



AMERICAN SOCIETY OF MILITARY COMPTROLLERS
NATIONAL GUARD CHAPTER



ASMC-NG

6 January 2006

MEMORANDUM FOR United States Property and Fiscal Officers, Financial Managers, Budget Officers, Staff Accountants, Accounting Officers, Lead Accountants, and Supervisory Financial Technicians

SUBJECT: Financial Management Professional Development Conference (FMPDC),
12 -17 March 2006

1. Reference memorandum, NGB-ARC, 3 January 2006, subject: Annual Financial Management Professional Development Training, 12 - 17 March 2006.
2. The National Guard Bureau, Comptroller Division (NGB-ARC), and the National Guard Chapter of the American Society of Military Comptrollers (ASMC) are conducting professional development training for all personnel with a financial management mission during the period 12 - 17 March 2006 (12 and 17 being travel days). This year's event will be conducted in downtown Indianapolis, Indiana. The theme is "We Should Never Stop Thinking about Making it Better".
3. The conference will focus on financial management, funds control, management controls, business practices, quality assurance, and pay and examination functions. Special emphasis will be placed on new and improved systems, mobilization, Forward Compatible Pay, Resource Management On-Line (RM Online), myUnitPay, and continued training with Standard Army Finance System processes. Even though the target audience is financial managers, budget officers, staff accountants, operating accountants, lead accountants, and supervisory financial technicians, *it is not limited to those positions*. Personnel with a financial management mission, such as the United States Property and Fiscal Officer (USPFO), Deputy USPFO, internal review auditors, program managers, and budget analysts, are encouraged to attend to enhance their knowledge and awareness in the field of financial management as well as their individual performance.
4. The conference agenda is in its final stages of being completed and will be posted to our chapter web site at www.ng-asmc.org on or about 5 February 2006. We will have an excellent selection of workshops and general session topics tailored to provide all personnel involved in financial matters the information, tools, and knowledge necessary to be highly successful in many different areas of financial management.

5. Guestrooms have been reserved at the Westin Indianapolis Hotel. Please ensure you have placed your reservation not later than 10 February 2006. Placing reservations is an individual responsibility. A special web site has been developed that will allow you to make your hotel reservation. Click here [registration](#) to make your reservation. If unable to reach the site by clicking on the hyperlink, cut and then paste the following into a browser <http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0507116986&key=E0BBE>. You can also make your reservations by calling the hotel. Please indicate to the reservation person that you are attending The ASMC Financial Management Conference. This is the way we have blocked the rooms. If you do not identify yourself as part of this event, you may be told rooms are not available or you may not receive the government rate. The room rate is \$87.00 plus tax. Personnel using the Government Travel Charge Card will be tax exempt. You must present your Government Travel Charge Card and a tax-exempt form upon check-in to receive tax exempt status. Tax exempt form will be available on our web site at: www.ng-asmc.org. Telephone numbers for placing reservations are 1-800-937-8461 or 1-317-262-8100.

6. The FMPDC registration will be completed this year using the ASMC NG Chapter web site. The conference registration fee is \$175.00 for current ASMC members and \$225.00 for non-members. Registration must be completed not later than 10 February 2006. The registration fee for attendees registering after 10 February 2006 will be \$225.00. This is an authorized reimbursable expense. Registration forms, to include instructions for completion of the forms, are available at: www.ng-asmc.org. **Web site registration will not be available until 1 February 2006.** Once you have accessed the web site, click on the FMPDC hotlink button located in the upper left corner of the web site. This will take you to the FMPDC page. Once there, click on FMPDC 2006; this will take you to the information and registration forms for this year's conference. Upon arrival at the hotel, please check in at the conference registration desk with travel card, credit card, check, or money order in hand to pay your registration fee.

7. To contact attendees while at the conference: the telephone number for the Westin Indianapolis Hotel is (317) 262-8100; the fax number is (317) 231-3828. Please address any messages or faxed documents to: **ATTN: ASMC FINANCIAL MANAGEMENT CONFERENCE**, your name and room number. A NGB/ASMC Operations Center will be located on the 2nd level of the hotel.

8. The hotel does not provide transportation to and from the airport. Personnel not authorized rental vehicles may utilize Carey Chauffeur Service. Carey Chauffeur Service may be reached at 1-800-888-4639. Average taxi cost one-way is \$40-\$50. Limo service is approximately \$18.00. Reservations can be made on-line at: <http://www.carevindiana.com/>. Personnel using rental vehicles or driving POVs will find directions to the hotel attached to the lodging registration form on the ASMC NG Chapter Web site. For those of you using rental vehicles or POVs, a daily fee of \$20.00 is charged by the hotel for parking. Due to construction taking place, parking will be limited at the Westin Hotel.

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9. Effective January 2006, all 77 Westin hotels in the U.S., Canada and the Caribbean will go 100% smoke-free including all guestrooms and public areas. Individuals that prefer a smoking room should contact the Omni Severin Hotel. The Omni Severin Hotel is located at 40 West Jackson Street which is a short walk to the Westin. Please indicate to the reservation person that you are attending the ASMC Financial Management Conference - Army National Guard Overflow Westin. This is the way we have blocked the rooms. If you do not identify yourself as part of this event, you may be told rooms are not available or you may not receive the government rate. The room rate is \$87.00 plus tax. Personnel using the Government Travel Charge Card will be tax exempt. You must present your Government Travel Charge Card and a tax-exempt form upon check-in to receive tax exempt status. The telephone number for placing reservations is 1-800-843-6664.

10. Uniform for the conference is Class B for military/technicians and appropriate business attire for civilians.

11. The POC for questions concerning hotel registration is Ms. Terry Rodgers at 317-510-3988, DSN 699-3988, rodgerst@arng-fsc.ngb.army.mil. The POC for questions concerning registration for Financial Management Professional Development is LTC Gloria Sherman at 785-274-1221, DSN 720-8221, Gloria.Sherman@us.army.mil. The POC for questions concerning the agenda is the undersigned at 317-510-3981, DSN 699-3981, gary.james@ngb.army.mil.

12. Looking forward to seeing you at the conference.

/s/

Gary A. James
President
National Guard Chapter ASMC

CF:
ARNG G8
Each DCSOPS
Each USPFO DPM
Each DCSPERS
Each ARNG Finance Battalion
OSAA
NGB-ARC
NGB-ARM
NGB-ARA
NGB-ARZ-DRM
DFAS-IN DNO, NG Division Chief
DFAS AMPO
USAFINCOM