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Huntsville Center

# Bulletin

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## Reminder ...



American Society of Heating, Refrigerating and Air-Conditioning Engineers is hosting E-Week activities this year. There are three events culminating with the Huntsville Engineering Societies' E-Week Awards Banquet Feb. 24. To sign up, go to: <http://www.123signup.com/calendar?Org=NAA>

## Strategic planning off-site charts way ahead for Center

By Debra Valine  
Public Affairs Office

The Huntsville Center's annual strategic planning off-site, conducted Jan. 12-13 on Redstone Arsenal, identified six lines of effort and approved the Center's fiscal year 2011 Implementation Plan.

The two-day event featured guest speakers from Headquarters, U.S. Army Corps of Engineers and working group sessions for each of the lines of effort.

In March, each effort's product delivery team will present actions to lead the Center to a projected end-state in FY15.

"The intent of the off-site was to work within the higher level guidance provided in the recently published USACE Campaign Plan, while concurrently developing important future lines of effort," said Col. Nello Tortora, Huntsville Center commander.

We identified six lines of effort to help target our focus from now through the FY15 time horizon. These lines of effort are:

- LOE 1** – Consistently provide high quality services and products
- LOE 2** – Continual two-way communication with stakeholders in an open, honest and effective manner



Photo by Matt Knox

**Working groups at Huntsville Center's annual strategic planning off-site work on developing lines of effort.**

- LOE 3** – Effective utilization of our recognized technical expertise
- LOE 4** – Becoming the benchmark used by others
- LOE 5** – Being the organization of choice by current and potential employees, and
- LOE 6** – Innovative acquisitions."

The off-site provided a day of background information from HQUSACE and Huntsville Center perspectives. There were two presentations from HQUSACE.

Michael Annand briefed on the Military Missions Strategic Planning efforts, and Jerry Lucas updated attendees on the new Campaign Plan, as

**See Planning on page 6**

# Commander's thoughts

**T**eam,  
It's good to get January behind us. Hopefully we won't have any more major snow events.

For the first time in a long time, we had to close the Center for two days. There was some confusion, particularly on the third day when schools were opening later and the roads were still a bit icy. Check the Huntsville Center website ([www.hnd.usace.army.mil](http://www.hnd.usace.army.mil)) for status in these cases. Keep in mind that for each individual employee the situation may vary. If you need to come in later because your child's day care or school is opening later, or if your streets are unsafe, just call your supervisor and work out something with them. We want everyone to make it safely to work.

Last month we had our annual Strategic Planning Off-site. The off-site was conducted Jan. 12-13 on Redstone Arsenal. The intent was to finalize Huntsville Center's Implementation Plan for 2011, which we did, and develop

important future lines of effort.

Huntsville Center has six lines of effort I want everyone to focus on:

1. **Consistently providing high quality services and products**
2. **Continual two-way communication with stakeholders in an open, honest and effective manner**
3. **Effective utilization of our recognized technical expertise**
4. **Becoming the benchmark used by others**
5. **Being the organization of choice by current and potential employees**
6. **Innovative acquisitions**

Product delivery teams for each line of effort will take a clear understanding of the line of effort as it is now, develop projected end-states for each line of effort out to 2015, and develop actions that move to close the gap between the current state and the future state. I'll be sure to keep you informed on their progress.

Our strategic planning off-site helped get us prepared for the Winter Leaders Conference Jan.



**Col. Nello L. Tortora**

24-28 in Washington D.C. The conference centered on preserving the Corps' core, promoting a culture of discipline, providing enhanced value and producing focused outcomes. We discussed where USACE is today, where we want to go and ways to continue on our disciplined journey from good to great.

The Huntsville Center was well-represented in the Team Redstone Dr. Martin Luther King Jr. Day display and essay contests. The display in the lobby, put together by Jo Anita Miley, Public Affairs Office, and Bettie Doss, Resource Management, took second place. Stephanie Tucker, Resource Management, was the first place winner in the essay contest. Jerrica Thompson, Resource Management,

**See Commander on page 5**

## Hails and farewells

**Welcome – Justin Colar, Tracy Helmick, Julie Odom, Engineering Directorate; Justin Alford, Stephanie Hamley, Sharon O'Connel, Installation Support and Programs Management; Lisa Kay, Office of Counsel; Valerie Schaffner, Jonna Lehman, Center Contracting; John Lewis, Ordnance and Explosives Directorate.**

