



**US Army Corps
of Engineers**
St. Louis District

Information Bulletin

VOL 18 NO 2

FEBRUARY 1981

True Love's the gift which God has given
To man alone beneath the heaven . . .

Sir Walter Scott



DISTRICT DOINGS

With barge tows bumping bottom and low water records being set down river, the month got off to a fast pace with the news media. The district's activities in maintaining the nine foot channel for the tows taking commodities to the deep water ports and then to world wide markets has been the main topic for January.

There will soon be a couple of new media for enhancing in-house communications, watch for the "Know Show" and the news phone. Now for the lake and field office scene. . . .

Carlyle Lake was the spot for a big "Outreach" program as Nancy Scharlemann, Marci Heil, Paul Molla and Chris Cascone put together a three part program on wildlife, conservation and Corps' careers and made the road show to 20 schools and over 3,000 Illinois students.

Larry Gutzler at Shelbyville held forth with a safety in snowmobiling class for some 20 of the rugged outdoor folks who follow this thriving sport.

At Rend Lake, Joan Guilfoyle-Basman, provided several programs for the folks in the lake area. She told some Benton Cub Scouts about bird habitat, and then at Mount Vernon she spoke to 30 members of the Optimists Club telling them about interpretive programs and what's new at Rend lake. Joan visited with the Franklin-Williamson Workshop members at the Visitors Center providing them with a special program, and finally talked to students at Wabash Valley College about non-game management and wolves. The same group was treated to an extensive program by Lowell Summers on the Lake Waterfowl Management Program.

At Clarence Cannon, Steve Austin and Cynthia Dierks journeyed down to Clarksville to participate in the "Eagle Days" program which attracted over 2,000

naturalists interested in the future of this emblematic bird. The session was jointly sponsored by Missouri Department of Conservation and the Springfield Zoo. Don Laraway spoke to a Hannibal high school class of 20 science students.

Around the District Office — Colonel Dacey spoke to AGC members on the District's construction program at their convention in Biloxi, and told the local St. Louis ASCE Chapter about the work at Lock and Dam #26 (R). Jim Petersen talked about the low water conditions over Channel 2, KTVI and Jim also journeyed to the 60th annual meeting of the Transportation Research Board to address that group on "Corps of Engineers navigation responsibilities." Low water also kept others busy responding to radio and TV interviews. Jim Butery and Mel Doernhoefer have been making some radio tapes with interested broadcast stations, and Channel 4-KMOX and Channel 5-KSDK made tapes on the Ste. Genevieve at the Service Base. Master Gerold Lix and Mel Doernhoefer provided interviews and a tour of the vessel for Channel 2 KTVI Reporter Lisa Brown.

Gary Webb spoke on L. & D. #26 replacement to a father & son banquet at the First Baptist Church in Jerseyville, Ill. Warren McCoy told a Highland, Ill. Lions Club about the work at #26, and Ken Koller talked to the First Capitol Kiwanis Club at St. Charles about the Progress on the Project.

The calendar is really shaping up for some busy months ahead in the communications program of the District. Our lakes are gearing up for a big season, and interest in the river and the locks is running high. Lake rangers staffed the District Booth at the St. Louis Sport Show and found a lot of interest in the Corps and their work. So we can expect a lot of talks, tours and special programs in the near future.

