencerville Adventist Academy.✧

AGA 2006-2007 Upcoming Training Schedule

DATE	TOPIC	CPEs
December 14, 2006	Joint Meeting with ISACA – IT Update	3
January 17, 2007	Yellow Book Update	3
February 21, 2007	Joint Meeting with IIA – Forensic Investigations in Governmental Agencies	3
March 15, 2007	Early Careers Focus – Career Development	2
April 5, 2007	Fraud Conference	7
May 17, 2007	Awards Luncheon	1

November Presentation Information

Safeguarding the Social Security Number: In this session, Mr. O'Carroll will explore the history of the Social Security number (SSN) as well as new challenges to its integrity presented by its widespread use and the rise of identity theft. Mr. O'Carroll will also discuss some recent audit, investigative, and legal initiatives aimed at improving SSN integrity. Other points of discussion will include efforts by the Social Security Administration and Congress to protect SSNs and their owners, and steps we can all take to guard against identity fraud.

COSO Framework: Mr. Fennell will speak on the COSO framework. You may be asking yourself, "What is COSO and why should I care?"

COSO refers to a document produced by the Committee of Sponsoring Organizations of the Treadway Commission providing a common definition of internal controls, standards, and criteria against which companies and organizations can assess their control systems. It is one of the most widely-accepted internal control frameworks for the audit of internal controls.

Because the COSO Framework is the most widely-accepted internal control framework, it has been

recognized as the "gold standard" by most professional organizations. Many of the concepts outlined in the COSO Framework crosswalk to the Government Accountability Office's (GAO), *Standards for Internal Control*. In addition, many of the internal control concepts outlined in guidance issued by the Office of Management and Budget (OMB) may be traced back to COSO. Thus, understanding the building blocks of this framework may be useful in the design and implementation of internal controls which meet the requirements of GAO and OMB.

The session will include a discussion of the following COSO concepts:

- Internal control is a *process*. It is a means to an end, not an end in itself.
- Internal control is effected by *people*. It's not merely policy manuals and forms, but people at every level of an organization.
- Internal control can be expected to provide only *reasonable assurance*, not absolute assurance, to an entity's management and board.
- Internal control is geared to the achievement of *objectives* in one or more separate but overlapping categories. ❖

October Board Minutes

A board meeting of the Baltimore Chapter of the Association of Government Accountants was held at the Social Security Administration on Wednesday, October 4, 2006. There were 13 board members in attendance, including four participating via telephone. The meeting was called to order at 2:35 p.m. by Steve Schaeffer, the presiding officer.

Mr. Schaeffer asked for a motion to accept the minutes from the September 13, 2006 meeting submitted by the secretary, Deborah Kinsey. The motion carried.

Directors agreed that the Meetings committee should modify the meal plan for the training sessions at Snyder's. We will work with Snyder's to develop a meal plan.

Mr. Schaeffer asked for the committee budget requests that still needed to be approved for 2006 – 2007. The following committees will not be submitting a budget request for the year: Liaison; Publicity; and Activities.

The following budgets were approved: Early Careers; Community Service; Membership; Education and Programs; Awards; and Scholarships.

The Meetings committee will present an adjusted budget at a future board meeting for approval.

The Membership committee will contact AGA national office to request \$300 to help fund recruitment efforts.

Directors agreed that the Liaison committee should not rework the Baltimore Chapter by-laws at this time.

Mr. Schaeffer will encourage those in attendance at the next training session to obtain CGFM certification.

The Early Careers and Education and Programs committees are continuing to schedule speakers for upcoming training sessions.

The Public Service committee and other chapter members and directors plan to represent AGA at several public service events in the area.

Members will be encouraged to participate in Job Shadowing Days at SSA and directors were encouraged to put an article in the newsletter to advertise the event. ❖

October Training Recap

On Thursday, October 19, 2006, the Baltimore Chapter held its second training session of the year. Johnny Parker, author, conference speaker, certified life coach, and relationship counselor provided a dynamic presentation on *Leadership, Teambuilding and Achieving Excellent Results in Government Financial Management Through People*. Mr. Parker's presentation emphasized the seven investments that exceptional leaders and teams need to be effective. These seven investments are:

1. Integrity – An exceptional leader cultivates an exceptional core.
2. Humility (Inclusion) – An exceptional leader is honest about their strengths and weaknesses.
3. Connect – An exceptional leader genuinely values people.
4. Resonance – An exceptional leader mindset is: A healthy Me is a Strong We.
5. Focus – An exceptional leader is clear on the one thing that is absolutely critical for success.
6. Trust – An exceptional team cultivates a safe and responsible team culture.
7. Agreement – An exceptional team has critical conversations around matters of purpose.