**Farewell – Donna Ragucci, Calvin Fogle, Demetria Chunn, Dawn Scott, CT; Keith Martin, ISPM; Carol Herman, ED; Doug Garretson, OE; Carl Harms, Environmental Center of Excellence-Omaha.**

**Returning from deployment to Afghanistan – Mark Fleck, OE, and Mike Alexander, CT.**



**US Army Corps of Engineers**

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## BULLETIN

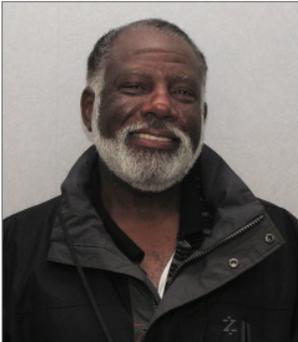
Commander..... Col. Nello Tortora  
Chief, Public Affairs..... Debra Valine  
Editor..... William S. Farrow



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## The Bulletin asks:

### What do you enjoy most about working for Huntsville Center?



**“I enjoy working with the highly talented and diverse individuals that make up Huntsville Center. While the culture and work environment are noteworthy here, this disparate work force adds value and enthusiasm to this organization.”**

**Gerald Shepherd**  
Installation Support and Programs Management

**“I like the variety of missions that Huntsville Center works on. They are unique and broad in scope. This fosters the opportunity to help those in the community and our armed forces and allows us to form cross-functional professional relationships towards a common goal. I also like the general camaraderie with my counterparts. Having a nice family atmosphere is definitely a plus for me.”**



**Lillian Fox**  
Center Contracting Directorate



**“What I like most about working at Huntsville Center is the family oriented atmosphere. For me, working within my directorate is like being in a big family. Everyone comes together to help whenever needed. Whether there is a birth, illness, promotion or other significant event, no one is ever made to feel alone.”**

**Judy Storie**  
Center Contracting Directorate

**“My wife worked for Huntsville Center for four years, and always spoke of the caring people at the Center. I’ve worked as a safety engineer for more than 10 years, but it wasn’t until I became an employee in the safety office here that I realized how great it is to be a part of this organization. The work I do within the Safety Office affects all major programs within the Center. I’m especially grateful to offer my experience to provide support to other Corps divisions and districts throughout the world.”**



**Will Eggleston**  
Center Safety Office

# Employee Spotlight: Terry Patton

By Jo Anita Miley  
Public Affairs Office

**Where do you work and what is your job title?** I am the branch chief for the Engineering Directorate's Army Facilities Component Systems.

**How long have you worked for the Corps?** I've worked for the Corps 23 years.

**In your own words, what is your job and what do you do?** I serve as a branch chief as well as a senior project manager where my team and I support Headquarters U.S. Army Corps of Engineers in the project management and execution of the AFCS program. I lead a unique project delivery team in the development and maintenance of AFCS system applications, contingency designs and theater construction engineering data.

As the senior project manager, I work directly with the HQUSACE AFCS program manager to ensure we are supporting the design and construction requirements of the warfighter.

Since I am a full-time supervisor as well, I also have an opportunity to coach, mentor and motivate employees within my branch, which I enjoy. I really like when an employee can reach personal career goals while meeting mission requirements and the customer's expectations.

**Review the Campaign Plan goals and objectives. Which one(s) apply to you?** My branch supports



Photo by Jo Anita Miley

**Terry Patton, third from left, and his staff, from left, Deborah Cosby, Tracy Lynch, and Stephanie Curths, review Army Facilities Component Systems design specifications. Patton is responsible for supporting the design and construction requirements for deployed warfighters facilities around the world.**

Goal 1: Ready for all contingencies of the USACE Campaign Plan.

We are directly training high performing USACE expeditionary forces as well as providing reach-back contingency design support as needed.

**How do you see your job making a difference and contributing to the Corps' success?** Another responsibility of my PDT is to provide Theater Construction Management System training to deploying military units.

During fiscal year 2010, branch team members traveled to 11 different locations teaching various National Guard, Army Reserve and active duty Army units.

Additionally, we support the Corps of Engineer's Forward Engineer Support Teams and Base Development Teams with TCMS

training.

The TCMS application allows the warfighters and the Corps of Engineers' deployed personnel to manage construction projects using contingency designs within the AFCS library.

