



**United States Army  
Corps of Engineers**

*... Serving the Army  
... Serving the Nation*

## **St. Louis District**

# **Information Bulletin**

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

**VOL 17 NO 1**

**OFFICIAL**

**JANUARY 1980**

### **DISTRICT DOINGS**

Another decade and another post-holiday period to make your resolutions for the New Year and the new 80s. The holidays usually see a slow up in talks and programs, this year was no exception. There were some great times though, and one of the best was the Corps Dinner Dance where we elected Dixie Pickett as our 1980 Engineer Queen.

As we start into the new year, one very special note . . . when we go about our daily business we see, on occasion some signs and notes talking about new births, retirements, notes from transferred District personnel etc. This column is the place for a lot of news that needs to be told. So before you tack the sign up telling about Mr. and Mrs. Corps Employee's new son or daughter . . . send it on down to Public Affairs. Then we can really have a column which shows what is Doing in the District.

Around the lakes . . . Shelbyville's Al Lookofsky presented a talk about Park Maintenance to 45 students at Eastern Illinois University. Down at Carlyle, Stan Metzgar talked to 40 Breeze, Illinois High Schoolers about Wildlife Management.

Lock and Dam #26 replacement captured the big news in the closing month of '79 (note the update article elsewhere in this issue), and Bill Sutton was called upon to talk about the project over radio station WLCA at Godfrey, Illinois. Newly appointed Resident Engineer Major Ruiz is set to make a talk show at WOKZ radio in Alton.

Colonel Dacey was asked to journey to the meeting of SAME at Fort Leonard Wood where he presented an Overview of the District and its work to the Post Meeting there. Colonel Dacey also spoke to the AGC of Missouri meeting.

Lt. Colonel Wilkes journeyed up to Champaign-Urbana to talk to the annual meeting of the Illinois Grain Dealers meeting telling them about the inland waterway and Lock and Dam #26 progress.

Hank Martin told the Flood Plain Management and Mitigation Conference about State and Federal programs for technical assistance and funding. Terry Norris gave his archeological program before the League of Women Voters meeting.

In a special ceremony, just before Christmas, Colonel Dacey presented the Dept. of the Army "Outstanding Civilian Service Medal" to long-time Corps booster, and water and wildlife conservation leader, George Carson. George is the retired Outdoor Editor and Public Relations Director of the Globe-Democrat.

With things getting back to normal, the calendar for the next few months is a heavy one. The lake folks have been out satisfying the sportsmen with some super exhibits at the Chicago Boat Show and the St. Louis All Sports Show. Those cabin-bound boaters, fishermen and campers are really eager to get with the scene at the lakes come spring. We note that while attendance at the lakes was off 13% last year, probably due to high water and gasoline problems, the camping fees show a 16% increase. Fewer people staying and camping longer. This should prove the benefits of our lakes in close proximity to urban areas like St. Louis.



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**OUTSTANDING PERFORMANCE RATING/  
QUALITY INCREASE:**

Peggy J. Stelzer, DC-F  
Louis J. Chiodini, Jr., ED-BN  
Roger J. Hoell, ED-DA  
Thomas F. Wolff, ED-FS  
Katherine R. Greer, PB-R

**SUSTAINED SUPERIOR PERFORMANCE AWARD/  
OUTSTANDING PERFORMANCE RATING:**

Antoinette T. Mueller, ED-DS

**SUSTAINED SUPERIOR PERFORMANCE AWARD:**

James L. Butery, ED-HR

**OUTSTANDING PERFORMANCE RATING:**

Joan C. Schmidt, PB-S  
Oliver A. Helbig, Jr., ED-DB  
David E. Leake, ED-BC  
Donald W. Laraway, RO-C  
Edward C. Demsky, ED-FS  
William R. Richardson, PB-T  
Joseph M. Strinni, PB-M  
Margaret D. Hurst, PB  
David J. Harley, PB-P  
Farrell E. Burnett, Jr., RO-C  
Joan F. Schick, SD-C  
Lee R. Dellenbaugh, ED-DG  
Richard F. Astrack, ED-BP  
Charles K. Grojean, Jr., PO-K  
Carl E. Myers, ED-S

