



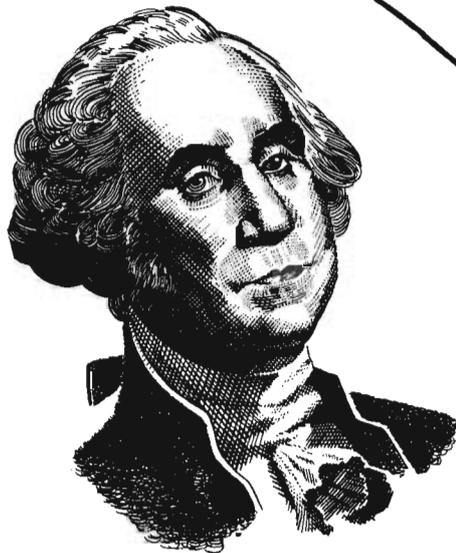
Information Bulletin

DEPARTMENT OF THE ARMY ST. LOUIS DISTRICT, CORPS OF ENGINEERS

VOL 15 NO 1

OFFICIAL

24 FEBRUARY 1978



February 22, 1732



February 12, 1802

Besides being the "sweetheart" month, February is a month in which we celebrate the birthdays of two great Presidents, George Washington and Abraham Lincoln, the first and sixteenth presidents respectively. Let us not forget their many contributions in making and molding this Country.

DISTRICT DOINGS

The weather pretty well shut down many of the activities for the St. Louis District, especially in the number of talks, tours and visits. With organizations and clubs postponing meetings and programs, the calendar for these early months ran light. But, there were a few hardy souls and some very important happenings along the river that made news and captured the attention of the media.

It's hard to believe how many diverse interests are so vitally concerned about the river and the ice and the navigation. It is not unusual when river problems occur to get calls from international news services like Reuters, international grain export markets, network news services, power companies with fuel shipments on the Mississippi. Answering these inquiries last month were Wally Feld and Jim Fogilphol interviewed by KSD-TV up at Locks #26, and from the office central, Ken Long, and Red Buchhold did a lot of radio and press commentary about the seasonal problems.

Bill Sutton also held a part of the scene with an interview with KTVI's Mike Stroot about the condition of the old Lock and Dam at Alton. Bill also journeyed up to Springfield, Illinois, for a talk to the 50-member ASCE section there. Ken Koller conducted a tour of the facility for two staff members from Department of Transportation.

At Carlyle, Terryl Robinson told the Carlyle Newcomers' 23 members about "A Day at Carlyle Lake."

Some other special appearances... LTC Wilkes talked about the Corps to the American Air Filter Company, Management Club, at Northwest Plaza's John Henry's Restaurant. The Outdoor-Recreation Resources staff had an exhibit in the super Sports Show that was attracting sportsmen in record numbers. Jay Gore was the Chairman of the annual meeting of the Illinois Wildlife Society's get-together up at Champaign, Illinois.

A Federal Assistance Forum held jointly by Congressman Richard Gephardt (3rd District) and Senator Thomas Eagleton out at Forest Park Community College called for Corps exhibit work staffed by John Kilker, Bill Cauble, Joe Bisher, Bob Wich, Richard Cameron, and Mel Doernhoefer. Schedule calls for another in March down at Cape Girardeau along with Congressman Bill Burlison, 10th District.

Mel Doernhoefer talked to the Dads and Scouts at St. Simon Parish, Troop 161 about Corps activities.

As the weather moderates, there is sure to be a lot of interest in the outdoors and especially in our District lake waters and lands, so get ready for a busy spring and even busier summer.

BLACK HISTORY MONTH

Traditionally, Black History Month is a time when we recognize the contributions that Black Americans have made to our heritage. It is a time for cultural exchange between the various races. In honor of this special Month, the St. Louis District Corps of Engineers celebrated with the theme "Africa's Musical Gifts." This was the theme for the film showing "This Far by Faith," 16 Feb 78, sponsored by the St. Louis District's EE00 Advisory Committee.

SPOTLIGHT ON THE LIBRARY

ATTENTION WORK PROCESSORS!

If you need to brush up on your English grammar we can help you in the District Library. We have recently acquired a set of cassette tapes on grammar, vocabulary, punctuation, etc. Included is a student syllabus and a teacher's key to help guide you through the 8 tapes. You can check the tapes out for a 30-day period just as any book.