**What do you love about your job?**

I'm an energetic individual, so I love coming to work realizing that I can make a difference to the warfighter. Having deployed to Afghanistan for a year, I have a good sense of the engineering and construction challenges of our troops in a contingency environment.

Hence, leading an effort that develops designs for direct usage by our troops in harm's way is very satisfying and rewarding.

Making a difference – that's what I love about my job.

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The **Employee Spotlight** is intended to let our Center employees shine for positively impacting our organization through mission achievements. Employees are nominated on a monthly basis, and are also featured on the Huntsville Center web site monthly, and the Headquarters, Corps of Engineers web site on a rotating basis. If you'd like to nominate someone within your office for this recognition, please contact Jo Anita Miley, Public Affairs Office, at 256-895-1585, or e-mail [JoAnita.Miley@usace.army.mil](mailto:JoAnita.Miley@usace.army.mil).

# Contracting intern takes award

By William S. Farrow  
Public Affairs Office

A third-year contracting intern with Huntsville Center recently received a 2010 U.S. Army Corps of Engineers Excellence in Contracting award. Jordan Miller took the Rock the Castle category of the awards program.

The USACE Excellence in Contracting Awards Program publicly recognizes the accomplishments and contributions of the USACE contracting work force.

Corps contracting officials from across the country are nominated each fall for one ECAP's eight awards.

Miller said he doesn't feel too comfortable accepting an individual award because he thinks the award is reflective of the whole Huntsville Center contracting team.

"I am just so thankful to be a part of USACE and so grateful that I have a wonderful Huntsville Center family. This is a great contracting

team here at the Huntsville Center.

According to Miller, a native of Ardmore, Ala., and a graduate of Athens State University, he didn't choose a career in contracting, his contracting career chose him.

He began working at Huntsville Center as a Student Temporary Employment Program hire working in the file room more than five years ago. From there he began working as a contract specialist and quickly gained inside perspectives from the policy side of the business.

"This field is full of excitement because it seems to change every day – no two days are the same. I also like the idea of constantly



File photo

Jordan Miller

challenging myself and being a part of a mission that is so much bigger than yourself," he said.

According to John Mayes, Huntsville Center chief of Center Contracting, the Contracting Office submitted ten strong packages for multiple 2010 Excellence in Contracting awards.

"We are extremely proud of the quality of work done by these individuals. With all the accomplishments our folks perform on a daily basis, the packages practically wrote themselves, and we are very pleased we had nominees in almost all categories," Mayes said.

Mayes said he is especially proud Miller received one of the awards.

"Jordan truly exemplifies the type of employees we have in the contracting office. He is a high-impact asset for Huntsville Center and the entire National Contracting Organization at the business enterprise level," Mayes said.

## Commander

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and Kenyata Johnson, Installation Support and Programs Management Directorate, also participated in the essay contest. Congratulations to everyone on their successes and great job representing the Huntsville Center.

Our Activities Association is starting the New Year off with an aggressive fund raising program that will raise money for our organization day in the summer, our holiday events in December and other fun activities in between.

Jan. 27 was a chili cook-off and bingo, that I'm sure raised significant money. We had 12 chili cooks participate. Thanks to the organizers

for putting these events together, the volunteers who helped along the way, the chili cooks and bingo prize donators, and especially all of you who bought chili and played bingo for the cause. Other activities are being planned that will be advertised through e-mail.

In February we will have our Black History Month observance Feb. 10 at 10 a.m. in the cafeteria.

The Equal Employment Opportunity Office and the Special Emphasis Committee has planned to have the Rev. Earla S. Lockhart of Huntsville, Ala., discuss the role of African-Americans in the military, which is the theme this year. We'll also have a Buffalo

Soldiers group set up an exhibit and presentation. I encourage everyone to come to the cafeteria at 10 a.m.

Feb. 16-17 is our six-month surveillance audit for our ISO certification. You've probably seen e-mail from Gary Dissette about the Center's Quality Policy. To prepare for the audit, I want everyone to review your work instructions. They can be accessed from the pyramid on your desktop.

National Engineering Week is Feb. 21-25. The Huntsville Times will include an Engineering Week section in the Feb. 13 issue that will feature Betina Johnson.

Thanks for all you are doing to make us great.

# Environmental risk assessment manual updated

By James Campbell  
Public Affairs Office

The go-to manual for evaluating environmental risks for the U.S. Army Corps of Engineers during cleanup and environmental restoration projects was just updated thanks to a team of experts from the Environmental and Munitions Center of Expertise in Omaha, Neb., part of the U.S. Army Engineering and Support Center, Huntsville.