**PROMOTIONS:**

Robert L. Johnson, ED-DG,  
Civil Engineer, GS 0810-12

Michael R. Rector, ED-DG,  
Civil Engineer, GS 0810-12

Anthony F. Giardina, ED-BR,  
Outdoor Recreation Planner,  
GS 0023-12

Clifford A. Mahin, ED-DB,  
Environmental Engineer, GS 0819-12

Richard E. Cline, RO-C,  
Construction Representative,  
GS 0809-08

Rose M. Staton, SD-C,  
Procurement Assistant, GS 1106-06

Geraldine I. Bambrick, DC-B,  
Clerk Typist, GS 0322-04

Robert L. Dye, Dredge POTTER,  
Chief Engineer, WS 5914-16

Jack D. McLard, MV Crane,  
Deckhand Leader, WL 5906-06

Paul E. Roberts, ED-DM,  
Electrical Engineering Technician,  
GS 0802-02

Carol J. Tankersley, SD-C,  
Procurement Assistant, GS 1106-06

Joan C. Schmidt, PB-S,  
Supervisory Personnel Management  
Specialist, GS 0201-11

**SUGGESTIONS:**

★ Kenneth B. Christmas, RO-F, received a \$50 cash award for recommending a caution be added to Insurance Certificates on construction contracts. The suggestion was implemented 22 October 1979 and results in tangible benefits of \$500.

Benedict F. Venturella, Jr. and Ronald W. Messerli, both of OD collaborated to suggest that Acting Branch Chiefs be offered a current list of management and supervisory courses. This suggestion was implemented 1 September 1979, resulting in intangible benefits. They share a \$25 cash award.

George A. Anderson, PB, received a \$25 cash award for recommending a revision to ER 1-1-24, Information Program for the Engineers Family. The revision makes the regulation voluntary for retired Corps employees, relieving the District Office of trying to keep a current mailing list of retirees. This suggestion results in intangible benefits and was implemented 21 September 1979.

## GOOD NEWS from higher up!

★ Nelson W. Maxwell, RO-C, has been granted a cash award of \$140 for an adopted suggestion that recommended an improvement in the routing of as-built shop drawings, eliminating processing by Construction Division. This suggestion was implemented 13 November 1979 and results in tangible benefits of \$1,716.00

Billie W. Sanna, L&D #26 is recommended to receive a cash award of \$35 for her suggestion to lay a six-foot wide sidewalk from the park access road to the observation platform at Lock and Dam No. 26. This suggestion was implemented 8 November 1979 and results in intangible benefits.

★ Paul R. Lingle, OD-RR, will receive a \$25 cash award for his suggestion that recommended hand dryers be sealed with strip caulk reducing electrical part corrosion due to moisture and decreasing possible electrical shock to users. The suggestion was implemented FY79 at Rend Lake but will be implemented at other projects resulting in tangible benefits of \$250.

Virginia L. Mueller, SD-P will receive a \$25 cash award for an adopted suggestion that recommended a change to Appendix A, Experience Record, Invitation for Bid Forms processed by the Procurement Branch. This suggestion was implemented 30 November 1979, resulting in intangible benefits with moderate potential value.

Curtis Webster, AS-M(MR) will receive a \$25 cash award for his suggestion recommending District employees check for proper address when preparing labels for United Parcel Service. This suggestion was implemented by advertising in the November Information Bulletin and results in intangible benefits.

Claude N. Strauser, ED-H, will receive a cash award of \$25 for his adopted suggestion recommending Bulk Mail Delivery to the Waterways Experiment Station in Vicksburg. This, also was implemented by advertising in the November Information Bulletin and results in intangible benefits.

★ Indicates Suggestion **SUPERSTARS** — those suggestors whose ideas paid off in tangible benefits!

The Division Engineer has determined that the cash values noted in Table 5-1 of AR 672-20 are no longer equitable for Sustained Superior Performance Awards (SSPA). New, increased cash values are as follows:

### GS Employees

### AWARD

GS-1 through GS-2, Step 4	\$150
GS-2, Steps 5-10	265
GS-3	295
GS-4	335
GS-5	375
GS-6	415
GS-7	460
GS-8	510
GS-9	565
GS-10	625
GS-11	685
GS-12	820
GS-13	975
GS-14	1155
GS-15	1360

## WAGE GRADE EMPLOYEES

A formula has been devised to determine the cash award for SSPA's to wage grade employees. Hourly rate, times 2080 hrs to determine yearly salary, times 4%. This equates to considerably more than cash awards given in the past.

