



US Army Corps  
of Engineers  
St. Louis District

# Information Bulletin

Vol. 18

No. 5

May 1981

## DISTRICT DOINGS

Somewhere back in the old annals of education we learned that there was a "constant 20%." This was the percentage assigned to a number of people who despite all methods of communication still wouldn't know what is going on. In recent months there have been a number of new techniques used to communicate information to our Engineer Family . . . Information phone, TV digests, flyers, posters, bulletins and so on . . . still some folks just don't get messages . . . or maybe some are just turned off to what goes on..we kind of feel sorry for those in the 20%, they just aren't "with it" in a world that is interesting and fascinating and extends beyond the day on the job. But, here are some folks that really get into the spirit of the work and put out that extra effort . . .

At Clarence Cannon . . . A lot of things happening and rolling along . . . LTC Chapman was the guest speaker for the Mark Twain Lake and Cannon Dam Assn. annual meeting at Hannibal. During a recent "Conservation Week" Boy Scouts of the area on their Camporee planted 4500 trees in the Ray Behrens Area and along the 2-1/2 mile orienteering course. Ann Behrens briefed 100 American Legion members in Clarence, Mo. Deborah Watkins went to Quincy, Ill. for a presentation to 115 Rotarians. Barbara Lewis gave an illustrated talk on the dam to members of the Farmington, Mo. Kiwanis Club. The whole staff pitched in to man a display at the Paris, Mo. High School. The theme of Man and Wildlife Together was the work of Steve Austin, Wayne Williams, Nancy Rogers, Anne Behrens, Barbara Lewis and Deborah Watkins.

At Rend Lake Keep America Beautiful Day attracted 68 girls and boys from 5 area Scout Troops. These young folks planted sapling trees and did some extensive clean-up work to earn the KAB patches and certificates. Joan Guifoyle-Basman and Hugh Dougher staffed the event.

Hugh was also leader for several groups and gave a couple of talks. Hugh had tours with the Benton Brownies, The Benton Christian School and the Franklin-Williamson Workshop, then spoke to 825 Franklin County High School students.

Joan Guifoyle-Basman had about the same busy schedule. Joan led tours for 64 Herrin Grade Schoolers plus a group from Washington School in Benton and a tour group from Harrisburg Jr. Hi who also assisted, with some bird-banding. She filled another speaking date with the Ziegler-Royalton School and made 12 radio spot tapes for National Safe Boating Week.

Phil Jenkins spoke to the Benton Chapter Of the American Assn. of University Women and then, along with Lowell Summers, Dave Berti, and Dale Miller provided a special tour for a visiting delegation from St. Louis Park Districts.

Dale Miller spoke about "Hunting for the Physically Disabled" to the Midwest Therapeutic Recreation Symposium.

Lake Shelbyville was a busy spot with Keep America Beautiful heading the list of special activities. One hundred and forty scouts helped to keep the lake looking great under the directions of Maria DiBiasco, Larry Gutzler, Dennis Gathmann, Al Lookofsky and Jerry Parker.

A couple of special radio shows were headlined by Winston Campbell on a Mattoon, Ill. call in and by Jerry Parker over WKXX at Pana, Ill. Al Lookofsky and Mike Skinner gave a talk for an Illinois State University Resource Management Class, and Al gave an overview tour-talk on the management of Coon Creek to 23 students of eastern Illinois University at Charleston, Ill. Then a whole group, Al Lookofsky, Dennis Gathmann, Larry Gutzler, Jerry Parker, and Mark Whitley hosted tours and talks for area science teachers at the 3rd Annual environmental Education Workshop. Dennis, Al and Mark also provided a guided nature walk and night sky interpretation for 45 visitors from the arts and the Environment Workshop.

Jerry Parker spoke to Den 2 of Pack 51, Maria DiBiasco had a couple of talks on the schedule for the Mattoon High 12 Club with 17 members and to the Matton Reading Club. Dennis Gathmann talked with the Coles County Education Association and led a nature walk for Troop #51 at the Okaw Bluffs Environmental Learning Center.

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OF AR 360-81**

## DISTRICT DOINGS

Colonel Dacey recorded a number of talks during the month. The District Engineer spoke to the SAME lunch and the American Assn. of Port Authorities Seminar. "By the Numbers . . . Mathematics and the Military" was his subject for a speech to 300 mathematics teachers at the National Council of Mathematics Teachers Convention at the Cervantes Convention Center. The Colonel was called upon to tape a radio show on community problems for WIOD-WAIA-FM in Miami, Fl.