**I
A
C
PROMOTIONS:**

Dixie L. Pickett, PB-R,
Staffing Clerk Typing, GS-0203-04

Janet L. Wilhite, SD-C,
Contract Specialist, GS-1102-09

Pamela S. Mueller, RE,
Student Trainee Realty, GS-0099-05

Norma J. Moore, AS,
Lead Mail & File Clerk, GS-305-04

Oleva Robinson, PB-M,
Incentive Awards Clerk, GS-303-05

Patrick J. Conroy, ED-FS,
Civil Engineer, GS-0810-09

Edward M. Pucel, ED-HE,
Hydraulic Technician, GS-1316-09

Sherry L. Murphy, AS-WA,
Clerk Dictating Mach Trans,
GS-0316-04

Carol J. Tankersley, SD-C,
Procurement Assistant, GS-1106-07

Chester G. Perkins, OD,
Deckhand Leader, WL-5906-06

David McClelland, OD-NL,
Construction Insp Aid, GS-0809-03

Ida J. Morris, OD-NL,
Clerk Typist, GS-0322-03

Teresa L. Montgomery, OD-NL,
Clerk Typist, GS-0322-03

Cindy C. Prater, OD-NL,
Clerk Typist, GS-0322-03

Darrell W. Darst, CD-RO-C,
Construction Insp Aid, GS-0809-04

Tonette M. Long, OD-RJ,
Reservoir Clerk, GS-0303-04

Vincent A. Jokerst, OD-NC,
Marine Oiler, WG-5926-08

OUTSTANDING PERFORMANCE RATING:

Larry H. Green, CD-RO-C
Carl E. Myers, ED
Emmet W. Hahn Jr., ED-DC
John W. Dierker, ED-DC
John R. Hicks, CD
Billy R. Arthur, ED-H
Elton M. Heston, ED-DS
C.J. Hilton, CD
Illse B. Mick, OD-R
Chien (Nancy) Hsieh, ED-H

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

David E. Shaw, ED-DA
Oliver A. Helbig Jr., ED-DW
Benedict F. Venturella Jr., OD-E
Gaetano M. Miano, CD-I
Gary M. Jones, ED-DM
Michael L. Mertens, ED-DM
Ulas L. Wilson, AS-R
Milan W. Hornak, ED-DA

**OUTSTANDING PERFORMANCE RATING/
QUALITY STEP INCREASE:**

George A. Zraggen, AS-RD
Charles F. Hess, ED-B
John M. Cullen, ED-DM
Clifford A. Mahin, ED-DW
Bernard T. Hawickhorst, ED-B
Joseph P. Hartman, ED-DA
Elbert D. Haskett, ED-DA
James J. Dorsey, OD-PB

SUSTAINED SUPERIOR PERFORMANCE AWARD:

Janice L. Maxwell, OD

SUGGESTIONS:

William W. Jones, CD-RO-C \$25
Cynthia D. Bartling, SD-P, \$50
Thomas J. Farrell, OD-R, \$25
Jane E. Collins, BC, \$25
Kathleen A. Ebmeier, SD-C, \$12.50
Michael S. Moran, OC, \$25
Michael L. Mertens, ED-DM, \$50

SUGGESTIONS WITH TANGIBLE BENEFITS:

SOC

Edward P. Cronin, General Engineering Section, Design Branch, Engineering Division.

Mr. Cronin is granted an award of \$770.00 for an adopted suggestion that recommended the part of the spur dike that lies between the Spur Dike/Wise Road connection and the Spur Dike/Access Road connection be deleted from the Lock and Dam No. 26 (Replacement) Spur Dike and Access Road Contract. This suggestion was implemented September 1980 and results in estimated one-time tangible benefits of \$18,800.

When your students become full-time soldiers, they can remain part-time students, thanks to the Servicemen's Opportunity College Program (SOC). More than 400 two- and four-year colleges provide academic and vocational/technical courses that are taken during off-duty hours. As one of the mainstays of the Army's Continuing Education System, the SOC network of schools works on a national basis to provide advice, grant credits and accept transfers from one participating school to another. SOC also assures consistent standards for admission, residency, courses and fees. Credits earned count toward a degree. And, best of all, the Army will pay up to 75% of tuition for approved off-duty courses. All major Army installations are served by one or more SOC institutions. A soldier may be far from home and frequently on the move, but SOC remains consistent throughout the Army.

FROM CHECKS TO ???

Have you ever wondered what happens to government checks after they are cashed?

The Ohio River Division reports that the Treasury stashes them away for seven years. They are then recycled into toilet paper for federal restrooms throughout the country. They make 54 million rolls a year!

CORPS ADOPTS NEW PAY SCHEDULE

Corps of Engineers employees across the country should soon be receiving their cherished green paychecks earlier, thanks to new processing procedures of the civilian payroll office in Omaha, Nebraska.

Since the airline cutbacks and consolidations began posing reconnection problems for the U.S. Postal Service last winter, some employees of selected areas reported regular delays in the arrival of their checks.