## EMPLOYEES — KEEP UP THE GOOD WORK!

## EXCESS SUPPLIES

Why not start your spring cleaning early! Excess supplies may be returned to Room 937 at anytime. Why should you store what others could use?

## COUNCIL CORNER

## SAY "GOODBYE" TO THE SERIES E SAVINGS BOND!

The Civilian Welfare Council is pleased to announce the results of the 2nd Christmas Decoration Contest.

Twenty one displays were judged in two different categories, Individual Offices and Hallway Displays. The winners in each category are as follows:

Individual Offices: 1- Room 941, AS  
2- Room 934, AS-W  
3- Room 951, PB-R

Honorable Mention - Room 1020, OD-B (Door)

Hallway Displays: 1 - 9th Floor  
2 - 8th Floor  
3 - 10th Floor (OD area)

The Council would also like to announce the results of their recent election. By vote of District Office personnel, the new members are:

Gene Degenhardt, ED-BP  
Brenda Fisher, AS-W

These members will join Barb Jarman, SD-P, Steve Kilgore, DC-FR, and Ricky Kemp, Service Base. The officers for the next year have been elected with Barb Jarman the Chairman and Brenda Fisher the Recorder.

Orders are now being placed for the Corps of Engineers belt buckles. If you ordered a buckle or would like to do so, please contact Mary Maddock, ext. 5703, or forward cash or check in the amount of \$7.50 to Mary Maddock, OD-F. Checks should be made payable to the Civilian Welfare Fund. We have been informed that additional orders may be submitted at the \$7.50 price for 30 days after the initial order. After 30 days, the price will again be \$8.50. A sample of the St. Louis District belt buckle is available for inspection in Room 1036.

### TIME LIMIT ON COPY MACHINE - ROOM 943

As a result of suggestion adoption, the following control is being placed on the Kodak 150R in Room 943:

A five minute time limit is being established for normal day-to-day usage. For any job requiring special attention, contact LMSAS-M, extension 25072, or LMSAS-R, extension 25069. Your job will require longer than a minute, contact Ruth Ziden at 5074. Do not use the machine during non-busy hours.

Payroll deductions for and issuance of Series E Bonds will continue through the pay period ending 22 March 1980. After that, allotments for the purchase of Series E Bonds will be automatically converted to the purchase of the new Series EE Bonds. Conversion will be accomplished without any action by individuals currently participating in the program, on the pay period ending 5 April 1980 unless the allotment is discontinued.

Aside from the series change, the \$25.00 bond has slid gracefully into oblivion. The \$50.00 bond in the EE series is now the smallest denomination available. Purchase price is one-half the maturity value. The interest rate is increased from 6.5% to 7% when held for the full eleven years to maturity. The present E Bonds which have not matured and U.S. Savings Notes (Freedom Shares) will also receive the increased interest rate if held for eleven years from the date of the first semi-annual interest period that begins on or after 1 January 1980. Bonds and notes redeemed earlier will **not** receive the 7% interest rate.

Civilian employees not currently purchasing Savings Bonds by payroll deduction may do so by completing the present form in usage, DA 1727. After 1 March 1980, form SF 1192 (Authorization for Purchase and Request for Change - U.S. Series EE Bonds) will be used to authorize payroll deductions for bond purchases.

The Payroll Savings Plan for purchasing U.S. Savings Bond is an easy and convenient way to save as well as a way to show support for our country in the effort to win the Energy Crisis. **SUBSCRIBE TO THE PAYROLL SAVINGS PLAN FOR SERIES EE BONDS!!!!**

### "DON'T THROW THAT HANDOUT AWAY"

As a result of suggestion adoption, employees are encouraged to save their printed handouts, unused copies, and other such items normally thrown away. The back side of this material can be used to make scratch pads. As paper resources are becoming scarce, this will help reduce the amount of paper consumed on an annual basis. Each office should secure a cardboard box to gather this used material. When box is filled, call LMSAS-RA, extension 25869 for pickup. The paper will be made into pads and stocked in the supply room for use.

