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Huntsville Center

Bulletin

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Army approves standard design for child development centers for children up to 5 years old

By Debra Valine
Public Affairs Office

In the years to come, when Soldiers and their Families move from installation to installation, children enrolled in the child development centers and youth activity centers should feel like they are coming "home."

The installation child development centers and youth activity centers should be familiar to them because the facilities will be built to meet new Army Standards.



BIM rendering courtesy of Huntsville Center Engineering Directorate

This is a Building Information Model (BIM) of the new child development center approved by the U.S. Army for children up to 5 years old. Huntsville Center is the center of standardization for child development centers and youth activities centers for all facilities in the continental U.S.

Child development centers for children from 6 weeks to 5 years and youth activity centers for 11-18 year olds will be designed and

constructed to an Army Standard signed March 12 by Lt. Gen. Robert Wilson,

See *Design* on page 8



Photo by Debra Valine

Lt. Gen. Robert Van Antwerp, Corps of Engineers chief engineer and commanding general, spent two days in Huntsville in April learning about the Center, its employees and its mission.

Chief engineer visits Huntsville Center

By Becky Proaps
Public Affairs Office

Passion. You could hear it in his voice every time he spoke — whether he was talking with senior leaders, Leadership Development Program graduates or employees at a town hall meeting, it was there. Lt. Gen. Robert L. Van

Antwerp, commanding general of the U.S. Army Corps of Engineers, visited Huntsville Center April 3-4 for the first time since becoming the 52nd chief of engineers.

During the first day of his two-day visit, he met with the Center's commander, Col. Larry McCallister, deputy directors and senior leaders for an overview of the Center's missions,

See *Van Antwerp* on page 6

Commander's thoughts

Welcome to May! Summer is just around the corner with good times with family and friends and more good work by the Huntsville Center!

We had a great visit with the Chief last month. We provided him with an overview of the Huntsville Center and hosted a town hall meeting at the University of Alabama in Huntsville. He seemed very impressed with the Huntsville Center — afterward he asked for a two-page fact sheet with talking points about how great the Huntsville Center is so he can share the good word when he talks to other folks! Thanks for all you did to help make the visit a success.

Also in April, we started the ACE-IT transition by turning in 103

Blackberries and 41 cell phones and getting new ones. The next step will be the computer refresh tentatively scheduled to start June 9. Watch your e-mails for the latest information on that. I appreciate your patience during this transition. It's not easy being the first to do anything, but together we'll get through this and set an example for the rest of the Corps to follow.

A big project the Huntsville Center just started is a 10-year history for the period from 1998 to 2007. A

contractor team from Brockington and Associates will be working with the Public Affairs Office to gather information about important changes that occurred at the Center, trends in business practices, and other significant events that helped shape the Huntsville Center into the organization it is today. A committee has been established that will help identify points of contact for projects and help round up much-needed historical files. This effort is expected to take 18 months.

May is Asian Pacific American Heritage Month — a celebration of



Col. Larry D. McCallister

See Commander on page 3

Hails and farewells

Welcome to new employees —

Michael Alexander, Contracting; **Jefferey Ball**, Contracting; **Jerry Belt**, Installation Support and Programs Management; **Gary L. Brewer**, Ordnance and Explosives; **Pamela Dodd**, Installation Support and Programs Management; **Paul M. Dudek**, Chemical Demilitarization; **Irene Freeland**, Engineering; **Margaret Haling**, Engineering; **Marna Harless**, Installation Support and Programs Management; **Thomas B. Hicks**, Engineering; **Brandon Hunt**, Contracting; **Merle Jones**, Contracting; **Angel Lucke**, Installation Support and Programs Management; **Scott Micklewright**, Contracting; **Melissa Mitchell**, Contracting; **Ruth Neilson**, Security Office; **Troy Orender**, Ordnance and Explosives; **Leigh Owen**, Ordnance and Explosives; **Donna Ragucci**,

Contracting; **Tina Springer**, Engineering; **Jenny Stripling**, Public Affairs Office; **Jay Tunnickliff**, Information Management; **Carolyn White**, Resource Management; and **Maekeshia Wilson**, EEO Office.