We have prepared a list of books on word processing for your interest. All of the books on the list we have in the library and are available for loan. Stop by the library in Room 944 and pick up our newest Book List.

Kathy Hayes, Librarian



OBSERVANCE OF VETERANS DAY

Public Law 94-97, enacted 18 September 1975, changed the observance of Veterans Day from the fourth Monday in October to 11 November effective this CY for all Federal employees.

A NEW TRAINING OPPORTUNITY

Have you seen the "green bordered" announcement?

IT IS SOMETHING NEW!!

This is a first and offers a unique opportunity for a number of District employees to participate in long-term training.

SEE THE ANNOUNCEMENT!

PAPERS FOR PRESENTATION

Four members of the Sanitary Section of the Design Branch have combined efforts to prepare two papers for presentation at the Missouri Water Pollution Control Association Annual Meeting in Springfield, Missouri, on 26-28 February 1978. Michael A. Brazier, Stanley F. Ebersohl, Clifford A. Mahin, and James L. Savinski co-authored "Is a Package Wastewater Treatment Plant a Package Plant?" and "Land Treatment Feasibility Studies - The Steps and Coordination Involved." Mr. Brazier will present the former which stresses the need for extensive involvement by the engineer in planning, designing, specifying, constructing, and operating a package wastewater treatment plant. The latter paper will be presented by Mr. Ebersohl and will focus on the general aspects to be considered when approaching a decision on whether a land treatment system should be selected as the alternative for the detailed design stage.

Civil Service Retirement Cost-of-Living Adjustment of Annuities

A 2.4 percent cost-of-living increase in federal retired pay will go into effect March 1, under a law providing automatic adjustments twice a year. This is information obtained from the Federal Times, as yet we have not received official notification from the Civil Service Commission.

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OUTSTANDING PERFORMANCE RATING AND
SUSTAINED SUPERIOR PERFORMANCE

Mary Ann Harris, PB
John D. Lytle, ED-FI

OUTSTANDING PERFORMANCE RATING AND
QUALITY INCREASE

Emmett W. Hahn, Jr., ED-BC
James J. Edinger, CD-C
Nels G. Jahren, ED-FG

PROMOTIONS

Kathleen Frey, DC-FR
Annie R. Hill, OD-P
Armelder K. Patterson, OD-B
Richard P. Stubits, OD-PS
Roger S. Hayes, OD-RC
Barry D. Fehl, ED-DA
William P. Levins, RE-A

CERTIFICATES OF APPRECIATION AND RETIREMENT HAVE BEEN PRESENTED TO:

Marie Griffin, ED
James A. Lawler, RE
Lester Arms, ED-S

SPECIAL NOTE: We are proud to announce that the St. Louis District has been presented with a "Fair Share Giver Award" in recognition of our efforts on the Combined Federal Campaign.

Congratulations and best wishes to the following employees on their recent awards:

OUTSTANDING PERFORMANCE RATING

Ruth Williams, SD
Hazel L. Schnatzmeyer, AS-P
James L. Jack, ED-FG
Landon P. Pate, SD-P
Edgar L. Tohill, CD-I
Barbara Collier, AS
James T. Lovelace, ED-H
Norbert C. Long, ED-R
Kenneth D. Corbin, ED-M
William R. Sutton, ED-Z
Dale E. Modde, ED-P

SUSTAINED SUPERIOR PERFORMANCE AWARDS

Bruce Douglas, CD-IS
Darryl Heck, Dr. STE GENEVIEVE
Howard Reynolds, OD-RR
Teddy Sampson, Dr. STE GENEVIEVE
Jasper Bouse, OD-RM
Edwin Koopmann, OD-RC
James Lampe, OD-RC
Bernard Von Hatten, OD-RC

SUGGESTIONS

Viola I. Rickey, CD-C
Melbourne Stohl, OD-F
Edmond D. Rogers, OD-PS

ON THE SUGGESTION PROGRAM. . .