Chapter President Steve Schaeffer with October's speaker, Johnny Parker

Further, Mr. Parker discussed three things managers do that team members love. These three things are:

1. Affirm – Praise the employee, but be specific.
2. Coach – Communicate and assist.
3. Listen – Actively listen to the employee.

Mr. Parker discussed individual styles for dealing with conflict. Each style was represented by a wild animal. The styles discussed were:

1. The Lion: Argues/debates
2. The Ostrich: Sticks their head into the sand.
3. The Dolphin: Accepting.
4. The Porcupine: Collaborates/coordinates.

Mr. Parker indicated the most successful conflict style is the porcupine. Mr. Parker explained the two types of leaders. The two types are the Perfectionist and the Excellence. The leadership traits of the Perfectionist are: pressures/rigid, fear-driven, human-doing, product oriented, and people devalued. The leadership traits of the Excellence are: freedom/adopting, purpose driven, human being, balances profit, and productivity and people. ❖



Mr. Parker points to his slides for emphasis during the presentation

Our Daily Bread Collection

Please join AGA's Baltimore Chapter as we support the Men's Christmas Party for Our Daily Bread. Our Daily Bread provides a hot, nutritious lunch for anyone in need, every day of the year and is a critical service upon which the poor can depend. The charity is expecting 100 men to attend the party and will donate personal items to them as well as providing a meal.

We will have a box at the November AGA meeting to collect personal items and party items, if anyone would like to help out with a donation. Our Daily Bread is requesting the following items: pairs of gloves, wool hats, scarves, pairs of socks, flannel shirts ranging from sizes M to 2XL, bags of toiletry items (soap, shaving cream, razors, comb, deodorant), and large department store shopping bags with handles. If you would like to contribute to the party, Our Daily Bread is also looking for bags of potato chips and pretzels, Christmas cookies, bags of Christmas candy, and cases of soft drinks. Thank you! ❖

Member Profile



This month's member profile features James W. Hagen. As Assistant Inspector General for Audit, Office of Inspector General (OIG), National Credit Union Administration (NCUA), Mr. Hagen is responsible for auditing and evaluating the

business programs as well as the safety and soundness of federal credit unions and the National Credit Union Share Insurance Fund. This Fund insures the savings of 80 million account holders with deposits exceeding \$520 billion and loans over \$355 billion in more than 9,500 federally insured credit unions. Mr. Hagen was selected to direct the Office of Audit in May 2005. In addition to program audits of NCUA, he is responsible for the Financial Statement Audit, as well as the Federal Information Security Management Act reviews. Since joining NCUA OIG last year, Mr. Hagen has significantly improved the efficiency of the office by reduced the time to complete program audits from an average of 12 months to just over 6 months.

Prior to joining NCUA, Mr. Hagen was the Deputy for the Office of Workforce Solutions at the United States Mint, where he was responsible for overseeing five divisions including Human Resources, Equal Employment Opportunity, Alternative dispute Resolution, Model Workplace and the Ombudsman. A major accomplishment that resulted in several awards

was a project reviewing the business operations of the agency and a skill analysis of all employees. As a result of the project, Mr. Hagen recommended effective strategies such as recruitment, succession plans, and training needed to fill identified skill gaps. The detailed plan streamlined the agency from over 1,800 employees to just over 1,000 while improving skill levels of employees, increasing productivity for the agency and meeting the mission goals. In addition to NCUA and the Mint, Mr. Hagen held positions at the United States Postal Service OIG; Social Security Administration OIG; Department of the Treasury OIG and the Internal Revenue Service.

Mr. Hagen is a graduate of the University of Baltimore with a B.S. in Marketing and Management. He is a Certified Government Financial Manager (CGFM) and a Certified Fraud Examiner (CFE). He has been a member of AGA for over 15 years. He first joined AGA because of the training opportunities but soon found that what he liked best about the organization was the opportunity to network with a vast array of individuals that have so much talent and knowledge.