Engineer Manual 200-1-4, Volume II, Environmental Evaluation, is posted to Headquarters USACE publication websites after the staff in Omaha held a small celebration Jan. 21, complete with a cake decorated to look just like the manual's cover page.

"It will be used by personnel involved in environmental cleanup activities – project managers, technical personnel and contractors," said Merton Cota, a legal technician at the EMCX who was assigned as a technical editor for the manual's update.

The biggest challenge was getting it published in a format that is appealing, interesting and easy to read, he said.

"With this revision, we should expand our readership greatly," said Terry Walker, an EMCX risk assessor.

When compared to previous versions, the update is much more readable and better organized, he said. This publication augments accepted guidance the U.S. Environmental Protection Agency publishes



U.S. Army Corps of Engineers photo

**Workers install pipe for a groundwater extraction and treatment system containing 11 square miles of contaminated groundwater at the former Nebraska Ordnance Plant in Saunders County, Neb. Before Hazardous Toxic Radioactive Waste cleanup projects like this can begin, human and ecological risk assessments are done based on Engineer Manual 200-1-4 and other federal guidance.**

and contains optional guidance for use in USACE civil works planning, like content for Environmental Impact Statements, said Kevin Coats, Environmental Science Division chief, EMCX.

Implementing this guidance should aid in EPA regulatory acceptance of the ecological component of environmental risk assessment reports produced for Corps environmental restoration and cleanup projects, Coats said. The new version is dated Dec. 31, 2010 replacing the previous version from 1996. The updates are placed online with other engineer regulations, pamphlets, circulars, technical manuals, and forms at <http://www.usace.army.mil/publications>.

## Planning

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well as the logic model tool that has been implemented among the goal champions at headquarters.

"Both of these presentations were timely and very pertinent to our efforts by providing information on strategic thinking at USACE," said Rick Suever, chief of Huntsville's Business Management Office.

Also during the first day, the FY11 Huntsville Center IPLAN was briefed and approved, and directors briefed the current and projected (through 2015) business and

personnel status.

These briefings are available on the Center's Intranet home page ([http://hnc-ws-intra/BMO/2011\\_Offsite\\_Planning.asp](http://hnc-ws-intra/BMO/2011_Offsite_Planning.asp)).

On the second day, the six lines of effort PDTs developed and briefed their clear understanding of the current status and the projected end-states of each LOE.

"We are trying to make sure we understand what we are trying to achieve before we start figuring out how to get there," Suever said.

"Work still remains as we better clarify the work of the PDTs and develop actions that move to close

the gap between the current state and the future state," Tortora said.

"The PDTs will continue to clarify their lines of effort in preparation for another assistance visit in March. Lucas and Bob Smith will be here to facilitate the logic model development with the PDTs," Tortora said.

"The logic model will help establish the ends, ways and means of accomplishing the supporting strategies we develop.

"Efforts identified in our strategic plan will ultimately form the actions in HNC's implementation plan," Tortora said.

# Center security chief prepared for future

By Jo Anita Miley  
Public Affairs Office

From the moment Huntsville native Lori Byrd took over as the new security chief for the U.S. Army Engineering and Support Center, she has worked to identify, develop and implement standards and strategies for the security program at the Center.

She began her federal career in 2006 in the Huntsville Center security office after working as facility security officer and executive coordinator for more than 10 years for a former local defense contractor here in Huntsville.

Since taking the position in August, Byrd said being at the helm of the security office for the past several months has been very rewarding, and she said she is confident the security office is moving forward in the right direction.

“I hope to accomplish a lot for Huntsville Center during the next few years,” Byrd said.

Byrd said coming from private industry has given her a privileged vantage point and a fresh new outlook when determining the security needs of the Huntsville Center.

However, she is open for learning various changes security operations have undergone since Sept. 11.

She said her first step as chief is to change the culture within the security office itself.

“Once this is done, we can attempt to influence the culture within the Center,” she said.

Byrd said there are changes coming in how training, social networking, anti-terrorism and operations security are handled



Photo by Jo Anita Miley

**Huntsville Center’s security chief, Lori Byrd, left, reviews personnel documentation with Cyndee Oleyte, Ordnance and Explosives Directorate.**

at Huntsville Center. Providing appropriate security within these areas of concern is often very unique to an organization’s mission.