Farewells — Retha Adams, Contracting; **Katherine Atkins**, Contracting; **Virginia Dale**, Engineering; **Gary Douglas**, Information Management; **Shequila Farrelly**, Ordnance and Explosives; **Henry Hubbard**, Environmental and Munitions, **Lance Lawton**, Chemical Demilitarization; **LaHayne Livingston**, Engineering; **Santhi Manda**, Engineering; **Joe A. Moffitt**, Information Management; **Patsy Saisuwan**, Ordnance and Explosives; **Susanna Schorn**, Installation Support and Programs Management; **Arnold Stricker**, Ordnance and Explosives; and **Lynn Wells**, Resource Management.



US Army Corps of Engineers

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BULLETIN

Commander	Col. Larry D. McCallister
Acting Chief, Public Affairs	Debra Valine
Editor	Becky Proaps

The Bulletin asks:

What does Memorial Day mean to you?



Jeffrey Davis
Business
Management
Office

Memorial Day for me has a special meaning because I understand that freedom is not free and it sometimes comes with the ultimate sacrifice. I've had the honor and the privilege of serving my country in the U.S. Army for 24 years, so for me it's a time to give thanks to the thousands who are still serving and sacrificing in order to make this place a safer place for me to live.

Memorial Day for me is getting together with family and celebrating the freedom we enjoy every day. My family and I travel to see my in-laws in Pascagoula, Miss. In Pascagoula they named a street after every Soldier that died in World War II. My mother-in-law's brother was overlooked until about five years ago and recently a street was renamed after him. The street is right next to the train station which was nice since their father retired from the railroad. Remembering the very people that sacrificed to ensure our freedom is an important part of Memorial Day.



Lori T. Byrd
Security and
Law Office



Thad Stripling
Installation Support
and Programs Management
Directorate

On Memorial Day, we spend time together as a family, visit with our neighbors, play baseball in the yard, eat good barbecue and shoot fireworks with the neighborhood kids. The freedom to do these things is exactly why my relatives, friends and countrymen gave their lives in service for our country. What better way to honor them than to do the things that they died to preserve? The important part to me is to ensure that my kids know why we can do these fun things on Memorial Day.

Commander

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Asians and Pacific Islanders in the U.S. May was chosen to commemorate the immigration of the first Japanese to the U.S. on May 7, 1843, and to mark the anniversary of the completion of the transcontinental railroad on May 10, 1869. The majority of the workers who laid the tracks were Chinese immigrants. This year's theme is "Lighting the Past, Present and Future."

In May, we also observe a fairly new heritage month with Jewish American Heritage Month. On April 20, 2006, President George W. Bush proclaimed May would be

Jewish American Heritage Month. The 2008 theme, "The American Jewish Experience," was inspired by the Library's book and exhibition "From Haven to Home: 350 Years of Jewish Life."

Other observances in May include Military Spouse Day May 9, Mother's Day May 11, Armed Forces Day May 17 — Huntsville celebrates Armed Forces with a weeklong celebration, scheduled for June 23-29. More will follow on that. And, of course, Memorial Day May 26. The holiday kicks off the summer season.

We will celebrate the Corps' birthday June 16. This year we will not have a picnic as it will be moved to the spring time for cooler weather,

but we will have a town hall meeting and present the Engineer Day awards. An e-mail was sent to you with the categories and nomination packets. Remember the suspense to have your nominations completed is May 15.

Summer is upon us. Please be safe. Warm weather safety challenges include everything from insect bites to allergic reaction to certain plants, heat injuries to include sunburn, boating safety, food-borne illnesses and lots of others. Take time to know what to do in each of these situations. It will make the time you spend with family and friends much more pleasurable if you know what to do in advance.

Prepare for ACE-IT computer equipment refresh with these helpful hints

By Michelle Harlan
Public Affairs Office

The Army Corps of Engineers — Information Technology (ACE-IT) team will soon be Huntsville Center's sole service provider for IT services and products. ACE-IT will handle the transfer, or refresh, of all technical equipment and assume traditional Help Desk call services.

During April, a wireless refresh occurred. Employees' Blackberries and cell phones were turned-in and replaced with new models. The wireless service provider contract was also transferred from Verizon Wireless to AT&T.

"Overall the test was a success," said James Terry, regional information officer, Central Region. "However, there were several lessons learned that Huntsville Center will provide to assist those who will be refreshed at a later date."