Claude Strauser spoke to the Sullivan, Mo. Kiwanis about the China visit and his observations. Claude also taught a Rivers and Harbors class at Univ. of Mo. - Rolla and hosted a group of 45 students on a river tour.

Congrats to Will Moseley who took 2nd place in the Toastmasters Area 8 Serious Speech Contest.

A lot of folks came to visit during the month . . . 40 students of Hickey Secretarial School toured the Word Processing Center, and 11 engineering technician students from Springfield toured Lock and Dam #26 and #26R.

The District was also host to Mr. Sun Ho Lee from Korea who made several tours of St. Louis District projects.

Lots of tours for people at the Lock and Dam project, several that are photo and film crews preparing special shows. Our thanks to Jim Fogilphol and his staff and to Jimmy Bissell, Major Larry Winchester and all for being so helpful and for doing such a great job, especially for their patience in answering the important questions.

Don't forget that phone number 3-5221 for a daily update on the happenings in the District . . . that's the Corps "INFONE".

## I A C

### PROMOTIONS:

Linda L. Kilgore, PB-P,  
Personnel Mgmt Specialist, GS-201-7

Judith A. Williams, AC-S,  
Mathematician, GS-1520-9

Zelma J. Scott, EEO,  
EEO Assistant, GS-160-7

Annie R. Hill, DC-B,  
Budget Analyst, GS-560-7

Sharon B. Cowen, SD-C,  
Procurement Clerk Typing, GS-1106-5

John F. Akery, ED-BE,  
Regional Economist, GS 110-11

Gerald E. McClintock, ED-DC,  
Civil Engineering Technician, GS-802-6

Richard P. Andersen, ED-BE,  
Regional Economist, GS-110-11

Dennis G. Klosterman, ED-BE,  
Regional Economist, GS-110-11

Frank J. Grass, ED-HR,  
Hydrologic Technician, GS-1316-7

Earl A. Ehlers, ED-DS,  
Civil Engineering Technician, GS-802-7

Michael G. Kruckeberg, ED-DG,  
Civil Engineer, GS-810-9

Charles A. Birdsong, OD-RJ,  
Carpentry Worker, WG-4607-7

Lawrence P. Stahlschmidt, OD-NL,  
L&D Equipment Mechanic Leader, WO-5318-10

Russell Feltmeyer, OD-PB,  
Heavy Mobil Equip. Mechanic, WG-5803-8

Dennis Dunn, OD-NL,  
Lock Operator, WY-5426-9

Barbara A. Shields, OD-NL,  
Clerk Typist, GS-322-4

Hugh J. Dougher, OD-RR,  
Park Technician, GS-026-6

David N. Ward, OD-RJ,  
Engrg, Equip. Oper. Foreman, WS-5716-9

Willard B. Moseley, ED-HE,  
Hydraulic Engineer, GS-810-11

Donald J. Ludwig, RO-L,  
Construction Inspector, GS-809-6

Kathleen A. Ebmeier, SD-C,  
Procurement Clerk Typing, GS-1106-4

Glenn Sahrman, ED-FS,  
Civil Engineer, GS-810-11

Gary D. Hendrix, RO-L,  
Construction Representative, GS-809-9

Terry L. Schaffer, OD-RJ,  
Computer Specialist, GS-026-5

Ronny S. Singleton, AC-S,  
Computer Specialist, GS-334-9

David R. Gates, ED-BA,  
Wildlife Biologist, GS-486-11

Carolyn S. Jones, DC-FC,  
Accountant, GS-510-7

Lawrence T. Strunk, CD-C,  
Supervisory Civil Engineer, GS-810-13

Penny S. Mudd, RO-C,  
Civil Engineering Technician, GS-802-6

**OUTSTANDING PERFORMANCE RATING:**

Hugh J. Dougher, OD-RR  
Ruth E. Ziden, AS-M  
Janice M. Quilty, SD-C

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

Robert J. Muffler, OC  
Michael J. Klosterman, ED  
Riley R. Pope, ED-DA

**SUSTAINED SUPERIOR PERFORMANCE AWARD:**

Douglas E. Van Dorn, OD-RC  
William S. Fauke, OD-RC  
Robert S. Wilkins, OD-R  
Joseph A. Lueke, OD-RC  
John C. Hempen, OD-RC  
Carroll W. Hutson, ED-FM  
Martin V. Bohnert, ED-FM

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

Edward H. Riiff, ED-DA  
Maxine A. Green, DC-FE  
Laurel M. Nelson, RE

**SPECIAL ACT OR SERVICE AWARDS:**

Elizabeth Bladdick and Judy Hoyle, Office of Administrative Services shared a Special Services Award of \$375 for special service during the week of 8 March 1981. Through their professional and tireless efforts the St. Louis District input to the Lower Mississippi Valley Division Manpower reduction Exercise was organized, controlled, and completed on schedule.