Outside of work, Mr. Hagen's passion is following the Baltimore Ravens. He has season tickets, and in the 2000/2001 season, traveled to Tennessee and Oakland for the playoff games and was at the Superbowl in Tampa Bay to watch his team win the trophy. He was born and raised in Ellicott City, Maryland where he resides with his wife Patty, his daughter Emily and faithful dog Monaco.❖

AGA's 2006-2007 Member-Get-A-Member Campaign (MGAM) *Reach for the Stars*

Reach for the Rising Stars and You Could Be a Star in Nashville!

That's right, recruit new members into AGA this program year and you could win a free trip (roundtrip airfare and registration) to AGA's 2007 Professional Development Conference & Exposition in Nashville, Tennessee on June 24 – 27!

This year we are focusing on recruiting the rising stars—Early Career and Tomorrow's Professionals—individuals just starting out in their careers, with less than three years of experience. Finding and developing AGA leaders of tomorrow is important to AGA's future as well as to the future of our profession! Now is the time to reach out to these 'up and comers'!

We invite each AGA member to recruit at least one new member in this year's MGAM. Our goal is to continue the positive net growth in membership that we experienced this past year. And, EVERY member who

sponsors new members is eligible for prizes and recognition in the *Reach for the Stars* campaign. Be sure to have handy an AGA membership application or know the AGA website address (www.agacgfm.org). And don't forget to include your name in the 'sponsor' line on the membership application to receive credit!

Every time a new member joins AGA, we are made stronger. More members mean more visibility in the corridors of power and more opportunities for advancement through networking and exchanging best practices. Show off your enthusiasm with firsthand accounts of how your AGA membership has been a great investment in your professional development and career! *And please remember to make an extra effort to reach out to the rising stars!* Start recruiting today! For details and prize information, please visit http://www.agacgfm.org/membership/mem_campaign.aspx.❖

How to Earn the CGFM

Interested in the CGFM designation? Want to know where to start or what happens next?

Here is a step-by-step guide on how you can earn the CGFM designation:

Step 1 - Applying for the CGFM Program. Submit an application form for the CGFM Program via internet, fax or mail, including the application fee of \$85. Fax or mail a copy of your transcript from an accredited college or university. The transcript must show that a degree (bachelor's or higher) was awarded and must list at least 24 credit hours of courses in financial management or related topics. Your name and the name of the college or university must appear on all transcripts.

Step 2 - Eligibility Letter. Once your application, payment and degree documentation are received and processed, the Office of Professional Certification will mail you an Eligibility Letter with instructions on how to purchase your CGFM Examinations. Your eligibility for taking the CGFM Examinations expires in three years from the date your CGFM application was processed.

Step 3 - Work Verification. Submit a Verification of Government Financial Management Work Experience form as soon as you have at least two years of professional-level experience in the government financial management field. You do not have to submit this form before taking the examinations, but the experience requirement must be met before the designation can be granted.

Step 4 - Studying for Examinations. You have several options, including classroom courses, study guides and a reading resources list. You may also want to contact a local AGA chapter to find out if there are any study groups or other support available to help you prepare for the examinations.

Step 5 - Examination Purchase. Following the instructions on your Eligibility Letter, purchase CGFM Examination(s) through the AGA website and print the Test Authorization Letter. Examination fees are \$109 for each of the three examinations.

Step 6 - Taking the Examinations. Follow the instructions on the Test Authorization Letter to schedule a testing appointment at a Prometric Test Center near you. Show up at the testing center on your appointment date (be sure to read and follow the testing procedures described on the Test Authorization Letter).

Step 7 - Score Reporting and Retakes. After you complete an examination at a Prometric Test Center, you will immediately receive a pass/fail score on the computer. Numerical scores are not provided. If you did not pass your exam, there is a 30-day waiting period before you can repurchase and retake that examination. If you fail the same exam more than once, the waiting period is 90 days.

Step 8 - Award Letter. Once you pass all three CGFM Examinations, and your Verification of Government Financial Management Work Experience form has been submitted and accepted, the Office of Professional Certification will send you an award letter announcing your new CGFM designation. You can start using the "CGFM" after your name only after you receive the official award letter from AGA.

Step 9 - CGFM Certificate. A CGFM certificate will be mailed within a few weeks of issuing the award letter.

