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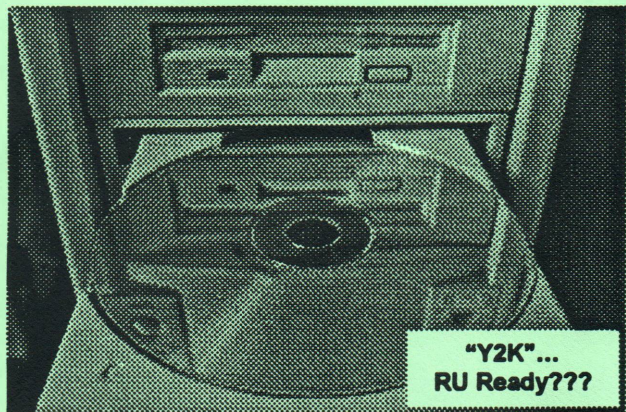
FastFact: Human Resources, Edition 70, July 7, 1998

American Institute of Certified Public Accountants (AICPA)

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**AN IMPORTANT ANNOUNCEMENT
FROM THE YEAR 2000 READINESS TEAM**

The year 2000, often abbreviated as, "Y2K," is one of the most significant issues facing computer users from all walks of life. When the year 2000 arrives, many computers all over the world may read the two-digit year "00" as "1900." As a result, software applications may erroneously compute data and distribute this faulty data to other systems. Some computers may even cease to function.

Accordingly, to prevent such a calamity, all computing systems (mainframe, desktop, stand-alone systems, hardware, software, products and services) must be able to function without disruption at the turn of the century.

To ensure that the Institute is properly positioned to meet the challenges of the "Y2K" issues, a cross-functional team has been formed, *The Year 2000 Readiness Team*, with Peter Kieran serving as team leader. At a recent Team meeting, the Team formulated the following objective: "Perform an impact analysis/assessment on all programs, hardware, and responses from and to external sources such as vendors, members, suppliers and others, that such products and services will not pose any difficulties because of the change-over at midnight on January 1, 2000."

The Year 2000 Readiness Team has established a number of sub-teams to facilitate the Institute's business needs and system applications for a smooth transition to the next century. These sub-teams are now at work in their various assignments. Their findings/progress will be shared with all team members as they become available.

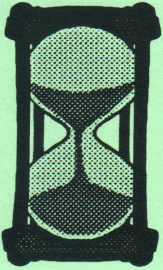
The "Y2K" readiness issue will affect everyone at Team AICPA. If you have knowledge about software applications, custom-developed applications, hardware/equipment or other information that could be helpful to *The Year 2000 Readiness Team*, please contact Peter Kieran at x3758.

NEW NUTRITION SEMINAR COMING TO THE NJ OFFICE

For those who missed it the first time around, Fran Grossman from the Mt. Sinai Medical Center will again visit the Harborside office to conduct another nutrition seminar for all interested AICPA employees. This session's seminar will be held on Tuesday, July 21st in Training Room C from 12:00pm-1:00pm. Please RSVP via cc-mail to Kimberley Hines in Human Resources.



In addition, there is still room to sign up for the 7/14/98 Mt. Sinai stress management seminar being held in the Harborside office in Training Room C from 12:00pm-1:00pm. Please RSVP via cc-mail to Kimberley Hines if you would like to attend.



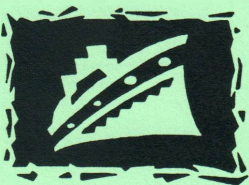
HAVE YOU SUBMITTED JUNE'S MONTHLY WORK REPORT?
Don't forget: Monthly Work Reports are due on the third business day of each month for the previous month worked. If you have not done so already, please submit your June Monthly Work Report to Kim Scretchen, cc441, Financial Analysis & Budget.

CASUAL DRESS CODE REMINDER

HR has received several inquiries regarding the Institute's Business Casual Dress Code. Below is a list clarifying what is and isn't appropriate:

WHAT IS	WHAT ISN'T
<ul style="list-style-type: none"> • Neat, clean, pressed and wrinkle-free clothing • Loafers, boots, flats, dress sandals and leather deck shoes • Clean jeans and cotton slacks • Casual shirts, golf shirts, sweaters and turtlenecks • Casual dresses and skirts; skirt lengths should be appropriate for an office environment 	<ul style="list-style-type: none"> • Excessively worn or faded clothing with holes or frayed areas • Athletic shoes, sneakers and slippers • Sweatpants, shorts, bib overalls, spandex, lycra and other form-fitting pants and jeans • T-shirts, tank tops, shirts with inappropriate messages/graphics, and tops with bare shoulders (unless worn under a blouse/shirt or jacket) • Spaghetti-strap dresses/blouses • Anything you might wear to the gym, to the beach or to clean around the house

Good judgment and professionalism is expected of employees when choosing which business casual attire to wear to the office. A good rule of thumb to keep in mind: When in doubt, leave it out. If you have any questions about what is and is not appropriate business casual attire, please consult your Team Leader.



NY WATERWAY NOW INCLUDES HARBORSIDE STOP

Recently, the NY Waterway began providing ferry service between the World Financial Center and the Harborside Pier (which includes 2 stops: one at the entrance of Plaza Three and one at the Colgate clock). If you are interested in the ferry schedule and ticket prices, NY Waterway brochures are now available on the front table in Human Resources.

FastFact also was alerted to the NY Waterway customer suggestion boxes located at the docking piers of each ferry stop. Any comments about ferry service, including suggestions on what other stops the ferry should include, can be directed to any one of these NY Waterway suggestion boxes.

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OUR QUALITY POLICY STATEMENT IS:

"AICPA: MEETING TODAY'S CHALLENGES, EXCEEDING TOMORROW'S EXPECTATIONS"