Michael Brazier, Clifford Mahin, and Robert Wich of the Engineering Division shared a special Services Award of \$1500 for exceptional, innovative ideas to

secure a more expeditious and efficient procedure for approval of utility contracts for Civil Works Projects by convincing OCE to revise AR 420-41, Facilities Engineering Utilities Contracts. The District Engineers throughout the Corps now have the authority to approve utilities service contracts without monetary limitations. The revision of AR 420-41 represents a total one-year savings of \$243,402 for 35 districts to complete three service contracts averaging \$10,000 each and \$2,434,000 for the same number of districts to complete three \$10,000 utilities service contracts in a ten-year period.

Mary K. Willick, Office of Administrative Services, has been given a Special Service Award of \$100 for special service during the period 1 Jun 80 through 26 Dec 80, as a word Processing Technician. Mrs. Mary K. Willick had complete charge of updating, refining, initiating, organizing, and controlling all glossary application. Her dedication to these duties and her willingness to train personnel not only drastically improved the productivity of the Word Processing branch but also increased the morale and efficiency of word processing personnel.

**BELL RINGER AWARDS:**

Jimmy Bissell, RO-L  
Maj. Larry Winchester, RO-L

**INFONE — 263-5221**

Your response to the InFone has been gratifying, as 522 calls were logged over the past month. If you have not been utilizing this new method of communication, we recommend you start. It's a good way to find out what is going on in the District on a daily basis. Input is welcome from both employees and retirees. Call Public Affairs at 263-5662 with your special announcements.

**EVERYONE INVITED**

Col. Robert J. Dacey will be a guest speaker at the SLED TOASTMASTERS MEETING on May 18th at 12 noon in room 1040 at 210 Tucker Boulevard, North.

Colonel Dacey's timely topic "The Corps — Their Role in the Future" may be one you personally cannot afford to miss.

See you at Toastmasters!

Meetings at 12 noon, 1st and 3rd Mondays, guests welcome at the meetings — Be prompt.

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*Why is it that the person who couldn't sleep last night  
always seems so proud of it?*

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## WORKING IN KOREA

The US Army Engineer District, Far East extends an open invitation to all interested and qualified Corps personnel to apply for professional position vacancies within FED.

FED is located in the heart of Seoul, the capital city of the Republic of Korea, a thriving city which possesses an international atmosphere found in few parts of the world.

In addition to the exciting cultural experience of working in Korea, there are certain tangible benefits as additional incentives. Among these are: foreign post differential (currently 10 percent of basic pay); living quarters allowance; environmental and morale leave (to Japan, Philippines, Alaska, CONUS); education travel for qualified dependent children; post exchange, commissary, DOD schools, and access to other military facilities and benefits.

The FED work force of 326 consists of 40 US military personnel, 55 US Civilians, and the rest Koreans. More than half of our Korean National employees are veteran engineers and they are really the heart of the organization, providing competent, professional continuity for FED operations. The FED program is in a period of growth, and projections for the next several years are for a continuation of that rapid growth rate. Upward program trends and time restrictions on employment of US citizens in overseas areas provide a very healthy environment for professional growth, both in terms of individual technical development, and in terms of position grade advancement for personnel newly employed by FED. There are frequent opportunities to get ahead.

Announcements for current vacancies are posted on each official bulletin board in the District Office and in the Personnel Office, Room 951. Applications may be submitted through the Personnel Office.

## COUNCIL CORNER

As you are all aware of by now, the Corps annual picnic is to be held 12 June 1981 at the Granite City Army Support Center. In past years a variety of beverages have been available in disposable cans, free of charge until the supply was exhausted. Due to what appeared to be costly and poor utilization, this year your council has decided to provide draft beer and soda by means of a more cost efficient distribution system. Drink coupons will be available at the picnic for 25¢ each which will allow you to purchase either beer or soda. Therefore, you may not wish to bring any additional refreshments, but only you know your personal needs.

## INTERNATIONAL YEAR OF DISABLED PERSONS

### A PROCLAMATION

We seek, in the 1980s, an era of national renewal, an era that will set loose again the energy and ingenuity of the American people.

Today there are 35 million disabled Americans who represent one of our most underutilized national resources. Their will, their spirit, and their hearts are not impaired, despite their limitations. All of us stand to gain when those who are disabled share in America's opportunities.