Computer transfers will occur next. June 9 is the tentative date for Huntsville Center's equipment refresh. At the time of the scheduled refresh, employees must plan to be present and available for user-specific questions the technician might have. The process is estimated to take three hours to complete and the computer will be unusable during that time. Two scheduled visits will be made by the technician to complete the transfer. If a third visit is scheduled, an additional cost will incur.

Existing computer equipment, which includes desktops, laptops and workstations, will be replaced with new equipment. Computers that were manufactured by Dell and are under one year old, will not be replaced, but will be updated using the same refresh process. Monitors that are less than 17

inches will be replaced with 19-inch flat panel monitors. If requested, ergonomic keyboards, trackballs or other accessory items will be reinstalled during the scheduled refresh time. Accessories that are not installed can be done so by contacting the ACE-IT Enterprise Service Desk (ESD).

Upon completed transfer, the ACE-IT ESD will handle all technical support issues. ESD, located in Madison, Ala., will be available 24 hours a day, 365 days a year to assist with customer service requests. All requests will be addressed remotely, however if required a local ACE-IT staff member will be dispatched to troubleshoot on-site. Requests should be made through ACE-IT online at <https://aceit.usace.army.mil> or by phone at 866-56ACEIT (866-562-2345).

To prepare for the pending event customers should review the following actions to facilitate a smooth transfer process, according to the "Countdown to Transition" booklet available online at <https://aceit.usace.army.mil>:

1. Clean physical work area — Ensure your personal work space is free of dust and clutter. Allow adequate space for the technician to unpack and assemble equipment, as well as sufficient space to work

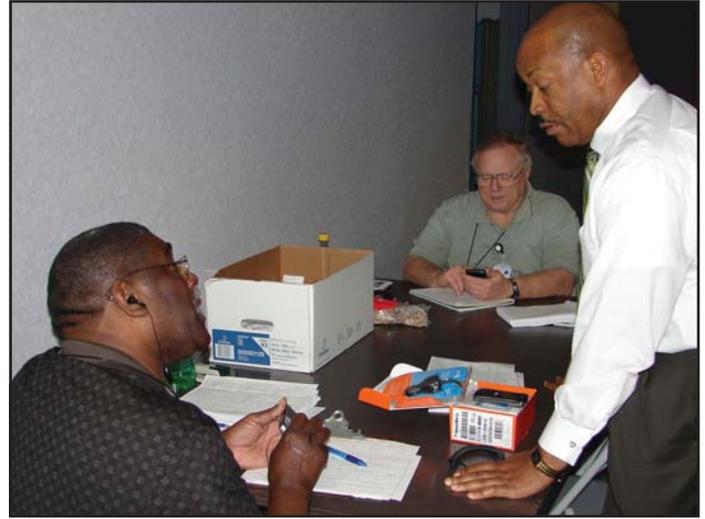


Photo by Jenny Stripling

Amos Cowan, supply technician, Logistics Management, left, performed the duties of both property book officer and property disposal officer while issuing Terry Patton his new Blackberry and cell phone during the ACE-IT wireless refresh the week of April 21. James Terry, right, regional information officer, Central Region, orchestrated the wireless refresh with Huntsville Center employees.

simultaneously on the existing and new computers. Clean up includes access to the area behind your computer, electrical outlets, and the removal of or securing of personal and valuable items.

2. Purge and consolidate files —

Remove personal files (photos, music, etc.) and work files that are no longer needed or necessary. This includes e-mail messages.

a. Move necessary data to your "My Documents" folder. All data files to be transferred to the new computer must be stored in the "My Documents" folder on your current hard drive.

b. Decrypt all encrypted files. After the refresh is completed, files can be re-encrypted. Note that files on a laptop must be encrypted before traveling with the computer.

c. Do not move the following files into your "My Documents" folder: Internet Explorer favorites, e-mail ".pst" files or application files. The

See ACE-IT refresh on page 11

Find out what it takes to be a good leader

Three levels of leadership development beginning in October: sign up now

**By Becky Proaps
Public Affairs Office**

It is that time of year — time to start thinking about training plans and dollar allocations for the next fiscal year. It is also time for Huntsville Center employees to seriously consider enrolling in the Leadership Development Program.

LDP is designed to develop leaders at all levels within the organization, provide a consistent set of leadership tools throughout the Center and expose individuals to leadership opportunities. It is relevant to entry level employees all the way through senior leadership levels.