When flight schedules were fuller and connections easier to make, most checks usually arrived at their destinations within the three-day maximum cross-country time claimed by the Postal Service. That meant that many arrived on Wednesdays, despite the official Thursday payday according to pay period ending dates.

Then, as now, each payroll cycle's checks are delivered to Omaha's central postal facility by noon Mondays, said a Postal Service representative. But past months have proven to be a different story.

Because of the poor economy and high fuel and operating costs, most air carriers have reduced their number of flights, and rescheduled others according to peak passenger demand times.

To allow for increasing transportation problems, the Corps has decided to move its entire paycheck processing schedule up by one day. Instead of Monday noon dispatches, the checks will be ready for mailing by late Fridays or early Saturdays, say officials.

In addition, the central office will soon pre-sort envelopes by zip codes to reduce postal costs and handling time, said Omaha District comptroller Jerry Gregor.

"We will continue to do our best to see that all employees get their checks on or before Thursdays, however, I have no control over when each check arrives, **EXCEPT if it comes by Direct Deposit (DDEFT),**" said Gregor.

SPOTLIGHT ON THE LIBRARY

SELECTED NEW BOOKS

- HF5549 What Every Supervisor Should Know: The Basics of Supervisory Management.
B52
- UG23 Those Army Engineers: A History of the Chicago District.
L37
- HF5548.2 Principles of Business Data Processing, with BASIC.
D582
- TK151 Standard Handbook for Electrical Engineers, 11th Edition, 1978.
S8
- HD9544 Keystone Coal Industry Manual, 1980.
U53
- HD8051 Occupational Outlook Handbook, 1980-81 Edition.
A62
- KF70 Document Drafting Handbook, Office of the Federal Register.
A2
- TC423 Analysis of the Historical Structures in the Cannon Reservoir Area,
H5 Northeast Missouri.
- HF5547 Executive's Guide to Office Space Planning.
H28
- TD796.7 Multidisciplinary Approach to Reclamation of Abandoned Refuse Sites.
Z38
- E59.A7 Guide to the Identification of Certain American Indian Projectile Points.
B41
- TD427.H4 Physical and Biological Effects on the Environment of Coaling Systems and
S33 Thermal Discharges from Nuclear Power Plants.
- NA9052 Trees in Urban Design.
A76
- TJ1635 Energy Conservation: Design Resource Handbook.
E518
- E185 Along the Color Line, Explorations in the Black Experience.
M39
- TC423.S2 Mussels (Naiades) of the Meramec River Basin.
B8
- E185.61 CORE; A Study in the Civil Rights Movement, 1942 - 1968.
M516

DON'T FORGET

Subscriptions. As much as possible, we try to place our periodical subscriptions on a calendar year basis in order to simplify our recording procedures. It is during the summer of each year then, that we either enter new subscriptions or renew old ones. For you, our users, this means that your requests for new subscriptions should come to us before the summer renewal date so we can insure that the first issue reaches you the following January. Exceptions, of course, can be made for urgent or special needs.

Paperbacks. As many of you know, we have a small paperback rack filled with light reading material for your enjoyment. This operates on a "take one — bring one" basis. So as the supply dwindles, we rely on you to replenish it. We do not purchase these paperbacks, but simply provide the service for you. The next time you think of discarding you old ones, **STOP!** Bring them in. We are always in need.

SECURITY FUNDAMENTALS

Classified information may be disclosed only to authorized individuals. Don't assume anything. Check identity, clearance and need-to-know before passing classified information to anyone. Each **TOP SECRET** document must be accompanied by a disclosure record which indicates every person who had access to the document.

Strict limit distribution of papers containing classified information. When in doubt, don't route. Avoid routine dissemination or reproduction of classified material.

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Classified information shall not be discussed on the telephone. Don't be fooled by telephone callers who drop names or otherwise try to impress you with "urgent needs." Private codes or "talking around" classified information doesn't really fool anyone and should be strictly avoided.

Notes, rough drafts, and informal working papers must be marked with the appropriate classification and afforded proper protection. Don't take classified notes at meetings unless you can properly mark and protect them afterwards.