To increase the participation of disabled persons in our national life and in the lives of other nations the United Nations has designated 1981 the International Year of Disabled Persons. America has long been a world leader in this area, and the United States Council for the International Year of Disabled Persons and our Federal government have already responded to the United Nations challenge. Programs are underway throughout the Nation.

Through partnerships of disabled and nondisabled persons; of our private sector and our government; and of our national, state, and community organizations, we can expand the opportunities for disabled Americans to make a fuller contribution to our national life. I am proud to pledge the cooperation of my Administration and the Federal agencies under my jurisdiction, including the Federal Interagency Committee for the International Year of Disabled Persons.

NOW, THEREFORE, in keeping with the goals of the International Year, I, RONALD REAGAN, President of the United States of America, do hereby proclaim 1981 the International Year of Disabled Persons in the United States.

IN WITNESS WHEREOF, I have hereunto set my hand this sixth day of February, in the year of our Lord nineteen hundred eight-one, and of the Independence of the United States of America the two hundred and fifth.

RONALD REAGAN

## WELCOME BACK

To Mary Maddock (OD-F), who returned to work May 4. Mary and husband Gary are the proud parents of a daughter, Michelle Diane, born on February 16th, weighing in at 7 lbs. 8 oz.

## SPOTLIGHT ON THE LIBRARY

### SUCCESS DURING NATIONAL LIBRARY WEEK!

Thanks to all who visited The District Library during National Library Week and participated in our poster contest. The lucky winner of the wildlife posters was Mike Klosterman from ED-FG. As a result of the contest and increased circulation of library materials we added eleven new patrons to our growing number of users - eleven people, that is, that had never checked out any library material before! Our reception with refreshments was so popular we plan to hold it again next year and perhaps make it an annual event.

### THE ERUPTION OF MT. ST. HELENS 1ST ANNIVERSARY, MAY 18

After a century of silence, Mt. St. Helens took just a few moments to transform major expanses of lush, green forest into ashen, gray wasteland. Yet, almost immediately green began showing through the ash. The Volcano's blast killed above-ground plant parts within its reach, but it failed to sterilize the soil. Plants sprouted from roots within weeks. The outlook for the timberland, however, is not as optimistic. The blast area near the crater will take centuries to recover its coniferous forest.

This kind of information and much much more has been collected by the staff of the District Library and will be displayed this month along with a special exhibit of photos of the eruption and its consequences — and maybe a little ash too. Be sure to come and see it in room 944.

## LOCKS ON THE WAY

Locks to secure typewriters to desks have recently been ordered from GSA and will be available in the Supply Room. It is recommended that they only be used on the Selectric typewriters. Since it may be sometime before the shipment is received, we shall notify you when they are available. At that time, District office personnel can schedule installation of the locks with LMSAS-G, 263-5656.

**THOUGHT OF THE DAY:** If you don't get everything you want, think of all the things you don't get that you don't want.

## CHANGES MADE IN RIF REGULATIONS

Reduction in force (RIF) regulations have been revised to simplify and clarify existing rules and to reflect changes called for by the Civil Service Reform Act (CSRA).

Following the first comprehensive review in over 20 years, the Office of Personnel Management (OPM) published the regulations in the January 16 Federal Register.

Here are the highlights:

- Veterans with a compensable service-connected disability of 30 percent or more are now placed at the top of their group.

For more information on RIF regulations, see the recently revised edition of FED FACTS 13 which is available through agency personnel offices.

- The retention rights of an employee serving a probationary period solely because of his or her new appointment to a supervisory or managerial position are determined without regard to this probationary period.

- Based on performance appraisals authorized by the CSRA, employees may be given up to four years retention credit. For example, a rating of "outstanding" could qualify for as much as four years retention credit.

- In RIF competition, full-time employees do not have assignment rights to other-than-full-time positions (i.e. part-time, intermittent, seasonal). This change incorporates longstanding policy in OPM's RIF regulations and reflects the Part-Time Employment Act of 1978. Also, in rehiring employees who were separated because of a RIF, full-time employees will be considered primarily for full-time positions and other-than-full-time employees for other-than-full-time slots.

- Employees receiving military retired pay are considered preference eligibles in RIF competition *only* in special circumstances. This revision incorporates provisions provided for in both the Dual Compensation Act of 1964, and the CSRA.

- Managers and supervisors (including employees covered by the Merit Pay System) under the definition contained in the Labor-Management provisions of the CSRA are assigned to competitive levels with other managers and supervisors who are performing the same work. Like other employees, managers and supervisors are assigned competitive levels based on their occupation, grade level, duties, responsibilities, etc.