“This training affords employees two different elements of value,” said Richard Suever, director, Business Management Office. “One is leadership training. Everyone is called upon to be a leader at one time or another even though they may not think so. The other valuable element about

LDP is working closely with a group of people in similar positions throughout the organization and establishing a tie and a network with your peers.”

Graduates from past LDP classes agree.

“It allowed me to network and build relationships with our senior leadership in the Center and fellow LDPers in the building,” said Sherene Opichka, Medical Repair and Renewal project manager, Installation Support and Programs Management Directorate. “The class was full of smart people who have great ideas on improving our way of doing business. These people are the future of the Center.”

“Participation in LDP III provided me with information and challenges to better understand myself as a leader; to interact as a team member; and to exchange ideas with classmates from almost every directorate in Huntsville Center,” said Lois Grey, managerial

accountant, Resource Management. “It broadened my perspectives of the Corps and its leaders.”

Four program levels will be offered beginning in October 2008. Level II exposes individuals to fundamental concepts of leadership and Corps business processes. It enables individuals to understand their strengths and use those strengths to build teams and partnerships. Level III is designed to help participants develop an understanding of their individual strengths and how to apply these strengths to achieve success for the team and the customer. They will learn how to set clear goals and to understand the human aspects of teams. Level IV enables participants to develop regional leadership perspectives, understand and apply Corps values and expand their leadership toolbox in a learning organization culture.

See Leadership on page 10



Photo by Becky Proaps

History in the making

Patricia Stallings and Ed Salo of Brockington and Associates, Norcross, Ga., browse through photos for the U.S. Army Engineering and Support Center’s history project. April 21 set in motion plans to document Huntsville Center’s history, from 1998 through 2007. The detailed history is set to be completed within 18 months, giving employees a better understanding of Huntsville Center and its background.

Van Antwerp

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viewed a demonstration of the Building Information Models (BIM) software used to design and develop child development centers (centers of standardization) and ate lunch with graduates of the Leadership Development Program III class. And that was just how he spent his morning.

During the afternoon he met with the USACE Learning Center employees and then hosted his first town hall for Huntsville Center employees and other area Corps employees at the MacDonald Douglas Auditorium on the Huntsville

campus of the University of Alabama.

Van Antwerp talked about the world situation and how the Corps of Engineers fits into the big picture; he talked about the Corps of Engineers; and he talked about the importance of the people within the organization.

“When we talk from an Army viewpoint of the world, we use the words ‘persistent conflict,’” Van Antwerp said. “I’ve been in the Army for 35 years. I grew up in an Army where you knew who the enemy was; it was a nation state, but today it is different.”

Three areas he discussed

that perpetuate this persistent conflict are the presence of radical groups, globalization and demographics.

“Today we are tracking 1,100 radical groups,” Van Antwerp said. “They don’t care about nation states, and they have their own financing.” He talked about how the U.S. is the primary consumer for many of the illegal goods produced by countries who house these radical groups.

“The very things we want to stop, we are supporting,” Van Antwerp said.

Van Antwerp then explained what globalization was and how it is affecting the U.S. and the Corps.

“The world is getting smaller and what happens when the world gets smaller — it creates globalization and when you have globalization you get “haves” and “have nots,” he said. “And when you create those it creates tension and the world is watching.”

Demographics is another key factor in persistent conflict. Birth rates vary from country to country. The tax base which countries’ wealth is based on varies. And people are living longer. Van Antwerp explained why it is important for the U.S. to continue to be a world leader and how the Corps of Engineers is involved.

“The Army today is in 63 different countries. The Corps is in 33 countries. It has

22 active projects today in Africa alone — digging water wells, advising on how to get water quality and quantity for the future,” Van Antwerp said. “We are part of Africa getting on its feet and helping it get that clean water and some of these other issues answered.”

But all these projects worldwide require people, which makes recruiting and retention two major issues facing the Army and the Corps.

“We are retaining about 64,000 Soldiers out of this force of one million but to grow, the Army needs to recruit 170,000 people a year,” Van Antwerp said. “Microsoft recruited 5,200 last year and they have a budget about like the U.S. government. In order to grow the force you have to recruit more and retain more to build the Army.”

That is harder than it may sound. Van Antwerp explained that there are 32 million young people between the ages of 17-24 in this country and only three of 10 of those young people are eligible to enter the Army today. Obesity and lack of education stop the other seven from being eligible. He strongly encouraged everyone to become involved with the schools and the education process.