BREAK THROUGH

*I have an idea.
I'm quite sure it's a "jewel".
Should I talk with my boss
Or will he call me a fool?*

*They tell me they're looking
For new ways to do things.
I'm not sure they're serious;
For each new day brings -
Questions . . . no answers
another boring day --
With nothing to look to
But my rightful pay.*

*I have an idea,
I still think it's good.
I want to discuss it
With my boss who should -
Assist me to write
To develop my thought!
For writing on paper
Makes me distraught.*

*I'm good at my job.
I do it each day.
I can make it better
At the same rate of pay.*

*I have an idea.
I know what to do.
I'll submit a suggestion
and approach my boss, too!*

*I hope he will listen.
I'll approach him today
And ask him to help me
Improve the old way.*

*What a great day that was
For he suggested to me
The following message
Which is my "cup of tea"!*

*Identify the problem.
Decide what to do.
Explain your solution
Approach your boss, too.
Submit your suggestion.
Don't hold back a day.
IDEAS are too valuable
To not handle this way!*

**Dave Noyes
Carpenter Technology Corp.**

(Excerpts reprinted
from Value World
Jan/Feb 1978)

At times, some of us may feel this program is of no real value, but let us point out a few of the strong points. First of all, millions of dollars are saved each year as a result of employee suggestions, which means that our tax dollars can be put to better use. It also provides a means of supplementing our incomes by suggesting ways of doing our jobs more efficiently or more safely. It creates more interest in our jobs and makes us more aware of better ways of performing our duties. After all, the people who do the work will produce the best ideas. This, in turn, increases production and becomes contagious throughout the organization. Granted, there are weaknesses to any program, and we certainly have our share. There are times when evaluations are slow, possibly due to a heavy workload on the part of the reviewer/evaluator, or the suggestion may require some research, or it may be that other sources (sometimes higher authority) have to be consulted before a fair judgment can be made of a suggestion. All these things can be very time-consuming, it's true. But we feel that a little extra time in considering each and every suggestion really pays. So, please bear with us, and if you have any suggestions pertaining to the Suggestion Program or your area of work, be sure to send them to the IAC Secretary, Room 955, or deposit them in one of the conveniently located suggestion boxes. We're always glad to hear from you.

SUGGESTION OF THE MONTH: Recommended District Office elements having field offices to which mail is forwarded regularly use canvas mailing envelopes for "bulk" mailing. A supply of canvas mailers can be used indefinitely and can be secured with a seal or lock to insure that contents arrive intact. This action will result in tangible savings of \$1,540 annually and intangible benefits of moderate potential value with limited application. An award of \$155.00 has been recommended and will be presented to the suggester in the very near future.

ECONOMIC COSTS OF ALCOHOL PROBLEMS HIT RECORD \$42.75 BILLION

A recent report released by the NIAAA (National Institute on Alcohol Abuse and Alcoholism) has pegged the economic impact of alcohol problems in the U.S. at a record \$42.75 billion dollars. Previous studies done in 1971 showed \$25 billion.

Lost production in business, industry and government are conservative as they take into account workers between the age of 21 and 59 only and still are pegged at 19 billion. Other losses tabulated were health and medical, motor vehicle accidents, crime, social responses and fire losses, which combined total 23 billion more, bringing the total problem to \$42 billion.

Alcoholism is still our #1 problem and although our Employee Assistance Program is geared to help people facing alcohol-related problems, our program is also designed to assist employees facing other problems as well in the area of DRUG ABUSE, MARITAL, PERSONAL, LEGAL AND FINANCIAL.

Employees wishing assistance on a confidential basis should call Mary Berra, 3911.

PERCEPTION

KNOWING YOURSELF MAKES IT EASIER TO PERCEIVE OTHERS ACCURATELY. When a person understands his own personal makeup, he makes fewer mistakes in perceiving that of others.

YOUR OWN CHARACTERISTICS, OR "MENTAL SET," INFLUENCE THE CHARACTERISTICS YOU ARE APT TO PERCEIVE IN OTHERS. Thus, the traits which dominate or influence the perceiver will be more often observed when he is forming impressions of others.

IN ACCEPTING YOURSELF AS YOU ARE, YOU ARE MORE LIKELY TO SEE THE BETTER TRAITS IN PEOPLE. By accepting ourselves as we really are, we broaden our scope of vision to include the possibility of favorable characteristics in others. Further, as is to be expected, we are more likely to create a favorable image of those having traits we accept in ourselves and to reject those having traits we either do not like or do not have in ourselves.

THE ABILITY TO BE ACCURATE IN PERCEPTION OF OTHERS IS NOT A SINGLE SKILL. It has been shown that a perceiver tends to evaluate the feelings others have about him on the basis of his feelings toward them. Consequently, our ability to perceive others with reasonable accuracy depends on how sensitive we are to the differences between people and to the cultural standards for judging them.