DEPARTMENT OF THE ARMY  
OFFICE OF THE CHIEF OF ENGINEERS  
WASHINGTON, D.C. 20314

REPLY TO  
ATTENTION OF:

DAEN-50

15 April 1981

SUBJECT: Safety and Occupational Health Policy

Division Engineers  
District Engineers  
Commanders and Directors, Laboratories

1. The purpose of this letter is to emphasize my policy on Safety and Occupational Health.
2. Our missions, goals and objectives can be better achieved through prudent application of risk management and loss control programs. As a management tool, the safety and occupational health effort will prevent, reduce and control losses while improving efficiency and quality. The more constrained our resources become, the more concerned we must be in managing those resources. We can better meet the needs and desires of our customers, employees and members of the public when we each accept the responsibility for incorporating safety and occupational health into our planning and operating procedures.
3. We must provide employment and places of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm. I expect every manager, supervisor and employee to implement, enforce and comply with Corps Safety and Occupational Health programs.
4. Your support and implementation of my policy on Safety and Occupational Health will improve our corporate image and keep the Corps in the forefront - an agency looked to for performance.

  
J. K. BRATTON  
Lieutenant General, USA  
Chief of Engineers

## SUGGESTION CAMPAIGN

**HURRAH:** As of 1 May we have reached 50% of our **GOAL** which is 238 suggestions. The response is great, keep your bunny running.

Suggestion form DA-1045 may be picked up in the supply room or room 955 PB-M(IAC). For fast processing of suggestions send or hand carry directly to IAC room 955.

## REFILL THAT PEN

Refills for ball point pens are available in the supply room. Personnel are encouraged to use the refills when possible in lieu of requesting ball point pens. This will result in a substantial cost reduction.

## CORRESPONDENCE MANAGEMENT

The Office Management Branch, LMSAS-M, has additional copies of the DP 340-1-3, Correspondence Manual, available. The manual contains 39 sample formats for preparing official District correspondence and provides information on assembling papers for signature, envelopes, etc., as well as our correspondence quality control program. If you need assistance, please call 3-5674.

## CONGRATULATIONS TO:

Stan and Mary Jane Ebersohl on the birth of a daughter, Elizabeth, 9 lbs. 9 ozs. on 15 April.

## REMINDER

All employees working in the District Office and Service Base are reminded of the Red Cross blood-mobile on Friday, 29 May from 8:00 a.m. to 1:00 p.m. in Room 1040 of the District Office. Pledge cards have been sent to previous donors and new donors who wish to participate in the program may obtain pledge cards in Room 957 or by calling Norma Kosta, EXT 5673 for an appointment.

## LIGHTNING EVALUATION

As a result of a recent evaluation a new category called "Lightning Evaluation" will be established on an experimental basis. If the suggestor believes that a **substantial tangible** benefit is involved in a suggestion, it should be clearly indicated in block 7 of Suggestion Form DA-1045 following suggestion title. This will serve to make evaluators aware that a sizable monetary savings may be involved, and, therefore, the suggestion should get priority review.

It must be emphasized that this category is to be used only for suggestions with **substantial tangible** benefits.

Also, suggestors should exercise sound judgement in designating suggestions as the "Lightning" type, or the experiment will not be successful.

## LASTING SKILLS

Every soldier can count on getting skill training in the Army. But first comes Initial Entry Training, designed to mold raw recruits into solid soldiers. This training is several weeks in length, followed by intensive training in one of hundreds of skills your graduates have chosen — anything from aircraft repair to X-ray techniques. In addition to practical, hands-on experience, they'll learn teamwork, responsibility, plus the pride of doing a job right. You might remind your graduates, too, that occupational skills once learned are theirs for keeps when they leave the Army.