“This is the United States of America. It is hard to believe that 32 percent of the youth do not get a high school diploma or equivalent. I think one of the things the Corps of Engineers has to take on is adopting schools and doing our part to work the education piece,” Van



Photo by Becky Proaps

Sandy Wood, right, Engineering Directorate, demonstrates the Building Information Model (BIM) software for the approved child development centers for children up to 5 years old to Lt. Gen. Robert Van Antwerp; Col. Larry McCallister, Huntsville Center commander; Center employees and senior leaders.



Photo by Becky Proaps

Col. Larry McCallister, Huntsville Center commander, left, and Lt. Gen. Robert Van Antwerp, Corps of Engineers commanding general, have lunch with members of the Level III Leadership Development Program. LDP members pictured include Jean Allan, Cheryl Renz-Olar and Darlene Stapler.

Huntsville Center 'Heroes' recognized



Betty Neff
Business
Management
Office

Congratulations to the "heroes" honored during the Town Hall April 3. Lt. Gen. Robert Van Antwerp presented each with a commander's coin for contributions each had made to Huntsville Center.



Michelle Crull
Engineering
Directorate



Sandy Oliver
Management
Review Office

Bill Noel
Resource
Management



Art Dohrman
Installation Support and
Programs Management
Directorate



Leigh Ann Toth
Installation Support and
Programs Management
Directorate



Gregory Vaughn
Chemical
Demilitarization
Directorate



Scott Rider
Ordnance and
Explosives Directorate



Kay Sommerkamp
Office of Counsel



Dorothy Lewis
Executive Office



Becky Proaps
Public Affairs Office



Note: Wanda Hampton, Contracting Directorate, also received a coin but was unavailable for a photo.

Antwerp said. "Every great organization has a philanthropic part of it, and I think this could be it for us. We have to take this on for the good of America."

But when he began speaking about the Corps of Engineers there was no doubt he felt strongly about the people and the organization.

"In the Corps today, you are in a very historic time. Our military program is bigger than it has been at least since World War II," Van Antwerp said. "On a good year military programs are about \$6 billion a year; civil works are about \$5 billion. This year military programs will be \$24 billion and civil works will be about \$12.5 billion." He also talked about New Orleans and the progress made over the past year.

His leadership philosophies are largely based on a book written by Jim Collins titled "Good to Great". It is the framework he has used throughout his career. He encouraged employees to incorporate two of his favorite acronyms from the book into their daily professional lives — SIS (Steal Ideas Shamelessly) and SIW (Share Ideas Willingly).

Van Antwerp loves his chosen profession and does not hesitate to tell people.

"Passion. Do you think I love being in the Corps of Engineers? I love it. It's not because of the money or position. Passion energizes your talent," Van Antwerp said. "That's what makes you get up in the morning ready to

work. If you have to come to work and sit in the parking lot and say 'another day', you're probably in the wrong seat on the bus. It may not be the wrong bus, just the wrong seat."

In closing Van Antwerp spoke highly of Huntsville Center employees and the Corps.

"I have a tremendous amount of confidence in you all, and I have a lot of confidence in the expertise of the Corps," he said.

The town hall concluded with Van Antwerp recognizing 12 individuals who had been selected for significant contributions they had made to the Center.

Van Antwerp presented each employee with a commander's coin.

Design

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assistant chief of staff for Installation Management. The standard for child development centers for children ages 6-10 is addressed in a separate standard approved by the Army Facilities Standardization Committee Oct. 19, 2004.

The standard is mandatory for all child development center military construction Army (MCA) projects FY 08 and beyond.

U.S. Army Engineering and Support Center in Huntsville, Ala., played a big part in the development of the standard. Huntsville Center is the center of standardization for child development centers and youth activities centers for all facilities in the continental U.S.

“We created a standard that includes our customers’ mandatory interior designs,” said Richard Grulich, chief of the Architectural Branch at the Huntsville Center. “These designs incorporate mandatory criteria to ensure these facilities can be accredited. Another thing is that the standards will ensure similarity in facilities across the Army.”

Using the standard design, installations will hire contractors that will turn out the same kind of design. This will allow them to realize cost savings from doing this rather than having the less experienced contractors come in for each CDC and have to fight through the process each time without learning from

the experience, Grulich said.

Huntsville Center does all the engineering services and creates a model of what the building will look like when finished.