OVERSEAS VACANCY LIST

<u>REQUISITION NO.</u>	<u>POSITION TITLE, SERIES AND GRADE</u>	<u>LOCATION</u>
<u>ALASKA</u>		
AK-57-77	Sanitary Engr, GS-819-11	FT Richardson
<u>CANAL ZONE</u>		
EPS 626-77	Elec Engr, NM-850-12	Corozal
<u>GERMANY</u>		
EUD 77-88	Civil Engr, GS-810-12	Frankfurt
EUD 77-94		
EUD 3300-77-53	Civil Engr, GS-810-11	Teveren
EUD 78-02	Supv Elec Engr, GS-850-13	Frankfurt
2682-77-73	Elec Engr, GS-850-12	Stuttgart
2683-77-191	Mech Engr, GS-830-12	Heidelberg
US 78-4	Const Rep, GS-809-11	Mainz
<u>HOLLAND</u>		
3300-77-54	Mech Engr, GS-830-11	Brunssum
<u>KOREA</u>		
KOR 77-18-282	Supv Elec Engr, GS-850-11	Pyongtaek
KOR 77-18-226		Tongduchon
KOR 77-18-90		Uijongbu
KOR 77-18-275-S		
KOR 77-18-279	Supv Mech Engr, GS-830-11	Tongduchon
KOR 77-18-14		
KOR 75-18-281	Supv Sanitary Engr, GS-819-11	Pyongtaek
<u>SAUDI ARABIA</u>		
MED 77-329	Budget and Accounting Officer, GS-504-12	Al Batin
MED 77-573	Mgmt Analyst, GS-343-12	Riyadh

If you are going to play with a full deck, make sure you count the cards.

On 30 March 1978, the St. Louis Region Civil Service Commission and the Spanish Speaking Program Coordinators Council of Greater St. Louis are sponsoring a seminar that will zero in on subjects of the area Hispanic problems which will be informative to managers and supervisors. Location of the seminar has not been determined.

For further details contact Charles H. Athie on 5630.

STANDARDS OF CONDUCT

AR 600-50, Army's basic directive dealing with standards of conduct has recently been revised. This regulation is explicit in its coverage. Essentially, Army personnel are bound to refrain from any private business or professional activity or from having any direct or indirect financial interest which would place them in a position of conflict between private interests and the public interests of the United States. This includes the use of contractor sponsored hospitality suites at association meetings.

Even though a technical conflict may not exist, Army personnel (both military and civilian) must avoid the appearance of such a conflict, from a public confidence point of view. Implied in the regulation, but not directly stated is the necessity to be aware that even intentions might be misinterpreted.

All division/offices are reminded that AR 600-50 requires action be taken to bring these standards to the attention of all personnel at least semi-annually.

EOB Forms Being Sent By Plan

Blue Cross Plan members who received hospital care recently are now receiving forms that tell them how much of their hospital bill was covered by their Blue Cross health care program. The Explanation of Benefits (EOB) forms are being sent to members who received care at a member hospital. The computer-produced EOB form lists the total hospital charges and the amount covered by their Blue Cross program, and calls attention to charges that may be eligible major medical expenses. The new forms are meant to clarify for members the extent to which their bill was covered and to alert them to items eligible under their major medical program. The EOB forms replace the yellow copy of the Blue Cross claim form previously mailed to the patient by the hospital business office.

A companion system is being developed for rejected claims that will provide members with individualized computer-produced letters explaining the reasons the claim was rejected. More than fifty codes have been developed to cover most of the reasons a claim is not paid.

EMPLOYEE INDEBTEDNESS AND HELP

An employee's failure to pay his/her just debts in a timely manner usually has two undesirable effects. First since the creditor currently cannot garnishee employee wages (except for alimony and child support), his only recourse is to try to enlist the help of the Employer. If this is not successful because the employee fails to cooperate and answer the alleged indebtedness, the creditor is left with the feeling that the St. Louis District and the Federal Government are as much to blame as the employee. Such a condition could damage the reputation of other Government employees, as well as that of the employee who fails to meet the just debt. Second, correspondence with creditors, and memos to and conferences with the employee involved, add considerably to the workload of the District. Employees are reminded that they are required to pay each just financial obligation in a proper and timely manner, especially one imposed by law such as Federal, State or local taxes. Most cases of excessive indebtedness result from one or more of the following cases:

a. Injudicious use of credit extended in good faith by reputable merchants and lending institutions.

b. Lack of resistance to easy credit sales promotion practice or high pressure sales tactics.

c. Unforeseen circumstances such as family illness, automobile and home repairs which are beyond the employee's control.