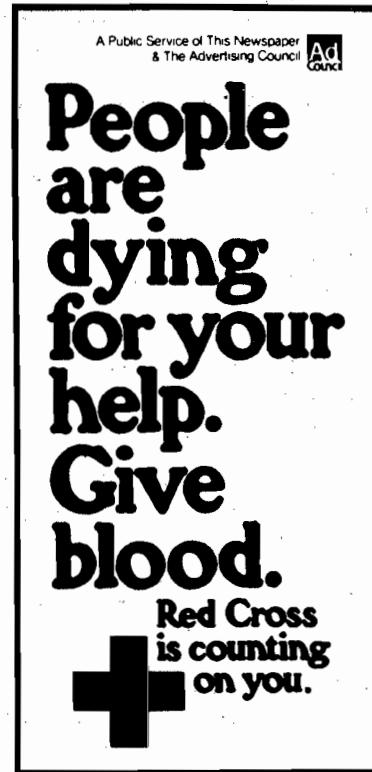
## FWP NEWS

### Lunch and Learn Sessions

14 May — What is Toastmasters!!!

10 June (date changed) —

St. Louis Police Department's Rape Prevention Program



## EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is designed for the following reasons:

- to help employees who are experiencing problems relating to excessive use of alcohol, drugs, or are experiencing other personal, medical and/or behavioral problems.
- provides an avenue for obtaining help as an aid toward the resolution of such problems.
- provides guidance for assisting employees when these problems have adversely affected job performance, and
- serves as a contact point for the manager and/or supervisor when subordinates are experiencing performance problems.

Although the Employee Assistance Program is designed to rehabilitate employees, it is the employee's responsibility to participate actively.

The identification process, however, is a two-fold one with the initiative provided by the supervisor who recognizes a continuous job performance problem. Supervisors **will not** attempt to diagnose the difficulties of employees, but should seek to assist them when problems are evidenced.

The services of the Employee Assistance Program Coordinator are available. Please do not hesitate to telephone Mary Berra at 314-263-5839/5840 for assistance.

## HYDAR'S HAPPENINGS

### LITTLE KNOWN FACTS

George Washington, in 1791, chose the exact spot for the city of Washington, D. C.

Missouri was known as the "Mother of the West," because it once lay at the frontier of the United States.

The first U. S. National Monument was a rock called Devils Tower, established by Teddy Roosevelt in 1906.

The "SAVANNAH" was the first steamship to cross the Atlantic Ocean. It sailed from Savannah, Georgia to Liverpool, England from May 22 to June 20, 1819. It was driven by steam from between 80 and 105 hours, and went by sail the rest of the time.

Trader Marco Polo wrote a book about his visit with Kublai Khan of China that became the most widely read book in Europe during that time. Did you know that it is believed that this book influenced many explorers, including Christopher Columbus, to begin their travels? The book may also have helped bring to Europe such Chinese inventions as papermaking, printing and the compass.

### SOCKED IN

Fog creates one of the most dangerous driving conditions. You may think you see things that aren't there and then run into something that's hidden. Even a very skilled driver may have trouble maneuvering safely in fog.

Always wait out a fog if you can. Never start out for even nearby destinations in fog except in an emergency. If you must drive, slow down when you approach even a thin fog patch. Keep your headlights beams low, and watch the side of the road to be sure you're in the correct lane. If visibility gets to the point where you can hardly see in front of your vehicle, try to pull well off the road in a safe place. Then be sure you turn off your lights or a following driver may think you're still on the road and hit you from the rear. If possible, set flares 300 feet behind your car. Always enter any patch of fog cautiously as there may be an accident on the road ahead.

### RIDE WANTED

From Riverwood Trails Subdivision, Florissant, Mo. to 210 Tucker Blvd. Hours are flexible — 6:00 to 6:00. Please call John Burbridge (ALMSA) at 3-5552.

## TELECOMMUNICATIONS

### WHAT IS IT?

Basically, it is the transfer of data (information) from one location to another over telephone lines.

### WHO HAS IT?

Your Word Processing Branch (Room 934)

### WITH WHOM CAN WE COMMUNICATE?

Just about anyone who has telecommunications capability. We can communicate with anyone with Wang equipment (Word Processing or Data Processing) and have successfully communicated with the following locations:

- OCE (Wang and NBI equipment)
- Vicksburg District (NBI equipment)
- Sacramento District (Wang equipment)
- Various private sector firms
- Retrieved data from Boeing computer, with AC assistance
- New Orleans District plans to install telecommunications shortly

Telecommunications is becoming a very sophisticated technology and one that is easy to use, and one which can save time and money, e.g., first think of the time and money expended printing, copying, and mailing documents processed on word processing equipment here when we could just transmit that document directly to the other location in many instances. Savings are greatly increased when we mail out draft reports for comments, reports are mailed back with comments. Word Processing incorporates comments into the report, the report is recopied and remailed, when we could have telecommunicated that same report, comments could have been added at that office, and a revised copy transmitted back to us. Or compare our transmit speed of 2 pages per minute to that of the telecopier's 6 minutes per page transmit speed.

Demonstrations will be held on Monday, 8 June 1981, Room 934, between the hours of 9:00 and 11:00 a.m., every half hour.

For further information, please contact Marvin Lusk at 3-5656.