Classified material must not be read or discussed in public places. It should not be left unattended even for a short time in automobiles, hotel rooms, private residences or public lockers. Only approved security containers are authorized for storage.

When working after hours, clerical and administrative support may not be available. Before you leave, ensure that all classified material is properly secured. Trash might be removed, examined or photographed. Insure that you properly dispose of all classified waste.

SCHOLARSHIP INFORMATION

- Eligibility:** Any Military Dependent. Sponsor may be on act... duty or retired.
- Qualification:** Presently enrolled or accepted in a degree or certificate program.
- Amount:** The exact amount of the Scholarship will remain undetermined until May 1, 1981, but it is estimated to be between \$300 and \$400.
- Limitations:** Funds will be used toward tools or books necessary for certificate/degree completion, or toward incidental fees connected with enrollment. Funds will be paid to the institution or facility supplying the student with the necessary aids. (Funds are not payable to the student directly).
- Selection:** Will be by an impartial committee of educators not directly connected with the Military Community. The Welfare Chairperson will Chair this committee, but will not take part in the selection process in order to avoid partiality. The identity of the Applicant will remain anonymous until after the committee has made their decision.
- Purpose:** To provide a supplemental source of funding to Military Dependent students in the hope that our financial help will assist the student to attain his or her goal in a degree or certificate program.
- Deadline:** May 1, 1981.
- Submit application to:**

ST. LOUIS MILITARY OFFICERS' WIVES' CLUB
c/o Mrs. Thomas H. Rutledge
2111 Apple Hill Lane
Des Peres, Missouri 63122

SANITARY ENGINEERS "THE CLEANEST OF ALL"

Borrowed from a recent issue of MIT's Technology Review are these comments by 8 to 10-year-olds on the subjects of engineers and technology:

- "There are many different kinds of engineers, like electrical, chemical, and even civilized engineers."
- The sanitary engineers are the cleanest of all engineers — or would like to be."
- One day I hope to be a famous engineer and do it in my city's outer skirts, because that's where all the action is, if you know what I mean."
- "Engineers really have to know what they are doing. They can't be nervous or nutty - their work is a serious business. One wrong move and it could mean phoof in the pipes."
- "A computer has five parts — input, output, and the rest is memory which I forgot."
- "The meaning of sextant is something I can't write about."
- "I want to be an engineer when I grow up. But if I have to be real good in math, don't count on me."

CHANGE OF ADDRESS

The District Office has received word that Southwestern Division is moving office locations effective 15 Feb 81. The new address is:

Division Engineer
Southwestern Division
U.S. Army Corps of Engineers
1114 Commerce Street
Dallas, Texas 75242

Truth is generally the best vindication against slander.

Let us have faith that right makes might, and in that faith let us to the end dare to do our duty as we understand it.

Abraham Lincoln



HYDAR'S HAPPENINGS

THE MONTHS: HOW NAMED?

Many know that January takes its name from the th two-headed god, Janus; but what about some of the other months of the year? February is from Februalia, the time for sacrificing to the gods. March was named for Mars, god of war. May comes from Maia, goddess of marriage, yet June, the month of brides, takes its name from Juno, another goddess.

Qunitilis, once the fifth month was changed to July to honor Julius Caesar. April comes from Aperire, to open, denoting the time the earth opened up with new fruit.

The sixth month of the Roman calendar was Sextillis, which became August.

When George Washington took office as President of the US, the total Federal employees numbered 350. Today there are over 2,000,000 Federal employees.

President Chester A. Arthur held a garage sale on the White House lawn. He sold 25 wagonloads of furniture. He received about \$8,000.

TRAINING ACCOMPLISHMENTS

In an effort to give employees an understanding of the amount of training accomplished in the District, some interesting data has been compiled. While these figures cannot portray the entire picture on training, they do provide information to show that training is an expensive item — especially when viewed in retrospect. A single training request may not appear to be expensive; however, when all requests are totalled, a new picture appears.

Supervisors have the responsibility of determining the training needs of their employees and recommending the best source for the fewest dollars. "Fewest" dollars should not be construed to mean that a more expensive course is ruled out. **Quality** and **value** of the course, based upon the determined need, should be the first consideration. The employee's responsibility begins with his/her attendance at the course, and making every effort to get as much from the course as possible.