“There are security measures all government organizations must follow, while others have to be addressed on an individual basis according to various Operations Security rules,” she said.

Byrd said she feels she can easily adapt as situations change over time and respond with innovative new ways to solve security problems at the Center.

Byrd has a positive attitude about her new position at the Huntsville Center and plans to begin implementing new processes relatively soon.

However, Byrd said she believes it will take more than two years to get the proposed changes fully implemented.

She said she knows it will also take time for employees to get used to the changes, but she is up for the challenge of making this transition a

positive experience for everyone.

“Security processes are constantly changing; and security involves more than just locking doors and making sure computers are turned off at night,” Byrd said.

To make these changes, Byrd said she sees the security office staff becoming more involved in operations, with Huntsville Center employees readily coming to her staff for security issue solutions.

However, for Byrd to fulfill her goal she must ensure the security office is fully staffed to enable implementation of the new procedures. Byrd is moving closer to this goal, and in November Misty Privett took over the personnel security program.

With a full staff and a focused direction, Byrd said she’s ready for the challenges she and her staff will likely encounter in the future.

“My focus is on changing the mind-set here. I want the security office to be known for more than badges and permits,” she said.

Special to *The Bulletin*:

# Proper marking ensures proper handling of official information

By Lori Byrd  
Huntsville Center Security

**B**y now you may have received a casual e-mail from a co-worker and noticed it's marked FOUO.

You probably also noticed that when responding to that e-mail, you now get the prompt allowing you to identify the message as "Unclassified" with a "For Official Use Only" or "None" option.

This is one way of controlling official information, but e-mail is not the only information needing to be classified and protected.

Identifying the classification level of documents allows readers to know how to handle that information, but not everyone may understand what that entails.

To make sense of document or e-mail labels, we must remember there are protective measures and restrictions on distribution for the types of unclassified information most of us routinely deal with at Huntsville Center. This type of information is called Controlled Unclassified Information.

The most familiar CUI is "For Official Use Only" or FOUO.

FOUO is applied to unclassified information that may be exempt from mandatory release under the Freedom of Information Act (FOIA). To be designated FOUO, there must be a legitimate purpose for withholding the information, and it must fit into one of the eight FOIA exemption categories.

Using this information, you can

see that your e-mail is not necessarily FOUO.

The first FOIA exemption category is for classified information and information cannot be classified and FOUO at the same time.

The FOIA exemption categories for FOUO are: information that pertains solely to internal rules and practices of an agency; information specifically exempted by a statute establishing particular criteria for withholding; trade secrets and commercial or financial information obtained on a company through confidential basis and would result in competitive harm; intra-agency memoranda which are part of a decision making process and contain subjective evaluations, opinions and recommendations; information that if released could reasonably be expected to constitute an unwarranted invasion of personal privacy; certain law enforcement records or information; certain records of agencies responsible for supervision of financial institutions; and geological and geophysical information concerning wells.

Information that has been determined FOUO should be indicated by markings when included in documents and similar material.

Markings should be applied at the time documents are drafted to promote proper protection of the information. FOUO information can be disseminated within Department of Defense components and between officials of Army components and Army

contractors, and consultants as necessary in the conduct of official business. FOUO information can also be released to officials in other departments and agencies of the executive and judicial branches in performance of a valid government function. Special restrictions can apply to information covered by the Privacy Act.

Another type of CUI is Technical Data Description information. Technical Data Description information is any recorded information related to experimental, developmental or engineering works that can be used to define an engineering or manufacturing process or to design, procure, produce, support, maintain, operate, repair or overhaul a government asset.

The data may be graphic or pictorial delineations in media, such as computer software, drawings or photographs, text in specifications, or related performance or design documents, or computer printouts. Examples of technical data include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog-item identifications, and related information, and computer software documentation.

Technical Data Description information is subject to the same handling requirements and distribution restrictions as FOUO. Before Technical Data Description

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## Information

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information is distributed, specific distribution statements must be added. These distribution statements can be obtained from <http://www.dtic.mil/whs/directive/corres/html/523024.htm>.

Ample steps should be taken to minimize the risk of access to CUI by unauthorized personnel. After working hours, CUI information should be stored in containers, desks or cabinets, rather than being left in plain view.

CUI documents and material can be mailed via first class mail or parcel post, and CUI printed documents and material may be transmitted through mail channels or hand carried without formal courier orders. CUI may not be displayed in public places.