As a result of suggestion adoption, employees are encouraged to save their printed handouts, unused copies, and other such items normally thrown away. The back side of this material can be used to make scratch pads. As paper resources are becoming scarce, this will help reduce the amount of paper consumed on an annual basis. Each office should secure a cardboard box to gather this used material. When box is filled, call LMSAS-RA, extension 25869 for pickup. The paper will be made into pads and stocked in the supply room for use.

## COPY MACHINE MANAGEMENT

### It's that time of year again – Income Tax, that is!

Employees are reminded that making copies of personal papers on District copy machines is prohibited – as U. S. taxpayers, let's not cause our Federal taxes to increase any more. The U. S. Postal Service has a copy machine available to make copies at a minimal cost. Let's also consider good management practices when using our copy machines:

- a. Don't reproduce blank forms and publications.
- b. Don't reproduce copyright material unless you have the permission of the author.
- c. Don't reproduce classified material.
- d. Minimize the number of copies. Don't make five when only two are needed.
- e. Consolidate copy requirements into three or four trips per day, thereby reducing the number of trips and walking and waiting time.
- f. Supervisors should encourage lower graded employees to perform their copying needs, and designate no more than two or three individuals from each office.

## ASVAB

College Age? If someone in your family, a relative or a friend of college age, they may want to know about ASVAB.

ASVAB is the acronym for Armed Services Vocational Aptitude Battery. It consists of twelve subtests and requires about three hours to administer. ASVAB is a Department of Defense test used by all the services. Over one million students in some 16,000 high schools across the country take the ASVAB each year to find out more about themselves and where their career paths could lead. Scores on the test point to specific areas of training in Army technical schools where success is most likely. Taking the test does not obligate the participant to the Army in any way. And it's free. Encourage your students to take advantage of this unique aptitude testing opportunity. Ask your Army Representative how you can have ASVAB given in your school.

## KIND WORDS

Earlier this month, the Army Chief of Staff, General Edward Meyer, was briefed by the Chief on the Corps' mission and activities. In the course of conversation, General Meyer made the following statement:

"You are a critical part of the Army. You have an aura of winning about you. Just keep it up. I have to drag everybody else into the same winner's circle."

This statement shows the high esteem in which the Corps is held by the Army leadership, and is due to the hard work, professional competence, and dedication of Corps employees.

## MEANEST THIEF IN TOWN

Phil in the 10th floor canteen has requested that whenever possible customers bring him \$1.00 bills only. It appears that some people have been known to pass off \$1.00 bills as \$5's or \$10's. Although he has a machine which is capable of reading the denomination of paper money, it would be easier all around if we could arrange to have \$1.00 bills when making a purchase.

There is a change machine on the 17th floor.

## SAFETY TIP

All employees should use caution when opening doors. A small amount of care could possibly prevent injury to yourself or a fellow employee.

PLEASE KEEP THE DOORS TO THE STAIRWELLS CLOSED AT ALL TIMES. SHOULD A FIRE OCCUR THESE CLOSED DOORS STOP THE SPREAD OF SMOKE AND FIRE.

## HOT CARS

A reminder to all persons driving late model cars. Vehicles equipped with catalytic converters become fire hazards when parked over flammable materials such as piles of autumn leaves. The converters can reach temperatures of 1600 degrees and can retain their heat long after engines have been turned off. Park with caution.

# Hydar's Happenings

## **WHAT'S IN A NAME. MAYBE YOU WOULD LIKE TO CHANGE YOUR NAME. Read on.**

The song "Good Morning To You" was published in 1893. It was not a big hit. After changing two words in the title it became one of the most sung songs in the world. Even small children who cannot read sing this song now. It is called "Happy Birthday To You."

In 1917 Irvin Berlin published a song called "As Thousands Cheer" without any success. Changed the title a total of six times before it became a famous song. It is a well known song titled "The Easter Parade."

The late Arlington Spangler Braugh did not become popular until he changed his name. He was an unknown until he changed his name to Robert Taylor. He became a popular movie star sought by all the leading ladies.