The following figures show totals for all of FY 80 as well as data on the 1st Qtr. FY 81:

FISCAL YEAR 1980 — Number of Employees Trained:

By Grades:

GS-1 thru GS-6	150
GS-7 thru GS-11	241
GS-12 and above	140
Wage Grade	34
Total	565*

Training Dollars Expended:

Tuition, Fees	\$182,025
Per Diem, Travel	133,951
Total	\$315,976**

*Includes separate instances of training of **8 hours or more.**

Excludes individuals taking night school classes.

****Excludes** night school course tuitions.

FISCAL YEAR 1981 — (1ST QTR)

Number of Employees Trained:

By Grades:

GS-1 thru GS-6	36
GS-7 thru GS-11	96
GS-12 and above	46
Wage Grade	7
SubTotal	185
Night School Attendees	54
Total	239

Training Dollars Expended:

Tuition, Fees	\$ 61,552
Per Diem, Travel	48,703
SubTotal	\$110,255
Night School Tuition	9,071
Total	\$119,326

EEO CORNERSTONE

GLOSSARY OF TERMS

Transfer. Movement from one position or function to another.

Transition year. A developmental year designed to introduce federal agencies to a systematic approach to affirmative action planning which will lead to multiyear affirmative action planning.

Underutilization. Employment of members of a race, ethnic, or sex group in a job or job group at a rate below their availability. The concept of underutilization includes any numerical disparity, and is not limited by the 80% rule applicable to concepts such as adverse impact.

Uniform Guidelines on Employee Selection Procedures (UGESP). Guidelines which set forth standards and procedures to be used by public and private sector employers in analyzing selection procedures.

Vacancy projections. Annual estimates of unencumbered authorized positions that will occur within an agency during a fiscal year.

Validation in accordance with regulations entitled Uniform Testing and Selection Guidelines. The process used to establish that an employee selection device such as a test or an education requirement is an unbiased predictor of performance on the job.

Veteran of the Vietnam era. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975; and who was so discharged or released within 48 months preceding an alleged violation of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the affirmative action clause, or the regulations issued pursuant to the Act.

White, not of Hispanic origin. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East who is not of Hispanic origin.

Willful violation. An act committed by an employer who could be expected to know its consequences, or failure to act where a reasonable person would be expected to understand the result of such failure (for example, perpetuation of the effects of past discrimination by failure to change a seniority system).

Work force profile. An analysis of the agency work force showing the dispersion of race, national origin groups, by sex within specified employment categories.

REQUEST FOR VISITS BY FOREIGN NATIONALS

OCE advises that there has been an increase in requests for foreign visits which are initiated and sponsored by CE field activities. As a reminder, formal invitations will not be extended to the visitor prior to approval by the Office, Chief of Engineers which includes coordination with the Office, Assistant Chief of Staff for Intelligence, DA. All visit requests must be submitted a minimum of 30 days in advance of the requested visit. Exceptions to the 30 day period are granted in particular instances, but only after adequate justification has been provided. ER 380-1-12, 15 Apr 80, "Foreign Visitor and Release of US Army Corps of Engineers Information to Foreign Nationals" provides DA/OCE policy and must be followed.

SECURITY CLEARANCES

ENG Form 3544, Personal Security Statement has been revised and now includes AR 530-1, Operation Security as required reading. DP 380-1-3, Subversion and Espionage Directed Against the United States Army (SAEDA) is also a required reading. All personnel granted a security clearance after reading the required regulations must sign and date ENG Form 3544, and thereafter annually.

BLOOD ALCOHOL CONTENT (BAC)

THE THREE FACTORS THAT DETERMINE YOUR BAC

Determining your blood alcohol concentration involves three factors: body weight, type and number of drinks consumed, and time elapsed since the first drink.

Body weight is a consideration because a heavier person has more blood than a light person. The same amount of alcohol will cause a higher BAC in the light person because it is mixing with a smaller quantity of blood.

Conventional servings of alcoholic beverages contain roughly the same amount of ethyl alcohol. A 12-ounce serving of beer, a four-ounce glass of wine and a one-ounce shot of whisky effect a drinker in a similar manner. Keep in mind, however, that mixed drinks, such as a martini or Manhattan may contain more alcohol than unmixed beverages.