# EEO CORNERSTONE

## Hi-Dog, Lo-Dog

Are You  
more flexible  
than dogmatic?

Everyone accepts the logic of churches and institutions having their dogmas. But when we label individuals "dogmatic," we seldom mean it as a compliment. The word conjures up someone narrow-minded and intolerant, who resists anything new or different.

Everyone has a couple of pet ideas that seem so right that he or she can't understand why anyone would question them. Some people, though, get more extreme — and cannot accept any way of thinking or acting that is different from their own.

These are what psychologist Milton Rokeach calls the "high-dogmatic" types: Hi-Dogs, for short. They push away anything that doesn't conform to their rigid pattern of thought — don't even hear, in fact, what other people are really saying if they suspect a challenge to their beliefs. At the other end are the Lo-Dogs, who can absorb information "straight," decide whether to accept it or reject it on its merits alone.

Are you something of a Hi-Dog? Or more a Lo-Dog? Before you say for sure, take the quiz below:

	Often	Some- times	Rarely
1. Do you look for subordinates who think the way you do?	( )	( )	( )
2. Do you attempt to shape subordinates in your own mold?	( )	( )	( )
3. Do you read newspapers, books, etc., with views opposed to your own?	( )	( )	( )
4. Do you seek your subordinates' views on a prospective change in procedure?	( )	( )	( )
5. Do your subordinates dare to differ with you?	( )	( )	( )
6. Do you feel antagonistic toward those who question your views?	( )	( )	( )
7. When a subordinate comes to you with a new idea, do you look only for flaws:	( )	( )	( )
8. Do you see people socially whose opinions don't match your own?	( )	( )	( )
9. Do you feel reluctant to become friends with someone whose age or occupation is quite different from your own?	( )	( )	( )
10. Do you generally feel you're dead right and the other person dead wrong?	( )	( )	( )
11. Do you express appreciation for ideas and suggestions?	( )	( )	( )
12. When people disagree with you, do you try to put them down or shut them up?	( )	( )	( )

"Often" answers to questions 1, 2, 6, 7, 9, 10, and 12 are pretty good indicators that you lean toward the "Hi-Dog" end of the scale. These tendencies may well be the root of frictions and communications breakdown you have with others.

You're probably easier to work with, more "Lo-Dog," if you checked "Often" to questions 3, 4, 5, 8, and

You may, like many people, find you are a mix of the two. This can be the most useful kind of flexibility — for it means that your attitude shifts appropriately to meet the varied demands of different situations.

## SPECIAL CALENDAR FOR RUSH ORDERS

The following calendar was designed especially for those who want jobs done "yesterday."

NEG	FRI	FRI	THU	WED	TUE	MON
8	7	6	5	4	3	2
16	15	14	13	12	11	9
23	22	21	20	19	18	17
31	30	29	28	27	26	24
38	37	36	35	34	33	32

With this new calendar you may now place your order on the seventh and have it delivered on the third.

Because most orders are "Wanted by Friday," there are two Fridays in every week.

There are seven extra days at the end of the month to take care of deliveries that "must go before the first."

No first-of-the-month bills to pay. There is no "first."

The tenth and twenty-fifth have been omitted so you won't have to pay invoices due on these dates.

No nonproductive Saturdays and Sundays. Rush orders are now possible without overtime charges.

There's a new day each week called "Negotiation Day" (NEG). It's a day on which requests for improved delivery can be reviewed and discussed.

*(Courtesy of the Vicksburg District)*

### PERSONAL INJURIES — GOVERNMENT EMPLOYEES — APRIL 1981: One

Total accidents for CY 1981: Five

A structural ironworker at the Service Base suffered an eye injury when sand blew into it during an extremely windy day. Employee was wearing safety glasses at the time. Corrective action is to have employees wear goggles when working in high winds.

Total accidents for CY 1980: Eighteen

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### LAKE FATALITIES FOR APRIL 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

## TAKE TIME TO BE SAFE — KNOW YOUR JOB

Recent injury reports in the District indicate that District employees have accidents because they either lack knowledge of how to do their job safely or because they do not put into practice all they know about working safely.

To be a good worker, you must learn the right way to do your job under varying conditions at all times. If you know your job thoroughly, the chances are you will not get hurt because you are aware of the things you should not do, which are just as important to know.

Besides knowing what you can and can't do with the equipment and materials you work with, along with skills you need to perform your job, you also have to know the elements of danger that can be expected.

When you know your job, you know that there is a good reason for the protective equipment that must be worn when performing your job and you don't make excuses for not wearing them.

