

NCMA DENVER CHAPTER

APRIL 2011

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April Fools approaches and we can say that Colorado has not been played the fool this winter with mild and pleasant weather in Denver. Not so for much of the rest of the country. Don't tell anyone! Farmer's Almanac says look forward to an early Spring 3-4 weeks ahead so get those tomatoes in.

Our training chair may have to move the study groups for certifications to the fall. We are trying to find a trainer willing to

lead this earlier but so far it is not resolved.

GSA asked several of us, Matt Gomer and myself to participate in their monthly contract training and we got to talk about the March 17th seminar on Protests and our Leadership program. From that we had several new members and several renewals of membership so time well spent.

Our March 17th seminar on Protests was a great success with 44 in attendance and many compliments on the diverse positions between the

government and private sector. We want to thank Steve Masiello for leading this and our panel Ken Moore, Terry Lapotosky and Len Anthony.

Coming up is our April 12, 2011 meeting with DOE and discussion on energy contracting at Brauns for breakfast 7:30-9:00. Please sign up on our website if you are interested.

We are looking forward to World Congress this summer in Denver, July 10-13 several members have volunteered. If you want to volunteer the deadline is April 1, 2011.

DENVER CHAPTER OFFICERS & CHAIRS 2011

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Ray Lewis- Leadership

Chris Henthorn- Leadership

Heather Miller- Facilities

Arash Heidarian- Corporate Sponsorship

Jennifer Streets- College Outreach

Bethany Wilson- Publicity, Historian & Photographer

Nancy Royce Webmaster

Brie Staker- Newsletter

JOB OPPORTUNITIES

Ready for a career change?

LGS Innovations is looking for a Contract's Manager in their Westminster, CO location.

www.lgsinnovations.com

High Country Executive Search is currently looking for a Government Compliance Manager.

www.HCExecsearch.com

Check out more employment opportunities on our local Chapter website: <http://www.ncmadenver.org/Employment.htm>



DID YOU KNOW...

Denver, CO claims to have invented the cheeseburger. The name "cheeseburger" was trademarked to Louis Ballast in 1935.

www.50states.com/facts/Colorado.htm

UPCOMING NCMA MEETINGS

APRIL 12, 2011 (7:30 A.M. AT BRAUN'S, 1055 AURARIA PARKWAY): ENERGY SAVINGS PERFORMANCE CONTRACTS (ESPCs) AND THE FEDERAL ENERGY MANAGEMENT PROGRAM WITH DEBORAH KEPHART, U.S. DEPARTMENT OF ENERGY.

Need energy conservation improvements at your federal facility? Short on capital appropriated funds? If so, then Energy Savings Performance Contracts (ESPCs) are for you. With ESPCs, you can implement energy conservation measures in federal facilities, with no up-front costs, with annual payments from guaranteed and measured savings, for terms up to 25 years. Topics of discussion will include: unique legislation requirements; advantages of ESPCs; and best practices - how it works. Join us on April 12, 2011, at Braun's, 1055 Auraria Parkway, for this discussion led by Deborah Kephart, Contracting Officer with the U.S. Department of Energy, Golden Field Office. Registration/

networking/breakfast at 7:30 a.m.; speaker at 8:15 a.m.; conclusion at 9:00 a.m.; cost of \$16. Please register at <https://www.123signup.com/event?id=vtdf> by April 8, 2011.

MAY 10, 2011 (7:30 A.M. AT BRAUN'S, 1055 AURARIA PARKWAY): CERTIFICATION PROGRAMS AND THE IMPACT ON YOUR CAREER AND SALARY WITH BLAKE COUTURE, BALL AEROSPACE & TECHNOLOGIES CORP.

What are your discriminators? Who is looking after your career and advancement? Are you invaluable? What sets you apart from your peers? Is this a profession or a job for you? Blake Couture, Senior Manager of Contracts for Ball Aerospace & Technologies Corp, and current Denver Chapter President Emeritus, will explore these and other probing questions in the context of Certifications and the impact a Certification can have on your job, profession, advancement and ca-

reer. Did you know the NCMA has four certifications for various career paths – CFCM, CCCM, CPCM and the new CSCM for Federal Supply and Multiple Award Schedule contracting. Come learn about the requirements, what the Denver Chapter provides to the membership, explore how to get certified and the benefits that a Certification will have on your life, salary and career. Join us on May 10, 2011, at Braun's Bar & Grill, 1055 Auraria Parkway, Denver. Registration/networking/breakfast at 7:30 a.m.; speaker at 8:15 a.m.; conclusion at 9:00 a.m.; cost of \$16. Please register by May 6, 2011, at <https://www.123signup.com/event?id=vtnhs>.