Though you can quickly add alcohol to your body, your body cannot quickly rid itself of that alcohol. Remember that it takes your body approximately one hour to eliminate the alcohol in only one drink of liquor, beer or wine — and that rate cannot be slowed or hurried.

EFFECTS OF BAC LEVEL ON BEHAVIOR AND DRIVING ABILITY					
NUMBER OF BEERS OR ONE OUNCE SERVINGS OF LIQUOR	1	2-3	5-6	7-8	15-20
BAC (PERCENT)	.02	.05	.10	.15	.40
EFFECTS ON FEELING AND BEHAVIOR	Absence of observable effects. Mild alteration of feelings, slight intensification of existing moods.	Feeling of relaxation. Mild sedation. Exaggeration of emotion and behavior. Slight impairment of motor skills. Increase in reaction time.	Difficulty performing gross motor skills. Uncoordinated behavior. Definite impairment of mental abilities, judgment and memory.	Major impairment of all physical and mental functions. Irresponsible behavior. Euphoria. Some difficulty standing, walking and talking.	At this point, most people have passed out.
EFFECTS ON DRIVING ABILITY	Mild changes. Most drivers seem a bit moody. Bad driving habits slightly pronounced.	Drivers take too long to decide and act. Motor skills (such as braking) are impaired. Reaction time is increased.	Judgment seriously affected. Physical and mental coordination impaired. Physical difficulty in driving a vehicle.	Distortion of all perception and judgment. Driving erratic. Driver in a daze.	Hopefully, driver passed out before trying to get into vehicle.

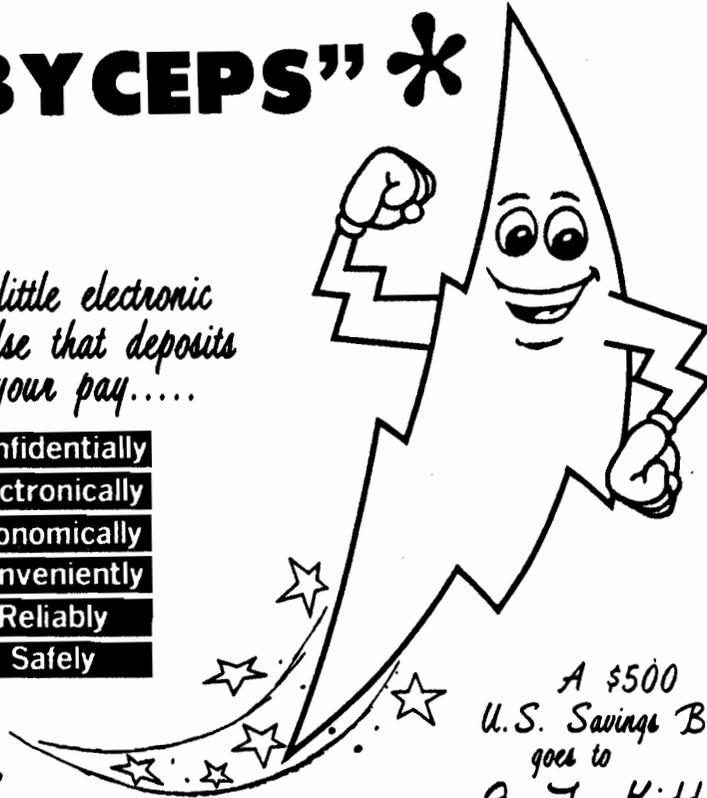
Presenting

"BYCEPS" *

*The little electronic
impulse that deposits
your pay.....*

Confidentially
Electronically
Economically
Conveniently
Reliably
Safely

*
Bank
Your
Check
Electronically
Pay
System



*A \$500
U.S. Savings Bond
goes to
G. J. Kidd
Manassas, Va., O.C.E.
for his winning entry in the
"Name the impulse" contest*

George Washington had thanks and nought beside,
Except the all-cloudless glory (which few men's is)
To free his country.

Lord Byron

America has furnished to the world the
character of Washington. And if our American
institutions had done nothing else, that alone
would have entitled them to the respect of mankind.