As Cassius Clay he was only the Heavyweight Boxing Champion of the world but when he changed his name to Muhammed Ali he became the "Greatest."

Ayotallah means "Reflection of God."

Did you know an average person sneezes approximately 43,726 times during a life span?

*"The challenge and the opportunity of rediscovering America is to build . . . a country characterized by less indifference and more involvement, by less hostility and more friendliness, by less fear and more confidence, by less self-interest and more altruism, by less haste and more courtesy, by less tension and more serenity, by less pettiness and more greatness, by less skepticism and more faith."*

— Rep. Douglas Barnard  
of Georgia

## **EEO CORNERSTONE**

### **HIRING THE HANDICAPPED**

**REQUIREMENTS:** Section 501 of the Rehabilitation Act requires each department and agency of the Executive Branch of the Federal Government to have an affirmative action plan in preparing, placement, and examination of handicapped individuals. The Non-Discrimination Provision of the Rehabilitation Act applied to Federal employers as well as the specific affirmative action requirements of Section 501.

**ENFORCEMENT:** Enforcement of Section 501 is assured through agency affirmative action efforts by the Interagency Committee on Handicapped Employees and consultation with the Office of Personnel Management. The Non-Discrimination Provisions are enforced through a complete process which is initiated within each specific agency and which proceeds, if necessary, to the EEOC, before court action would be taken.

## TYPES OF REASONABLE ACCOMMODATION:

**ADAPTING JOBS:** Job adaptation is one of the most common forms of reasonable accommodation you can make. It is simply the process of identifying those factors which make a job incompatible with the handicapped and, if possible, eliminating them so that the capabilities of the person can be used to the best advantage. Job modification does not alter the function of the work. It involves many changes which enable a handicapped person to effectively perform these essential functions.

**MODIFYING WORKSITES, SCHEDULES AND EQUIPMENT:** In some instances slight changes in a work situation can enable a position to be filled by a handicapped person.

**ELIMINATING ARCHITECTURAL BARRIERS:** Physical barriers that are the major obstacles in the employment of handicapped persons include those impeding accessibility to the worksite, eating and restaurant facilities, and those hindering the handicapped person's ability to function effectively and safely in the work environment. In many instances, identifying the obstacle is the hardest part of the problem. Often the modification itself is minor and can be done fairly easily.

## ANNOUNCEMENT

### The Marriage of WP and Typesetting

A Wang typesetter, compatible with our Wang Word processing equipment, is now installed in AS-R. Documents can now be typeset easily — both new documents or any documents you presently have on storage with word processing.

A variety of typestyles and sizes is available. A choice of 39 different typefaces/styles is available, including bold, italic, and script styles. Type sizes range from 6 points (1/24") to 54 points (3/4"). A maximum line length of approximately 7 1/2" is available, but by varying sizes and spacing, a normally typed 14" line can be accommodated into a 7" line. Typesetting can also reduce the overall volume of a document by 30-50%. Production costs and turn-around time can be significantly reduced, too. Flyers, brochures, price lists, reports, etc., can now be typeset, giving them a more professional appearance which creates a better impression and is clearer and easier to read.

WANT TO FIND OUT MORE ABOUT THIS MARRIAGE OF WP AND TYPESETTING? SEE GEORGE IN AS-R OR YOUR WP SUPERVISOR. YOU'LL ENJOY THE HONEYMOON AS MUCH AS WE ARE.

Included in this announcement you will notice different type faces that are available plus a few others. Hoping some of these type faces will catch your eye and you will want to use them.

### WALK UP ONE — WALK DOWN TWO

In the interest of energy conservation, it has been suggested that whenever possible, personnel use the stairs rather than the elevators. When doing so, remember **SAFETY FIRST!**

### HOTEL/MOTEL INFORMATION

Traveling an area new to you? Looking for accommodations which have Government rates for persons traveling on official business? Books with such information are available for you to use in Room 942.

### REMINDER

Standards of Conduct Review, AR 600-50, to be conducted semi-annually.

## **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 child support and alimony), 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 would 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 new, 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 credit purchases when necessary. Anyone wishing to take advantage of this service may call 421-3190 for more information.