“We have been involved in the standard design for child development centers since the mid-1980s,” said Jay Clark, an architect with Huntsville’s Engineering Directorate. “In the last few years, we had to do a significant revision to the standards due to the direction of the vice chief of staff of the Army to reduce from seven sizes down to three on both the child development centers and the youth activity centers.”

As the center of standardization for child development centers, we will be out in the field for all the design charrette meetings whenever an installation is getting ready to design a facility. We will make sure they meet the standards for such things as square footage per child and services offered, Clark said.

The other factor is that we will take all the lessons learned and the as-built drawings and incorporate them into our standard, Grulich said. The idea there is to increase our Leadership in Energy and Environmental Design (LEED) rating from silver up to a gold or even platinum rating. The requests for proposals going out will be seeking the

higher rating.

“We primarily look at the floor plan to ensure it meets the Army standard. The design-build contractor will ensure the customer gets the look they want,” Clark said.

“Jay has been our lead on the CDC age 0-5 standard, but we have several other team members who have been doing an excellent job,” Grulich said. “James Dunn and Pat Hensley have been



An artist's rendering of the new child development center standard design approved by the U.S. Army for children up to 5 years old.

our CADD designers and Stephen Evans has acted as project architect. Art Dohrman is our program manager. We have had other people also providing expert support to the program, such as Al Rein, an architect with the Corps’ Little Rock District, who was the lead on youth activity centers.

Linda Harwanko and Peggy Hinson at the Family Morale, Welfare and Recreational Center are the customer and proponent, Grulich said. They are the leads for the DA effort to construct child development centers meeting unique Army requirements. Marty Schroeder, Tom Dolen and Kevin Sheff comprise the FMWRC technical team and have provided critical guidance to the design process.

“This program will be really big because we will be building 20-30 of the child development centers and youth activity centers,” Grulich said. “Sen. (John) Murtha has a list; he wants to insert a lot of projects into FY08.”

“This standard should make building the facilities easier,” Clark said. “We have come up with a standard design that can be built using

several different types of construction such as pre-engineered, modular, metal or wood stud. It complies with military construction transformation philosophy by simplifying construction methods and reducing construction costs.”

“Almost all of these projects have to do with restationing troops, replacing obsolete facilities and building the new brigade complex,” Grulich said. “I see the program expanding even more through 2012.

“If we keep on building these things, they will get better and better,” Grulich said. “In the past, the district could build a facility in FY08 and not another one until FY10. You get an inconsistent product that way.”

Methyl ethyl sue goo — big hit with kids

By Becky Proaps
Public Affairs Office

The U.S. Army Engineering and Support Center, Huntsville celebrated the 38th annual Earth Day April 22 with events on Redstone Arsenal, Ala., and at University Place Elementary School in Huntsville.

Both events were designed to teach the children about the Corps' environmental program through a mock environmental field investigation exercise.

The children donned personal protective clothing and walked through the whole process from the sampling of the mock chemicals to a personal wash-down. They took soil samples and tested for "methyl ethyl sue goo" a fictitious hazardous chemical, which was actually baking soda. The testing agent was vinegar, which bubbled

when mixed with the dirt and baking soda already in the ground.

Huntsville Center volunteers guided about 165 children through the four-step clean-up process. They explained each step and answered questions about the Corps of Engineers and environmental issues along the way.

"Our kids enjoyed the activity and the volunteers did a great job, said Peggy Long, teacher with University Place Elementary School. "It is always a wonderful experience for everyone."

Col. Michael O'Keefe, the commander of the Army Environmental Command,



Photo by Becky Proaps

Andrea Takash, center, explains the mock environmental cleanup procedures to Huntsville Center volunteers Kenyata Johnson, left, Amber Martin, Jenny Stripling, middle right, Michelle Harlan and Elaine Wales before the children arrive at the Earth Day activities on Redstone Arsenal, Ala.

was the keynote speaker at the Redstone Arsenal Earth Day celebration. He explained the importance of taking care of the environment by giving each letter of the word Earth a special meaning and discussing it with the children. The children attending the Redstone Arsenal Earth Day celebration were also treated to wetland tours, a tree-planting and wildlife rehabilitators.