Daniel Webster



Can You Handle a Blizzard?

By now most snow belt residents have winterized their cars in anticipation of the coming season. Even so, cars do stall in cold weather and ordinary snowstorms can unexpectedly turn into blizzards.

Don't be caught unprepared. Keep a blizzard safety kit in your car. Include:

- Snow shovel;
- Heavy socks and mittens
- Warm outer clothing or blankets;
- Matches, candles, flares, flashlight, extra batteries;
- Packaged high energy foods—granola bars, candy bars, raisins, natural cereals;
- Jumper cables;

- First aid kit;
- Rags to stuff in cracks or open spaces around doors, windows, etc.

Remember these safety tips if you do become stranded:

- Do not leave your car;
- Do not take a nap unless you are with someone who will stay awake;
- When running the motor for warmth, keep a downwind window open for ventilation;
- Keep the exhaust pipe clear of snow;
- Exercise occasionally by stamping your feet, swinging your arms and slapping your hands.

ATTN: JoAnn Smith

Welcome back — to the Corps
All in CD-1

IN MEMORIAM

Arthur H. Zimmer, former pilot on the dredge Ste. Genevieve, died January 28, 1981. Mr. Zimmer retired from the Corps in 1970.

SPEECHCRAFT

Do you need to improve your public speaking skills or develop self confidence? Consider speechcraft.

Speechcraft is a six-week course in public speaking. It will be sponsored by South County Toastmaster's Club, beginning 11 March 1981.

South County Toastmasters' Club meets Wednesday evenings at the Buck-or-Two Steak House in the South County Shopping Center. Visitors are welcome.

For information call Larry Hamilton, ext. 5162.

Woodburners

Woodburning stoves—much like the ones that heated parlors 100 years ago—are being installed in record numbers.

Here are some basic safety rules to follow if you decide to add a wood stove to your home:

- Carefully select, install, use and maintain the stove.
- Choose a stove listed by Underwriters Laboratories Inc. or another recognized testing laboratory.
- Beware of antique cast-iron stoves. Check for cracks, wobbly legs, sagging hinges, warped doors, missing grates and louvers, and dampers that don't work.
- Check with your local building officials or fire department before installing a stove.
- Place the stove on a fire-proof base and have a 36-inch clearance between it and any combustibles.
- If using an existing chimney, make sure it is sound and has a flue lining. (Connect only one stove per chimney.)
- Never start a fire—or try to revive one—with gasoline, kerosene, or another flammable liquid.
- Be careful not to add too much wood and overfire the stove.
- Do not burn trash in a wood stove.
- Let the fire burn out before you go to sleep at night.
- Burn only seasoned wood—that has dried at least six months, preferably 12-18.
- Artificial logs, made of sawdust and wax, are not meant for burning in wood stove.
- Frequently check the stove-pipe for creosote buildup.

HELPFUL HINTS TO PREVENT SLIPPING, TRIPPING AND FALLING ACCIDENTS

WEATHER — Snow, ice and rain can make surfaces extremely slippery. When the temperature suddenly drops below freezing, during periods of freezing rain, and immediately following snow showers, and storms, use extreme caution. Getting into or out of a vehicle, walking outdoors, and going up or down steps can be hazardous. Expect the surface to be slippery. Reduce your walking speed. Wear shoes or boots that have nonslip soles and heels. Walk only on approved walkways; please don't take short cuts. Be sure to report any slippery areas to your supervisor so the hazard can be corrected; removing snow and using salt or sand on ice can prevent accidents.

FOOD AND BEVERAGES — Spilled beverages should be cleaned up immediately. Food scraps, fruit peels and skins, and beverage cups should be placed in trash containers.

OIL AND GREASE — Shop and building floors should be free of grease and oil accumulations. Use rags, an oil dry agent, or another approved means of absorbing and removing grease and oil. It is everyone's responsibility to clean up!

HIDDEN STEPS — When turning a corner or stepping outside, look for steps that may be obscured.

Expect the unexpected. Falls happen because people don't expect them. The more falls you anticipate and guard against, the fewer you'll have.