An excellent source of additional information on the CGFM Program is the AGA website (www.agacgfm.org, select "CGFM Certification" on the navigational bar). If you have any questions, please feel free to contact the Office of Professional Certification at 1.800.AGA.7211, ext. 306 or 305. ❖

Member News

Congratulations to **John Selby** and **Cass Glenn** of the Social Security Administration (SSA). John has been promoted to the GS-13 Supervisory Fiscal Management Analyst position in the Division of Administrative Payments. Cass has accepted a new position with the Office of Hearings and Appeals in Falls Church, Virginia. Cass worked in SSA's Office of Finance in Baltimore for 11 years and she will be missed!

The Baltimore Chapter would also like to extend congratulations to board member **Christina Lilly**. Christina submitted the winning name for the *AGA Insider*, the membership update newsletter that is distributed to chapter and national leaders on a monthly basis. ❖



Baltimore Chapter AGA Supports National Groundhog Job Shadow Day

Reach out to today's youth, tomorrow's future employees!

National Groundhog Job Shadow Day (NGJSD) will be on Friday, February 2, 2007. The Baltimore Chapter of AGA is seeking information to partake in this U.S. Department of Labor sponsored program. NGJSD has been a nationwide initiative for the past 9 years. It is an opportunity to introduce young people to the world of work through hands-on learning and a one-day mentoring experience.

Job shadowing is a work experience option where students learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student. Students witness firsthand the work environment, employability and occupational skills in practice, the value of professional training and potential career options. Job shadowing is designed to increase career awareness, help model student behavior through examples and reinforce in the student the link between classroom learning and work requirements. Almost any workplace is a potential job shadowing site.

The AGA Baltimore is encouraging members to participate in the National Groundhog Job Shadow Day event. All members who wish to get involved in this initiative should contact one of the Early Careers Directors. ❖

CGFM Corner

IT'S THAT TIME OF THE YEAR AGAIN - MAKE SURE YOU HAVE YOUR CPEs

Are you one of the CGFMs who received their designation in 1996, 1998, 2000, 2002 or 2004? Then you need to have at least 80 Continuing Professional Education (CPE) hours earned within the two-year period of January 1, 2005 and December 31, 2006.

If short, you can take advantage of the grace period of January 1 - March 31, 2007 to catch up on your CPEs (these hours then cannot be counted towards your next cycle of 2007-2008).

If you have not yet reached your mark, you still have time. What you have to do is remind yourself that every activity might serve a dual purpose. If you are earning a graduate degree, if you are teaching or writing, or if you are earning CPEs for another certification, you might be able to count these CPEs towards your CGFM certification requirement. Review the opportunities available to you for earning CPE hours, and you will realize that there are many ways in which you can maintain your CGFM certification without undue cost or time demands.

Consider:

-- Online CPE opportunities, including AGA's "Journal CPE Online" that offers CPE hours for reading The Journal of Government Financial Management and taking the relevant quizzes and online courses offered through Micromash and SmartPros, two educational organizations in partnership with AGA (www.agacgfm.org/education/educationdefault.aspx).

-- CPE offered by AGA chapters and state CPA or other government finance officer societies and other organizations.

-- Opportunities to earn CPE hours for teaching a relevant course (not to exceed 40 CPE hours in any two-year period), publishing an article or book that contribute directly to CGFM's professional proficiency (up to 20 CPE hours) or taking applicable college courses.

Not all CPEs can count towards the CGFM designation. The hours earned must be in government financial management topics or related technical subjects applicable to government financial management areas. Applicable CPEs would need to maintain or enhance your professional proficiency in government financial management, and you have to keep back-up documentation of the completed CPE for at least three years. This documentation may be requested by AGA if you are selected to be audited; however, CGFMs should not automatically send information on their CPE hours to AGA at the time of renewal.

For more information about earning CPE hours, what topics and subjects can qualify for CPEs and answers to commonly asked CPE questions, please visit www.agacgfm.org/cgfm/maintain/cpe_requirements.aspx. If you have any additional questions, contact AGA's Office of Professional Certification at 800.AGA.7211, ext. 305. ❖

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To all of the members who submit articles for the monthly Newsletter, we say Thank you! For **December**, please make any submissions by **November 24, 2006** by contacting the Editorial Committee.

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