Earth Day was first celebrated on April 22, 1970. The idea was spearheaded by Gaylord Nelson, a U.S. senator from Wisconsin. The campaign for Earth Day began as a grassroots effort to teach about environmental

stewardship, create an awareness of the environment's fragility and to enlighten the mainstream of American society. The campaign caught on quickly and evolved into what we now celebrate as Earth Day.



Photo by Becky Proaps

Amber Martin, helps three Priceville Elementary School children take soil samples and test for the fictitious methyl ethyl sue goo. Yazmina Gerousis prepares to "contaminate" the children during the mock environmental cleanup at Redstone Arsenal on Earth Day.



Photo by Becky Proaps

Three Priceville Elementary School children take turns washing each other off after their mock environmental investigation at the Redstone Arsenal Earth Day activities.



Photo by Becky Proaps

New scanner arrives in lobby

Bob Thierry, a security guard with Huntsville Center tests the new magnetometer recently installed in the building lobby. All visitors will be screened and Center employees will be chosen randomly for screening upon entering the building. If Huntsville Center should go to a higher threat level, and all personnel are required to use the front entrance, they will be subject to clearing the magnetometer. Visitors, contractors and government employees are subject to random searches of packages, briefcases, vehicles, etc., at any threat level including NORMAL.

Leadership

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“Level II is really geared toward the individual who is trying to understand what leadership is and if they have those kinds of skills,” Suever said. “Level III is for the individual who may be a team leader or new branch chief and wants to learn about what it takes to be successful at that level of leadership. Level IV is geared toward individuals already in branch chief or team lead positions.”

However the levels are not meant to be sequential. “If an individual is a new branch chief they should think about Level IV because they are already in a leadership position,” Suever said. “They will be able to immediately apply what they learn to their job. The levels are designed for where the individuals are in the organization.” This will be the first time the Level IV course has been offered at Huntsville Center.

Graduates of Levels II and III agree that the program is well worth the effort and the time commitment.

“When you look around the Center at many of the leadership ‘director or chief’ positions, you will find that many of them have been former LDP

recipients,” said Rex McLaury, Medical Operations Repair and Renewal Division, Installation Support and Programs Management Directorate. “Although there is no guarantee that LDP alumnae will be selected for the leadership positions, it certainly will provide one a competitive ‘edge’ in the marketplace which is always a plus.”

“LDP prepared me for many opportunities such as being a charter member of the original ISO team and being a part of our Center becoming ISO certified,” said Cheryl Renz-Olar, project management specialist, Medical Repair and Renewal, Installation Support and Programs Management Directorate. “It places you in sight of management as an employee who is capable of taking on leadership roles. I also learned about my strengths as a leader and what it takes to be a great leader.”

“The program was so beneficial to me,” said Jean Allan, project management specialist, Environmental and Munitions Center of Expertise. “The Strengthfinders survey, from the book ‘Now, Discover Your Strengths’, helped me see that some of my personality traits which I once thought

could have been considered weaknesses in some older business philosophies were actually talents I needed to learn to use more effectively, not only in work relationships but in all relationships that I value.”

For more detailed information about each level of LDP and application requirements for each level, go to the Huntsville Center Intranet Web site. Look under Business Management Office; click on Leadership Development Program. Employees must discuss their desire to enroll in LDP with their supervisor. Supervisory support is critical to the individual employee’s success in the program.

The deadlines for applications will be distributed soon. Steering committee members are also able to answer any questions. The committee includes Boyce Ross, Dr. John Potter, Margaret Simmons, Dr. Michelle Crull, Steve Light, Toni Hamley, Laura Beth Quick and Richard Suever.

Information is changing so fast. Leadership development is a career-long endeavor. It is not just a one-time class here or a one-time class there, Suever said.

ACE-IT refresh

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technician will automatically look for and transfer these files. Applications will be re-loaded from media as part of the standard software transfer move.

d. To prevent file corruption, ensure .pst files do not approach or exceed 2 GB in size. To check the size of .pst files – Right Click on “Personal Folders” in your mailbox folder list. Click on “Properties” and then on the “Folder Size” button.

3. Backup Your Data — Files, including those on floppy and ZIP disks, that are infrequently accessed but necessary should be backed up to CD, DVD or external drives. Upon completed transfer, access to the legacy computer will no longer be available. The old hard drive will be removed and destroyed in accordance with Department of Defense security guidelines.

ACE-IT Enterprise Service Desk

After the transfer is completed, ACE-IT Enterprise Service Desk (ESD) will handle all technical support issues.