NATIONAL CRIME PREVENTION WEEK

OCE directed the week of 8-14 Feb 81, as Crime Prevention Week. The purpose to remind us all that crime prevention is a 7 day a week job and that all of us as government employees should strive to reduce the loss of government and private property by supporting the District crime prevention program.

DRIVER WANTED:

Share driving with 2 or 3 others. Originates at Lake Saint Louis O'Fallon area, makes pick up at commuter lot at Hwy. 40 and 94 to 210 N. Tucker (12th). Early flex time. Call Dave Kreutz or John Orlet at X5800 (ALMSA).

SPECIAL EMPHASIS PROGRAMS

Federal Women's Program (FWP): A specific program under the Equal Employment Opportunity Program umbrella, established by the (then) Civil Service Commission in 1967 to enhance the status of women in Federal employment and to redress present and past practices which tend to limit women's employment, training and advancement opportunities.

Hispanic Employment Program (HEP): A specific program under the Equal Employment Opportunity Program umbrella, mandated by the Federal government, in 1970, to address the concerns of Hispanic Americans in terms of employment opportunities, training and advancement. This program was originally titled the 16 Point Program.

Black Employment Program (BEP): A specific program under the Equal Employment Opportunity Program umbrella, established to address the concerns of Black Americans in terms of employment opportunities, training and advancement. This program will also be involved in locating Blacks for underrepresented career fields.

Handicapped Employment Program (HCEP): A specific program under the Equal Employment Opportunity Program umbrella, established to address employment opportunities, training, advancement and reasonable accommodations for handicapped individuals. Reasonable accommodations may include but shall not be limited to: (1) making facilities readily accessible to and usable by handicapped persons and (2) job restructuring, part-time or modified work schedules, acquisitions or modification of equipment or devices. The first law directed specifically at the handicapped employers in the public and private sector was the Rehabilitation Act of 1973.

ACCIDENT SUMMARY

JANUARY 1981

VEHICLE ACCIDENTS FOR JANUARY 1981: None

Total vehicle accidents for CY 1981: None

Total vehicle accidents for CY 1980: Seven

PERSONAL INJURIES — CONTRACTOR EMPLOYEES — JANUARY 1981: One

Total accidents for CY 1981: One

An employee of Magruder Construction Co., was injured when the ladder he was on slipped to the left, while he was leaning to the right, causing him to fall approximately 10 feet. Employee suffered a fracture of the socket part of his right hip and skinned shins. Days Lost: 21

Total accidents for CY 1980: Four

PERSONAL INJURIES — GOVERNMENT EMPLOYEES — JANUARY 1981: None

Total accidents for CY 1981: None

Total accidents for CY 1980: Eighteen

LAKE FATALITIES FOR JANUARY 1981: None

Total lake fatalities for CY 1981: None

Total lake fatalities for CY 1980: Eight
Lake Shelbyville — 3
Carlyle Lake — 4
Rend Lake — 1

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Clean off your shoes before getting into the cab. Snowy and muddy shoes could slip on the accelerator or brake pedal with disastrous results.

• • •

Drivers sometimes get impatient in the traffic snarls around shopping centers, and their rash acts lead to accidents. Put your defensive driving knowledge to work in these areas.

CLEARANCE UPON SEPARATION, TRANSFER OR RETIREMENT

All Supervisors are reminded that upon separation, transfer or retirement, LMS Form 311, Exit Interview-Checklist, should be executed by the employee. Make sure any issued keys or other Government property is accounted for.

OFFICE DOORS

The Supervisor for the cleaning contract has reported to the Security Office that a number of office doors are being found open when the cleaning crew begins cleaning offices. The last person leaving an office at the COB, should ensure that all doors are locked.

GOVERNMENT PROPERTY

The recent annual inventory of Government property within the District Office, has disclosed a number of items that are unaccounted for. Any employee, who has any knowledge as to the circumstances surrounding the lost/stolen Government property should report it to the Security Office. It is not a matter of "I don't want to get involved;" it is the duty of every employee to protect and safeguard Government property.

UNOFFICIAL

FOR THE DISTRICT ENGINEER:



MELVIN R. DOERNHOEFER
Acting Public Affairs Officer

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