



FINANCIAL MANAGEMENT SYSTEMS
IMPROVEMENT COUNCIL (FMSIC)

FMSIC Website

By Chelsea Yarborough, SNL



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About the FMSIC Charter

Contact Information:

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Finance & Business Certificate

Objective – to design a tiered knowledge base easily accessible to business professionals and stakeholders whose roles and responsibilities are financial in nature and aimed primarily toward DOE's M&O subcontractors.

Overview - To establish base guidelines and training for business professionals and stakeholders whose roles and responsibilities affect cost expenditures. This certificate is aimed primarily for M&O subcontractors of the Department of Energy.

Note that these courses are not meant to replace any site-specific policy or guidelines.

Courses	Brief Descriptions
Business of a National Lab	Executive Branch, DOE, DOD, DHHS, Offices, Directives, Regulations, common terms & acronyms, corporate structure, general definition and chart of how each Lab is structured, what is performance based contract, mission support of the complex (content/detail).
Finance 101	The roles of Budgeting, Accounting and Procurement; Intro to A-123; Intro to STARS Reporting, The role of the Stakeholder in financial transactions; Understanding Allowable vs. Unallowable cost.
Ethics and Responsibility	What your signature means; fraud prevention; PII; Protecting Business Sensitive documents; Conflicts of Interest; Gifts; Appropriate Stewardship of Financial Resources.



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A service the FMSIC Clearinghouse provides to all DOE and DOE contractor personnel is to issue requests for information (RFI) utilizing an established point of contact list among the contractors. Requesters can simply e-mail their requests to the Clearinghouse and the request in turn will be forwarded to the contractor community. Responses are then returned to the requester as well as to any interested party. The following are the most recent RFIs, issue date, and the associated responses:
All substantive responses received associated with this Request For Information are posted below. The dates indicate when the requests were made.

By Title	Date Posted	Category
641 Relocation Expenses for Eligible New Hires	7/9/2020	Accounts Payable
640 SPP Receivable	3/10/2020	SPP (WFO)
639 SPP Capital Equipment	3/10/2020	General Accounting
638 COVID-19 Costs	3/10/2020	Miscellaneous/Other
637 AP Payment Run Validation	2/10/2020	Accounts Payable
636 Fleet Management Services	1/7/2020	Miscellaneous/Other
635 Signature Authorization Policy	12/12/2019	Miscellaneous/Other
634 EVMS vs GAAP Inventory	10/11/2019	Miscellaneous/Other
633 Potential Usage of Supplier Portal	10/10/2019	Accounts Payable
632 eProcurement and Business to Business System	10/3/2019	Miscellaneous/Other
631 Supplementing Funds Received for BUILDER	8/28/2019	Budget
630 Payment Tolerances	8/26/2019	Accounts Payable
629 Charging Direct Programs for IT Services	8/8/2019	General Accounting
628 Use of Joint Appointments	8/8/2019	Miscellaneous/Other
627 Funded Project Overruns	7/22/2019	SPP (WFO)
626 Year-end Cost Management	7/16/2019	Budget
625 Financial Activity for Fixed Assets	6/25/2019	Miscellaneous/Other







641 Relocation Expenses for Eligible New Hires

Title 641 Relocation Expenses for Eligible New Hires

Question

Relocation Expenses for Eligible New Hires

1. How does your lab determine the effective and completion dates of relocations?
2. Are there any exceptions to the policy that is allowed? If so, please provide more information.

Point of Contact



Responses

1. a. [REDACTED] determines the relocation effective date based on the start date of the new hire.
- b. Relocation completion dates are based on the date that the employee begins working from the new location as long as move occurs within one year of start date
2. Yes, in exceptional circumstances (such as a DOE travel ban), exceptions to the 1 year requirement have been granted



1. The effective date of the relocation is the report to work date. They can complete a house hunting trip prior to report to work but they are not reimbursed until after they report to work. Continuing cost of Ownership, Home Sale and New Home Purchase must be completed within one year of report to work. The mortgage Rate Differential payment (if applicable) is completed over a 3 year period.

2. Exceptions can only made if they do not conflict with the FAR guidance. The Relocation Procedure's owner is Workforce Services. The VP of Workforce Services can approve exceptions as long as they do not conflict with the FAR. Several items in the procedure allow the recruiter to grant extension of time related items (example a 30 day extension to temporary living). All exceptions and approval must be in writing and included with the request for reimbursement.



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