Every District employee must realize that safety on the job is simply proper working habits to avoid accidents. It is an **individual** responsibility which is accomplished by constant "safety mindfulness." You cannot separate safety from the work you are doing. It is an exacting part of how well you perform your job.

The knowledge of what you are doing, plus the fact that you know how to do it, is the basis of all safety. Let's all try a little harder and place safety **first** and **foremost** while we are working.

## ACCIDENT SUMMARY

### APRIL 1981

**VEHICLE ACCIDENTS FOR APRIL 1981: None**

Total vehicle accidents for CY 1981: None

Total vehicle accidents for CY 1980: Seven

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### **PERSONAL INJURIES — CONTRACTOR EMPLOYEES — APRIL 1981: None**

Total accidents for CY 1981: One

Total accidents for CY 1980: Four

\*\*\*\*\*

## SECURITY

The Snack Bar, located on the 10th floor is operated as a convenience for employees in the building. The operator must depend on the honesty of purchasers in transactions. Mr. Phil Becker, blind operator of the concession over the past few weeks has experienced a number of transactions where a purchaser has stated a purchase was being made with a \$10.00 or \$20.00 bill when in fact, Mr. Becker is given a lesser denomination bill. This constitutes a larceny by trickery, and any person found guilty of engaging in such transaction may be tried in civil court. The cooperation of all District personnel is requested in this matter. If you observe any person engaging in an illegal money transaction at Mr. Becker's Snack Bar report the matter to the Guard Desk in the lobby, telephone extension 5983, who in turn will report the matter to the Federal Protective Police. It takes a lot of Twinkies to make up a \$10.00 loss.

The security of keys is of paramount importance in safeguarding Government property. Securing Government property will do little good if the keys to a desk or container are left where they can easily be found by a perpetrator. A mounted key box offers an excellent solution.

Remember if you are going on a trip outside CONUS, you must report to the Security Office for a SAEDA briefing. A signed certificate is maintained on file.

### 18 RULES OF GOOD WRITING

1. Each pronoun agrees with their antecedent.
2. Just between you and I, case is important.
3. Verbs has to agree with their subjects.
4. Watch for irregular verbs which has cropped into our language.
5. Don't use no double negatives.
6. A writer musn't shift your point of view.
7. When dangling don't use participles.
8. Join clauses good, like a conjunction should.
9. Don't use run-on sentences you got to punctuate.
10. About sentence fragments
11. In letters reports articles and stuff like that we use commas to keep a string of items apart.
12. Don't use commas, which aren't necessary.
13. It's important to use apostrophe's right.
14. Don't abbrev.
15. Check to see if you any words out.
16. In my opinion I think that an author when he is writing shouldn't get into the habit of making use of too many unnecessary words that he really does not need.
17. And, of course, there's that old one: Never use a preposition to end a sentence with.
18. Last but not least: Lay off cliches.

## EXCESS BAGGAGE ON AIRLINES

Effective 1 May 1981, airlines will be enforcing the control and cost of excess baggage for travelers more readily than heretofore. Extra payment will be required for personal excess baggage. Baggage not authorized on travel orders is the responsibility of the individual traveler. A traveler is allowed the following free baggage:

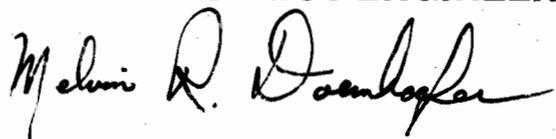
Two pieces "checked" baggage - each piece can be up to 62 inches (length + width + height) and not weighing over 62 pounds each.

The third piece of luggage, not to exceed 45 linear inches, may be hand carried aboard, but all hand carried luggage must fit under the seat (21 inches by 16 inches by 8 inches).

Large garment bags (heavy, folded kind with handles) are counted as a piece of luggage and must fit under the seat. Garment bags or suit/dress bags made of light flimsy material, plastic, or vinyl, designed for carrying and not for shipping, should be avoided. If you carry on another piece of luggage with this type of garment bag, you probably will be liable for an excess baggage charge. The amount of excess charge varies depending on your starting point and your destination. Avoid overpacked baggage, and remember, taking more than three pieces will cost **you** if you exceed your free allowance in either number of bags, sizes, or weight limitations.

## UNOFFICIAL

### FOR THE DISTRICT ENGINEER:



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

**DEPARTMENT OF THE ARMY**  
**ST. LOUIS DISTRICT, CORPS OF ENGINEERS**  
210 TUCKER BOULEVARD, NORTH  
ST. LOUIS, MISSOURI 63101

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