Contractors will notify the

contracting officer representative or Huntsville Center's Security Office of any loss of CUI. Record copies of FOUO documents will be disposed of in accordance with AR 25-400-2. All other CUI should be destroyed by cross-cut shredding or equivalent tearing into pieces so as not to be easily reconstructed.

Computers used for processing CUI do not need to be accredited for classified use. However, personally owned computers are not authorized for processing CUI.

Transmitting CUI (i.e. e-mail and file transfers) to or from a DoD computer shall be encrypted.

CUI stored electronically on all devices such as government issued laptops, personal digital assistants and removable media are to be physically protected to prevent theft by locking the media up or cable

locking laptops to a stationary base. The Internet shall be equated with "public access."

Therefore, CUI must be reviewed and officially approved for public release before placing on the Internet.

This is not applicable when the Internet is used for e-mail transmissions and encryption is used as noted above. Compact Discs containing CUI may be disposed of by placing them in a separate burn bag with "Hardware" legibly written on the outside and taken to the destruct truck.

Also the driver needs to be made aware that the burn bag contains hardware.

Everyone has a part to play in keeping our country safe. ensure you are doing your very best to protect all CUI. We're all counting on you.

## Unclassified documents and material containing FOUO information should be marked as follows:

1. Documents will be marked "FOR OFFICIAL USE ONLY," in letters larger than the rest of the text, where practical, at the bottom of the front cover (if there is one), the title page (if there is one), the first page and the outside of the back cover (if there is one).
2. Pages of the document that contain FOUO information will be marked "FOR OFFICIAL USE ONLY" at the bottom.
3. Material other than paper documents, for example, slides, computer media, films, etc., will bear markings that alert the holder or viewer that the material contains FOUO information.
4. FOUO documents and material, transmitted outside the Department of Defense, must bear an expanded marking on the face of the document so that non-DoD holders understand the status of the information. A statement similar to this one should be used: This document contains information exempt from mandatory disclosure under the Freedom of Information Act. Exemption(s) (indicate the exemption(s) that apply).

# TF Power exceeding inspection expectations

By William S. Farrow  
Public Affairs Office

Inspectors checking the safety of electrical connectivity at coalition forces facilities throughout Afghanistan are turning their inspections at a brisk pace, enabling quicker repair of systems requiring attention.

Two Corps of Engineers project managers are on-site there providing oversight for more than 100 Teng and Associates, Inc., electrical inspection contractors of Task Force Protecting Our Warfighters and Electrical Resources.

The contractors recently inspected more than 5,000 facilities, finding 596 facilities free of electrical issues.

Unfortunately – or fortunately depending on how one views the process – inspectors also placed 2,867 inspection findings in a “priority” status and tagged 1,530 facilities as “flash,” a term used to report a life-safety issue.

However, according to a TF POWER project manager, the good news is when inspectors note deficiencies, it means the inspectors are doing their jobs well.

“When you are dealing with a life-health-safety issue, one incident prevented is worthy (of categorizing as “priority” or “flash”),” said Bob Britton, TF POWER project manager at Huntsville Center.

Britton said currently TF POWER deals with several hundred inspections monthly, and when inspectors use “flash” as the term to report a serious deficiency, it prioritizes the necessary fixes needed to ensure the problem is solved immediately.

A “priority” notation means a



Courtesy photo

**A Teng and Associates Inc., electrical inspection contractor examines an electrical panel at a facility at Bagram Airfield, Afghanistan. Under the oversight of Huntsville Center project managers, contractors have inspected more than 5,000 facilities in Afghanistan ensuring deployed forces have safe electrical power to use.**

facility is operational, but requires attention as soon as possible.

Britton said what constitutes a “flash” deficiency is defined by the U.S. Forces-Afghanistan Electrical Working Group Board.

The board of subject matter experts meets monthly to discuss the status of the program, update progress and resolve any issues.

“I believe an electrical deficiency is an accident waiting to happen. It’s an unacceptable accident that can be prevented, and that is what TF POWER is all about,” he said.

Britton said he’s amazed at the sheer volume of inspections conducted over time.

“In the beginning we were told to inspect 100 sites. This quickly grew to over 300 sites, and thousands of facilities,” Britton said.

“The numbers speak for themselves and are 100 percent defensible. It’s impressive to know we are making such an impact on preventing accidents and improving the safety of our facilities.”