CMLDP LEADERSHIP TRAINING

We are just over halfway through NCMA’s Contract Management Leadership Development Program (CMLDP) and wanted to provide a quick update to the Chapter. The program has truly been a whirlwind, starting with the Government Contract Management Conference in Arlington, VA in December, where we attended Franklin Covey’s 7 Habits for Managers and all of the excellent breakout sessions offered at the conference. The conference was followed by numerous webinars, writing assignments, and group projects – to date we have turned in nine writing assignments, two group projects, and attended nine webinar learning sessions. January saw us jetting off to Las Vegas for the NCMA

Mid-Year Leadership conference, where we engaged with chapter leaders from all around the country to exchange ideas and to accept the Gold Graalman Award on behalf of the Denver Chapter. We also attended a NES on Contract Types, a day-long leadership class in which we had the privilege to learn from two NCMA past presidents – Michelle Currier and Gary Zura. One of the most important parts of that learning experience was when we were paired with another CMLDP student to present scenarios of real-life management issues to the rest of the class for comment. In March, we’ll be traveling to Phoenix for the Aerospace and Defense Conference, and will be attending the

Franklin Covey seminar “Leading at the Speed of Trust.” March will fly by quickly as we coordinate with our mentors on finalizing our research papers due at the end of the month. It’s hard to believe that we’re nearly halfway through this amazing program!

- Erin Stewart



NCMA Denver Chapter’s Erin Stewart and Jami Dinsmore accepting the Gold Graalman award for the Denver NCMA Chapter.

EXCITING SPEAKERS & TOPICS AT WORLD CONGRESS

With the 2011 World Congress coming up this July 10-13 in Denver, CO, there are a variety of exciting topics and events to look forward to. Sunday will feature a free contract management career fair, as well as words from keynote speaker and former CT Senator, Christopher Dodd. On Monday, we’ll hear from BAE Systems’ CEO, Linda Hudson. Jason Dorsey, The Generation Y Guy, will be fea-

tured on Wednesday. Attendees will also have the opportunity to pick and choose from 18 concurrent breakout sessions throughout the week, giving each individual a customized learning experience. These breakout sessions include, but are not limited to, Business and Proposal Development, Contract Negotiation and Negotiation Skills, Subcon-

tracting, Cost Estimating and Pricing, Commercial and International Contracting, plus many more.

To find out more about the NCMA World Congress 2011, please visit: <http://www.ncmahq.org/Events/wc11detail.cfm?ItemNumber=8616&navItemNumber=4039>



MEET JAMI DINSMORE



The folks who support our Denver NCMA Chapter are fantastic. However, it is still hard to get to know all of the people who participate. So, what better way to introduce not only myself (Brie Staker) but all of you to our Denver Board and Chairs than in the Newsletter?

This month let's get to know Jami Dinsmore. Jami serves the NCMA Denver Chapter as the Education & Certification and Corporate Sponsorship Co-Chair.

BLS: Tell us a little about your background.

JD: I graduated from the University of Utah with a BS in Economics before moving back to Colorado where I attended the University of Denver, earning a MBA in Marketing with a supply chain concentration. After completing my education at DU, I began working for Lockheed Martin Information Systems & Global Solutions in Colorado Springs. Like many other contracts professionals, it was here that I fell into my role as a contracts administrator that is responsible for several prime contracts with the DOD.

I recently transitioned from

this position to the role of subcontract administrator with Lockheed Martin Space Systems in Denver. In this new position I get to experience day-to-day activities that are a mirror image to my previous responsibilities. In this role I am responsible for some of the largest subcontracts on the program.

BLS: Describe your day-to-day job activities.

JD: I spend my days working with internal and external customers. Most of my relationships are virtual, which means that I spend a great deal of time building trust through my use of the different technological tools available. On my subcontracts, I act as the administrator and the program manager, working to resolve situations as they arise.

BLS: What do you enjoy most about your job and why?

JD: I am relatively new to the profession of contracts, but I find it enjoyable that every day has different and new challenges that I am responsible for solving. I also like to ask a lot of questions to ensure that I am learning from each experience and this knowledge is what makes the position so great.

BLS: You were selected to participate in NCMA's Leadership Program. Can you tell us what the Leadership Program is about?

JD: The Leadership Program

is about developing your talent and making lifelong friendships. As a participant in the program I have had the opportunity to participate in numerous trainings that provide beneficial insight about my internal dynamics as a leader. The training also works to develop the skills we already possess that are required to effectively lead others.