Services will be available 24 hours a day, 365 days a year to assist with customer service requests.

Requests should be made through ACE-IT online at <https://aceit.usace.army.mil> or by phone at 866-56ACEIT (866-562-2345).

4. Remove unauthorized application and files — Only authorized, standard software will be installed on your new hard drive.

5. Have legal license and installation disks for non-standard software — In order to have non-standard software installed, proof of legal license must be available for the technician to review and have the media (on CD, DVD or on server) available to install from.

6. Secure classified and sensitive

media and documents.

7. Be present during refresh — Scheduled times will be announced by ACE-IT in advance. The refresh process should take three hours to complete. You must be present during this time to answer user-specific questions from the technician. Two attempts will be made to refresh your computer. The third attempt will incur an additional charge.

Visit <https://aceit.usace.army.mil> for updated and in-depth information on the above processes.



Photo by Sandi Zebrowski

EM-CX moves into new ‘digs’

The Environmental and Munitions Directorate in Omaha, Neb., moved into the newly renovated federal building in downtown Omaha April 22-24. Elena Webster, left, secretary of the Environmental Engineering and Geology Division, and Danna O’Neill, the director’s administrative specialist, settle into their new surroundings.



Photo by Sandi Zebrowski

Ethics Corner

Rules of the road: government rental car regs

**By Lisa Gayman
Office of Counsel**

More questions and answers about government rental cars (continued from *April Bulletin*):

1. If there's any damage to my rental car, who is liable?

Government employees on official travel will not be held personally liable for resulting damages except as noted below. The rental car company is responsible for damages to the rental vehicle and any third party vehicle. If damages are in excess of the rental contract liability limits, then the government will be financially responsible.

(Exceptions as stated in the U.S. Government Rental Agreement:

- (1) Willful or wanton negligence on the part of the driver;
- (2) Obtaining the vehicle through fraud or misrepresentation or loss is caused intentionally by an authorized driver;
- (3) Operation of the vehicle by a driver who is under the influence of intoxicants or any prohibited drugs;
- (4) Use of the vehicle for any illegal purpose;
- (5) Use of the vehicle in pushing or towing another vehicle;
- (6) Use of or permitting the vehicle to carry passengers or property for hire;
- (7) Operation of the vehicle in live

artillery fire exercises, or use in training for tactical maneuvers;

- (8) Operation of the vehicle in a test, race or contest;
- (9) Operation of the vehicle by a person other than an authorized driver;
- (10) Operation across international boundaries unless specifically authorized at time of rental;
- (11) The vehicle is stolen and the renter cannot produce vehicle keys, unless a filed police report indicates keys were stolen through theft or robbery;
- (12) Operation of the vehicle off paved, graded, state or professionally maintained roads, or driveways, except when the rental company has agreed to this in writing beforehand.

2. I just caused damage to my rental car under one of the noted exceptions above (i.e., driving off road) — who's going to pay?

The rental car company will bill Huntsville Center, not the renter. If Huntsville Center determines that the employee was not acting within the scope of his/her official employment and declines to pay, the rental car company may seek reimbursement from the employee.

3. I just received a bill in the mail from the rental car company for damages — what should I do?

Notify Office of Counsel and Logistics Management.

4. Under the rental agreement, do I have to be a certain age to rent a car?

Government employees who are

age 18 or older and have a valid driver's license may rent and operate vehicles when on official business.

5. If I'm traveling in an overseas area, should I purchase additional vehicle insurance?

You may; however, generally, it is not necessary unless it is a mandatory requirement of the foreign country. In this case, the extra cost for additional insurance is reimbursable.

6. If my name is on the rental agreement, and a co-worker is also TDY with me, can they drive the vehicle that I rented?

Yes, if properly licensed, on official TDY and acting within the scope of their employment duties, they can drive your rental under the rental agreement without additional charge. Such additional drivers need not be listed on the rental agreement.

7. My family came with me on TDY. Can they ride in my rental car?

Individuals may be transported with a government employee only when there is available space, there is no additional government cost, there is no deviation from the route that the vehicle will take for the official business, and the size of the vehicle authorized must be no larger than that required for the performance of the official business.

If you have any questions regarding the U.S. Rental Agreement, contact Lisa Gayman at 895-1107.

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ADDRESS CORRECTION REQUESTED