## **FILES MAINTENANCE PROCEDURES**

Clerical/administrative personnel are reminded that use of paper spaced prong fasteners (ACCO) should be limited to those instances when the thickness of file material precludes the use of wire staples; when a specific arrangement of a file must be preserved; when a file containing several separate but related actions is frequently used outside the immediate file area; or when a file is loaned outside the file area. Compressers which fit on top of the fasteners should be used only when absolutely necessary; prongs bent outward usually hold the papers together sufficiently. However, prongs do have sharp edges and their use should be carefully screened. Straight pins and paper clips should not be used for fastening papers in a file folder but paper clips may be used in suspense files. Staples should be used to fasten papers together in any file folder whenever possible.

## **LOCKS #26 (Replacement) PROJECT**

In order to keep you up to date on the important project of the replacement of Lock & Dam #26, here are a few pertinent facts: Two construction contracts, the Illinois bank grading and the first stage cofferdam, are scheduled for initiation in 1979. The Illinois bank grading contract will consist of cutting back the Illinois bank and placing stone protection on it. This contract was awarded on 25 October 1979, to Bernard McMenamy Contractor Inc. of St. Charles, Missouri, for \$7,275,878. Notice to proceed was issued on 9 November 1979, and the contractor has begun work in the field. The first stage cofferdam will be constructed to allow the dam to be constructed in the dry. Bids were opened on 20 November 1979. The apparent low bid was \$41,718,641 submitted by J. S. Alberici Construction Company, Inc. and Luhr Brothers, Inc. The cofferdam will take approximately 1½ years to complete.

The total estimated project cost is \$530,090,000 (October 1979 price level). The project is expected to take 10 years to construct, but the lock could be put into operation after eight years. All permits have been received for initiation of construction.

# SECURITY

1. **OPERATION SECURITY.** A recent message received from DAEN-PM indicated concern over the disclosure of sensitive information through unclassified forms of communication. Sensitive information refers not only to information classified for reasons of national security, but also includes the entire spectrum of unclassified information concerning economic policies, resource application, production capabilities and other similar categories. The greatest source to a hostile intelligence organization is the widespread transmission of information in plain language unclassified communications. The telephone is a prime source. More classified and sensitive information is given out on the telephone, free for the asking, than by any other means. Hardly anyone would believe a combination to a safe containing **TOP SECRET** information would be given over a telephone, yet it has happened several times. One cannot imagine how much sensitive unclassified information is given out over the telephone without ever verifying the identity of the caller. If a request for information is received by telephone in which there is doubt, ask for the telephone number of the caller and advise you will call back. The supervisor should be advised who, in turn, should decide if the information is releasable.

Perhaps the prime source of information for hostile intelligence is personnel discussing information outside their job areas, especially in bars, restaurants, and yes, even with husbands, wives, and relatives. Sensitive information gained through your job is best left at the office. Information given in confidence should remain in confidence.

We all know classified material is maintained in a safe. Although there is no requirement for unclassified material to be maintained in a safe, sensitive unclassified material should be maintained in a locked cabinet or, as a last resort, a locked desk, if there is access to an office after normal duty hours. During normal duty hours, sensitive unclassified information should not be left unattended in offices. All supervisors and personnel handling **FOR OFFICIAL USE ONLY (FOUO)** material should be familiar with AR 340-16.

2. **SAFEGUARDING GOVERNMENT PROPERTY.** With the start of the new year, a concentrated effort should be made by all District employees to reduce the loss of Government property. This can best be accomplished by adhering to basic security procedures. Here are a few to remember:

a. During normal duty hours, offices containing highly pilferable serial numbered items of Government property should not be left unattended. An unattended office is an invitation to theft.

b. After normal duty hours, all highly pilferable serial numbered items of Government property should be secured under lock and key. Good key control is a must, as it does no good to secure Government property in locked cabinets and leave the keys in an unlocked desk.

c. Offices should make periodic inventory of highly pilferable serial numbered Government property. Don't depend on the yearly inventory to account for it.

d. At the close of the day, a responsible person should make a check to ensure that all pilferable Government property is secured. Office door should be locked when the last person leaves the office.

e. Serial numbered Government property loaned between offices should be signed for, utilizing a hand receipt or ledger book.

f. Report all known thefts of Government property to the Security Officer. Replacing Government property is costly, and in the end, we all end up paying for it. Reporting a person known to be stealing Government property may mean getting involved, but, after all, if you work for an organization that pays your salary, you owe it some loyalty.