In addition to the training and group interaction, we attend the four conferences NCMA hosts throughout the program year. Each provides a different viewpoint for the issues our professions faces. The National Contract Management Conference and Aerospace & Defense Conference discusses current issues relevant to government and industry. The Mid-Year Leadership Conference focuses on the local NCMA chapter with ideas for membership, certification classes, and education opportunities.

World Congress is coming up in July, here in Denver, which should be a great experience, and I urge all contracts professionals to participate. Not only will it provide great insight, it may present a fresh perspective on long standing issues. It will also give those looking to participate in the Leadership Program an idea of what they can expect as future participants.

BLS: How has your experience in the program been so

far? What advice would you have for those thinking of pursuing the Leadership Program?

JD: The experience has been wonderful. My advice for those who want to pursue this opportunity would be to go for it. Take a chance. If you get in, make the most of it. Try to find a take away from everything that you do and find ways to apply these skills at work, even if you aren't currently leading others.

BLS: What made you decide to participate in the Denver NCMA Chapter?

JD: I chose the Denver Chapter because I wanted something local where I could meet people face-to-face and learn from their experiences. I hope to continue growing our local membership with other young professionals. I would also like to promote the certification exams and provide training classes locally.

BLS: Where are you from? How long have you lived in Colorado?

JD: I am originally from Denver, but I grew up in Moab, UT and moved back to Colorado in 2004.

BLS: What's your favorite movie?

JD: Wall-E. I think he is so cute and sensitive. It broke my heart when all the bad things happened to him and

the struggles he had to experience alone. I found the meaning behind the plot to be thought provoking and the ending was exactly what you hoped it would be.

BLS: What toppings would be on your perfect pizza?

JD: My perfect pizza would be pepperoni and mushrooms, but I am allergic to wheat and cheese.

BLS: What advice would you give to someone who is new to the contracting world and thinking about participating in NCMA?

JD: Definitely join. It will provide additional resources for you to learn from. It will also connect you with others who understand the profession. One of the most difficult things is that people don't understand what we do. This professional organization bridges that gap and introduces you to people everywhere. The trainings and certifications offered are a great supplement to the issues in contract management positions.

NCMA MEMBER SPOTLIGHT: APRIL ANNIVERSARIES

K. Niquette
 John Godzac
 Debbie Ray
 Colleen DeVries
 Jeffrey Klein
 Blake Foos
 Brian Sperry
 Gary Harding
 Peter Wolff
 Ronald Costello
 Rebecca Bower
 Keith Surber
 Shelley Rice
 Helen Robertson
 Lisa Bain
 Brieann Staker
 Kelli Everett
 Michael Shaner
 Eric Winder
 Nancy Munoz
 R Allen
 Eleanor Anderson
 Selena Barton
 Kimberly Burian
 Candee Burns
 Patricia Cookson
 Renee De Rocher
 Michael Eddy
 Michael Eschler
 Brian Feldmeier
 Kevin Finnell
 Lynn Keller
 Russell Kittel
 Mark Kivi
 Jeffrey Lawson
 David Lewis
 Jerry Lloyd
 Manuel Lopez
 Mary Freeman
 Kayla Frize
 Lacinda Gansert
 Peter Gerstel
 Fernando Getz
 Evan Gooden
 John McGrath
 Terri Grasso

Geoffrey Green
 Erin Melius
 Gwen Hardy
 Robert Harrison
 Diane Helmich
 Duke Henthorn
 Aaron Hoff
 Thomas Howard
 Peter Iannuzzi
 Kaci Irving
 Alice Pilkington
 Joe Potter
 Megan Quinn
 Marshall Robbins
 Albert Sands
 Cheryl Sedivy
 Sean Skifstrom
 Robert Snodgrass
 Ben Sofier
 Mike Thomas
 Jack Tidwell
 Ryan Wood
 Scott Shupert
 Lisa Artz
 Dan Tallman
 Joe Harvey
 Richard Steinberg
 Melissa Sampson
 Laura Hughes
 Ray Lewis
 Mary Ann George
 Cathy Smith
 Jim Allen
 Rhonda Canell
 Joseph Yellope
 Edward Hopkins
 Jim Gilbert
 Phil Ochoa
 Jecica Boyd



With all of the fancy tools and communication devices available, why is it so hard to find a job? It seems like it should be a no-brainer, you post your resume online and voila! You should have the perfect job offer ready for you to open in your email the next day! Unfortunately, it doesn't always work like that. It still requires your fulltime attention and effort on a daily basis.

It comes down to basics and that is, you still have to talk to a lot of people and network yourself in every possible way. Look at it this way, finding a job requires many different tools to utilize. So put on your job tool belt and arm it with networking, job boards, interviews, applications, social networks like LinkedIn, create a professional web page, and make several cold calls a day to your preferred companies you'd like to work for in the future.