The inspections with noted deficiencies are now coming at such a rate, making repairs is often challenging due to the volume of deficiencies noted, said Brad Smith, U.S. Army Engineering Support Center, Huntsville contracting representative for TF POWER.

“There are many facilities with deficiencies, but no one designated to repair (them),” Smith said.

“Therefore TF POWER is responding with another inspect/repair contract through Philadelphia District,” he said.

# Huntsville Center employees recognized at Martin Luther King Jr. Day observation

By Skip Vaughn  
Redstone Rocket editor

**T**eam Redstone conducted essay and display contests as part of this year's Team Redstone's Dr. Martin Luther King Jr. birthday celebration, and Huntsville Center was recognized with top honors in both categories.

During the Jan. 20 observance at Bob Jones Auditorium, Lt. Gen. Jim Pillsbury, Army Materiel Command deputy commander, declared Huntsville Center's Stephanie Tucker, Resource Management, the essay contest winner. Huntsville Center also took second place in the display contest. Jo Anita Miley, Public Affairs Office, and Bettie Doss, RM, led the display case project.

Attended by more than 600 people, attendees at the observation heard from keynote speaker Herb Boyd, an activist, teacher, award-winning author and journalist.

Boyd, a Birmingham, Ala., native, was raised in Detroit and has resided in Harlem the past 26 years. He currently teaches African-American history at the College of New Rochelle in the Bronx, N.Y., and is an adjunct instructor in the Black Studies Department at The City College of New York.

During his speech, Boyd asked attendees to join him in making the following pledge: "I promise and pledge to do what I can to make Dr. King's dream a reality, to continue his quest for social justice. And in this quest I hope I can make my dream a reality. Power to the people."

In closing, Pillsbury urged attendees to continue King's dream.

"Let's continue to work together as a nation for nonviolence in a very patriotic way," he said.



Photo by Joe Ramirez

**Army Materiel Command Deputy Commander Lt. Gen. Jim Pillsbury presented Huntsville Center's Stephanie Tucker, Resource Management, with an award for her Martin Luther King Jr. Day essay competition submission.**



Photo by James Campbell

**A display case in the Huntsville Center lobby spotlighted the life and work of Dr. Martin Luther King Jr., and placed second in competition.**

## **Ethics Corner**

# **Misconceptions About Annual Leave**

**By Chris Paden**  
**Office of Counsel**

**O**ne of the greatest benefits of being a government employee is the government's leave program. However, although a benefit, the leave policy is also greatly misunderstood. Here are some common misconceptions about your leave:

**Myth:** Since I have an accumulated balance of annual leave, I can use it whenever I like.

**Fact:** You are entitled to accrue annual leave at a rate established by your years of service, but just because you have a leave balance, you are not entitled to take it whenever you like. Your leave approval official (your supervisor) can deny your request to take annual leave based upon mission requirements.

**Myth:** All I have to do is call in and just leave a message stating that I am taking annual leave for that day and I will be covered.

**Fact:** A supervisor can deny leave. If you call in and state that you are on leave, the supervisor can deny it and your absence will be categorized as Absent Without Leave. AWOL is unpaid as well as being subject to disciplinary action.

**Myth:** Since my supervisor already approved my request for annual leave, they can't later deny it.

**Fact:** Just because your supervisor granted your request for annual leave, does not mean that changes cannot be made. In fact, a supervisor has the authority to deny annual leave, in total or in part, after they first approved it.

So, what is the proper leave etiquette? According to CEHNCR 690-1-5, App A, 1 Aug. 01 (the Center's leave regulation): When absence from duty can be foreseen, prior approval of annual leave will be obtained. CEHNC Form 894, Time and Attendance Worksheet, will be used to document prior approval of annual leave. In cases of emergency, employees will contact their immediate supervisor or his/her designated representative by telephone or personal message and request approval of annual leave except where circumstances beyond their control prohibit this. This should be within the first two hours of the employee's normal tour of duty.

Leave is a great benefit of government service, but just remember that using your annual leave is at the discretion of your supervisor. If your supervisor feels that your annual leave would have an adverse impact of the mission, your supervisor, in fact, has the authority to deny your request for annual leave. If you plan ahead and keep the mission requirements in mind, getting your annual leave request approved shouldn't be a problem.

If you have any questions, or for more information, please call me at 256-895-1103.

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ADDRESS CORRECTION REQUESTED