3. **SAFEGUARDING PRIVATE PROPERTY.** The theft of small items of private property at times continues to be a problem within the District Office. If you leave money or other valuable items in unlocked desks or about the office, you can expect them to be stolen. Recently, our Crime Prevention Pamphlet, DP 190-1-1, was distributed to all employees. It contains some excellent tips on safeguarding private property. Read it over a couple of times or, if you have lost or misplaced your copy, come to the Security Office and we will issue you another one.

## SECURITY (Continued)

4. **WHAT TO DO.** Locked your office and left the key inside? Arrived for work and forgot your key? Relax, help is on the way. Call any of the following:

- a. Security Office, 5812
- b. Emergency Operations Branch, 5684 (Hobie Harris)
- c. General Services Branch, 5656 (Mr. Kugler)

5. **SECURITY CLEARANCES.** All personnel with Security Clearances are reminded that when you receive ENG Form 3544, Personal Security Statement for annual signing, you are responsible for reading the required security regulations. DOD 5200-1-R is no longer required reading, as it has been incorporated into the new AR 380-5, recently distributed.

### ACCIDENT SUMMARY DECEMBER 1979

**VEHICLE ACCIDENTS DECEMBER 1979:** None

Total vehicle accidents for 1979: 9

Total vehicle experience for CY 1978: 8

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**PERSONAL INJURIES — CONTRACTOR EMPLOYEES — DECEMBER 1979:** One

1. A driller was drilling in the lower gallery when his water swivel hose wrapped around his quill rod causing the water swivel to come loose, striking him on the right hand, breaking a bone in both the ring and little fingers.

Total Accidents for 1979: 3

Total experience for CY 1978: One Fatality

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**PERSONAL INJURIES — GOVERNMENT EMPLOYEES — DECEMBER 1979:** Three

1. An employee was using an electric grinder in an enclosed area on a survey boat. The grinder caught, bound and kicked up, jamming his right thumb between the grinder and the hull of the boat

2. An employee was moving a display case with glass sliding doors, when one end of the case was raised, the doors closed on the employee's thumb. The thumb was severed between the tip and the first joint.

3. A broken spud cable was being replaced by the second mate, when a metal burr on the new cable punctured his left hand through his leather gloves. At the time of the injury the mate cleaned the injury and returned to work. Two days later infection set in and the injured party was taken to the hospital.

Total accidents for CY 1979: 8

Total experience for CY 1978: 3

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**LAKE FATALITIES FOR DECEMBER 1979: None**

Total lake fatalities for CY 1979: 7  
Carlyle Lake — 2  
Lake Shelbyville — 4  
Lock and Dam 25 — 1

Total lake fatalities for CY 1978: 6  
Carlyle Lake — 1  
Rend Lake — 2  
Lake Shelbyville — 3

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**YOU KNOW YOU'VE HAD  
A BAD DAY WHEN - - -**

**FOR THE DISTRICT ENGINEER:**



**MELVIN R. DOERNHOEFER**  
Acting Public Affairs Officer

You want to put on clothes you wore to the party last night and there aren't any

You turn on the morning news and they're displaying emergency routes out of your city

Your wife runs off with your clone

The sun comes up in the west

Your boss tells you not to bother to take off your coat

You jump out of bed in the morning and miss the floor

The bird singing outside your bedroom window is a buzzard

You wake up and your braces are locked together

Your horn goes off accidentally and gets stuck when you are following a group of Hell's Angels on the expressway

You put both contact lenses in the same eye

Your pet rock snaps at you

(MORE NEXT MONTH)

**UNOFFICIAL**

WHETHER TRAVELING NEAR OR FAR, FASTEN YOUR SEAT BELT WHEN GOING BY CAR.

**NEW ARRIVAL**

Congratulations to Mary and David (ED-BC) Leake on the birth of their first child, a son, Brian David, who was born on November 15, 1979, weighing in at 8 lbs., 6 oz.