Job Search Planning

Think smarter: It helps to know the most efficient ways to find a job. While people spend most of their time searching jobs online or reading the papers, they are not the most effective avenues. Sources for jobs that have higher success rates include:

- Word-of-mouth referrals
- Direct contact with companies
- Employment agencies and recruiters

- Associations, Service Clubs, volunteering.
- Trade Associations magazines and websites.

Knowing this, your weekly job search model should include:

- Contact at least 10 people or resources per day; five days per week. You should try and make a total of 18 networking contacts per week, and contact at least 15 companies directly per week.
- Aim to get two referrals from each contact. Ask who else do they know you could network with? Make sure to track who you talk to, what company, what job and get their phone number and job title.
- Try and setup at least two-three face-to-face meetings or interviews a week

Making contacts online

1) Facebook – I don't recommend it. Be careful! You can be judged by your comments or associations and friends.

2) LinkedIn – This is the best site! Many people reporting a lot of success with LinkedIn. It trumps the online competition for business networking. Join the site, create a profile, and put your email/phone number IN YOUR PROFILE so a hiring manager will be able to contact you directly. In addition, their online job search is

particularly unique and helpful. Join appropriate groups such as NCMA. There are jobs posted for everyone to see and apply. It's another way to get the job announcement out ASAP.

3) Sample Networking Letter

Use this format to send to your friends on forums, social networks, or via email.

4) Plaxo – Organize your online address book.

5) Vault.com – Career discussions.

6) Jobster.com – Post your resume, join networks and get advice.

7) What Employers Can Find Out About You – If you use any social networking sites for job hunting, make sure you read this checklist so you can maintain a professional profile.

8) How to Use Social Networks for Job Hunting – In depth guide to using social networks for job hunting.

Preparing to Present Your Skills: Tools for Resumes and Other Interactions

11) Resume Power Words – Build a resume using the precise words to describe your accomplishments. Remember, hiring managers have 30-seconds to look over a resume and make sure you have a similar background to what is in the job description. I call it point, counterpoint. They want 5 years in federal contracting experience; you show you have 5 years of



federal contracting experience.

12) 10 Resume Mistakes – Avoid these at all costs.

13) Resume Generator – Website resume wizard.

14) How to Write a Masterpiece Resume – These two simple tips can really make you shine.

15) Free Resume Templates – A starting point to see how others present themselves.

16) Free Resume Review – Get advice on your resume.

17) Cover Letter Basics – Learn what to say to make a good impression.

18) Sample Cover Letter – Just a sample.

19) Resume 101 – Basic tips.

20) Thank you letter basics – Put one off.

21) Six Tips for Following Up on Your Resume – Business Week gives great advice.

Networking

22) Join a Professional Association or Other Groups – How to go about joining a professional organization.

23) [Yahoo's Directory of Professional Associations](#) – Good old Yahoo has a comprehensive list.

24) [Prominent organizations](#) – Check here for more groups to join.

25) [Weddle's Directory](#) – Large database of organizations and societies you can join for networking.

Job Sites

26) [Craigslist Jobs](#) – Browse jobs in any city.

27) [Careerbuilder](#) – Large job search site. I think this is my favorite job board! It's easy to use for you and for recruiters.

28) [Indeed.com](#) – Search jobs across multiple sites.

29) [Simply Hired](#) – Millions of jobs from a variety of sources.

30) [Hotjobs](#) – Yahoo's job board.

31) [Monster.com](#) – Jobs, career advice and social network.

32) [Government Jobs](#) – USAJOBS

Interviews

33) [Job Interview Guide](#) – Make the best of your job interview.

Go in to interview confident, relax as much as humanly possible, and be brief and succinct with your answers. Always have questions ready such as:

- Why is the position open?
- What tools will be available?
- What is your ideal person for this job?
- What percentage of time will I?

Follow Up

Always send a personal thank you note to the hiring manager. This gives you an opportunity to highlight three points of your skills of why you'd be a great employee for them.

Just because there isn't a current opening, don't write the company off your list and give up! Make sure to create a "tickler file" system to email or call every couple of months or so to keep your name afloat. Believe me, this does work!

Trust

This is the hardest thing for anyone to do while searching for a job! If you don't get a position, ask for a follow up and constructive criticism so you can be better for the next interview.

Always know your perfect job is waiting for you. You just have to knock on a few doors sometimes! Don't give up!



Cathy Smith
Practice Director of Engineering Recruiting

Want to Learn More Tips?
Come to a Denver Chapter NCMA Meeting and talk with our own Cathy Smith in person!