The St. Louis District has a membership with a locally established organization, the Consumer Credit Counseling Service. The CCC Service will provide, free of charge, financial counseling and advisory service to employees of this District with indebtedness problems and those employees who wish advice on the proper way to handle purchases when necessary. Anyone wishing to take advantage of this service should contact PB-M (3911) for more information. All inquiries will be held in strictest confidence.

The Civil Service Commission and the Aetna Life Insurance Company are conducting a pilot study program in the St. Louis area for obtaining a second surgical opinion for certain elective procedures. Aetna has developed a pamphlet describing the conditions under which the cost of a second surgical opinion will be covered and the procedure for obtaining such opinions. Copies of the pamphlet are available in PB-S, Room 958 or by contacting Betty Hanson, Ext. 2137.

VEHICLE MANAGEMENT

TIPS TO MAXIMIZE MILEAGE. The way you drive has a lot to do with the kind of mileage you get out of your vehicle. The following are some driving guidelines to follow in order to increase your vehicle's fuel efficiency:

Air Conditioning vs Open Windows

Shut off the air conditioner and roll down the windows while driving around town. Do the reverse, however, when cruising at high speeds.

Tests conducted by the Douglas Aircraft Company show that for a vehicle going 55 miles per hour, one horsepower is saved by closing the windows and using the air conditioner for cooling. That's because the wind turbulence or drag created by open windows at high speeds places a greater strain on the engine than does the air conditioning system.

Speed

Slow down to save gas. High speeds increase drag and deplete engine power. For example, 5 miles per gallon of gas are saved by driving at 55 mph rather than 70 mph.

Shift Gears

Remember to downshift to the proper gear to avoid "lugging" or "gutting" the engine. Otherwise speed increases disproportionately to fuel flow, thus passing fuel into the exhaust system where it is burned and expelled as black smoke. This not only wastes fuel but also puts a strain on engine components such as bearings and cylinder walls.

Trip Length

Combine trips whenever possible. A vehicle cannot reach its mileage potential until all its components have been warmed up. Short trips (under 5 miles) do not allow all parts of a vehicle to reach peak operating temperatures, so maximum mileage is not achieved. By combining numerous short trips into a single, long trip, less fuel is needed to reach the vehicle's most efficient operating condition. Total miles driven may be reduced as well.

Stops and Starts

Avoid sudden stops and starts. Smooth, even driving improves fuel economy. Anticipate stoplights and intersections in order to slow down gradually, and avoid rapid acceleration.

You can save a considerable amount of fuel by developing these simple driving habits.

FWP HAPPENINGS

February's Lunch and Learn Session, "Everything You Ever Wanted to Know About Personnel * Almost" Part I, was interesting and packed full of useful information. Approximately 70 people came to hear Katherine Greer and Joan Schmidt answer questions pertaining to Recruitment and Placement and various aspects of Technical Services. Thank you, Katherine and Joan, for such an informative presentation.

Part II of "Everything You Ever Wanted to Know About Personnel * Almost" will be conducted on 14 March 1978 at 1200 hours in Room 1040. This session will include the areas of Management-Employee Relations, Position and Pay Management, and Training and Development. The speakers will be Joe Strinni and Bill Richardson.

30 March 1978 - Mary Jane Lamping will present a Lunch and Learn Session on "Body Language." Hope to see you then.

SECURITY

Safeguarding Government Property. All highly pilferable items of Government property should be secured under lock and key after normal duty hours. Keys to desks and cabinets should be secured in a safe place. In many cases the perpetrator of a theft will steal only if he can find a key to a desk or cabinet. During normal duty hours, conference rooms in which Government property is being used should not be left unattended.

Rumors. Rumors can be about persons, places or things. Although most rumors are harmless, some are not, and sometimes can seriously disrupt the morale and efficiency of an organization. Why do persons spread rumors? In a lot of cases, they sound good and are what a person wants to believe. One important point to remember, innocent persons are often used to support a subversion program without even being aware they could undermine our national defense. Before you pass on a rumor, think about it. Is it logical, does it make sense? Ask questions, check the source. In many cases you can get a straight answer from your supervisor. Here is one rumor you can believe, "a certain employee on the 10th floor has invented a jet propelled shoe."

Signal Security. The telephone is not a secure means of communication for discussion of classified material. Consider the text of each conversation and keep in mind that many individual unclassified items can be correlated to reveal classified material. Always insist upon the identity of the caller and agency. When in doubt about releasing information over the telephone, check with your supervisor.

ACCIDENT SUMMARY
January 1978

VEHICLE ACCIDENTS - JANUARY 1978 - one

A Government driver was proceeding slowly on a state route (approx. 5 mph) due to a striking farmers demonstration. As he approached the left turn lane at the entrance to the spillway access area, he turned on his signal for a left turn. While making the turn he heard the squall of tires to his left. He looked to his left just as the city police car struck the government vehicle near the left rear wheel. The police car was in the wrong traffic lane when the accident occurred. The force of the impact turned the Government vehicle on its side. The police car was allegedly responding to a "call" which accounts for him proceeding east in the west bound lane. There were no injuries - damage \$1,500 to government car.

Total experience for CY 1977: 8

PERSONAL INJURIES - CONTRACTOR EMPLOYEES - January 1978 - None

Total experience for CY 1977: 2

PERSONAL INJURIES - GOVERNMENT EMPLOYEES - January 1978 - None

Total experience for CY 1977: 11

RECAP

Vehicle Accidents: CY 76 - 5 Accidents - Accident Rate: 1.77 (3 OD; 2 ED)
CY 77 - 8 Accidents - Accident Rate: 3.05 (3 ED; 3 OD; 1 CD; 1RE)

Government Manhours: 1,921,852 - CY 76 - 11 Accidents - Freq. Rate: 1.44; Sev. Rate: 17
1,934,119 - CY 77 - 11 Accidents - Freq. Rate: 1.12; Sev. Rate: 23

Contractor Manhours: 1,286,700 - CY 76 - 3 Accidents - Freq. Rate: .46; Sev. Rate: 28
785,768 - CY 77 - 2 Accidents - Freq. Rate: .50; Sev. Rate: 1



FOR THE DISTRICT ENGINEER:

George A. Anderson
GEORGE A. ANDERSON
Personnel Officer

UNOFFICIAL

1977 Kawasaki LTD 1,000, midnight blue, 3,000 miles, oil cooler. Price \$3,000.
Contact Rose Station, 3926.

1967 Chrysler Newport, new tires, battery, brakes, etc. Good cheap
transportation! \$300 (I have one too many cars.) Contact B. Moore, 2826
or 842-1264.

THE C. W. CLUB

The Civilian Welfare Council has established "The C. W. Club" which will be a monthly activity limited to only Corps employees. The main objective of this club is to provide additional financial resources in order that your Welfare Council can do more for you.

The club will operate permanently with a monthly drawing on the 1st Tuesday of each month and membership being available on either a monthly or annual basis.

Further information can be obtained by contacting any of your Civilian Welfare Council members.

THE "C. W. CLUB" WINNERS FOR THE MONTH OF JANUARY ARE:

Ken Koller	ED-Z
Debbie Kuhlmann	AS-RD
Carl Wettig	ED-DE

Transactions/services of the GATEWAY FEDERAL EMPLOYEES CREDIT UNION are available each Friday from 10:30 til 11:30 or 12:00 in Room 945A.



LAST MINUTE INFORMATION:

Pay periods in 1978

Our leave year in 1978 will consist of 27 pay periods in lieu of the usual 26. Employees should be aware of this for scheduling purposes to avoid possible forfeiture of annual leave.

The occurrence of 27 pay periods may also affect employee commitments to allot a particular amount of pay for the year for a given purpose. Two examples include donations to the Combined Federal Campaign or dues for professional organizations. Regulations provide for allotments to begin with the first pay period in the calendar year and end with the last pay period beginning in that year. To preclude employee complaints of over deductions against total annual commitments, employees involved will be afforded the opportunity to adjust their total annual commitments, to adjust their biweekly deductions or to terminate their deductions upon completion of the 26th pay period. This can be accomplished by submission of a memorandum to Tech. Services (PB-S).