



US Army Corps
of Engineers
St. Louis District

Information Bulletin

Vol. 19

No. 12

December 1982

SEASON'S GREETINGS

From our District Engineer

On my first holiday season with you, in the St. Louis District, it gives me great pleasure to add my best wishes to those from our higher command levels.

As most of you are aware, I have spent most of my initial months in SLD visiting our operational areas and activities and learning the many and varied details of our operations. Everything I have learned has made me even more proud to have been selected to head such a competent and professional group of people. St. Louis District has achieved an enviable tradition of superior accomplishment and you in the SLD Engineer Family — both active and retired — can take justifiable pride in that record.

I and my family join together in wishing each of you the happiest of holidays and the brightest of prospects for the coming year.

COL GARY D. BEECH



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OF AR 360-81

MORE SEASON'S GREETINGS

From Chief of Engineers

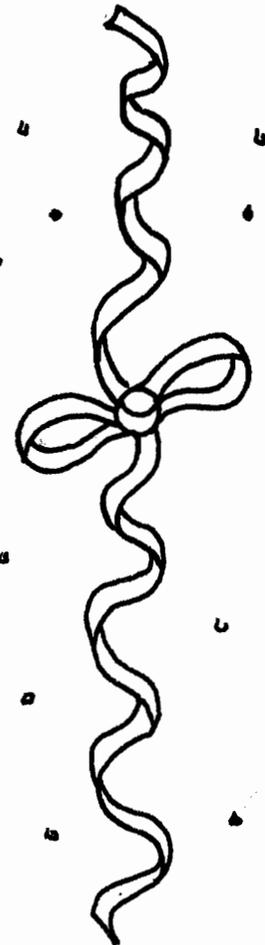
Each year at this time most Americans welcome the Holiday season with a blend of special activities, personal memories, and family gatherings. Simplistically, most of us view the Christmas season as a happy time, as indeed we should when we recall the meaning of the first Christmas.

Unfortunately, world events often unfold without regard for the Christmas spirit, and even in God-Blessed America we see the stress and sadness of a world touched by war, social and economic struggle, and unfulfilled expectations.

All of us in the Corps certainly have a personal concern in keeping our nation at peace, as do all Americans; but more than most others, we have a professional responsibility as employees and members of the U.S. Army that allows us to contribute directly in working for peace. This responsibility is the essential source of the pride and professionalism, for each of us individually as well as collectively as an organization, which are hallmarks of the Corps.

For you and your families, I extend my warm wishes for a most enjoyable Holiday Season and for a personally and professionally rewarding New Year ahead. This Christmas season marks the birth of The Prince of Peace, and we can all share in the spirit of peace on earth, good will to men — now, and all through the year to come. God bless you all in your daily lives and in the fulfillment of your hopes and aspirations.

LTG J. K. BRATTON



From Secretary and Chief of Staff, U.S. Army

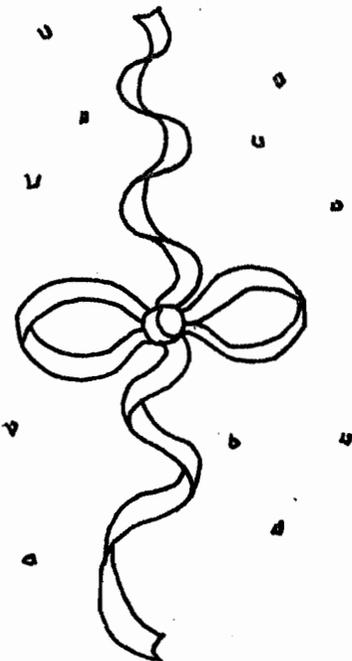
To the men and women of the United States Army, we send our warmest good wishes for a joyous holiday season.

As the most holy time of Christmas and Hanukkah approaches, we express our deep appreciation for your selfless service and devotion to duty which has sustained this Nation at peace. Our service's role as Peacekeeper provides a source of continued hope for all mankind. We take pride in your commitment, sacrifice, and dedication.

May you and your families have a blessed holiday, and a new year filled with happiness.

E. C. MEYER
General, United States Army

JOHN O. MARSH, JR.
Secretary of the Army



WHITE PAPER

LTG J. K. Bratton, Chief of Engineers, has prepared a white paper entitled "Challenges for the 1980's in Serving the Army and the Nation." That white paper will be presented in the Information Bulletin in serial form during the next several months. What follows in this issue are excerpts from the opening statement and the Forward.

15 October 1982

TO: The Soldiers and Civilians of the US Army Corps of Engineers

This White Paper has been prepared to serve as a basic discussion of "first principles" for the Corps of Engineers as we proceed to execute our missions of the 1980's. It is neither all-inclusive nor unchangeable. It is simply a guide in understanding our philosophy, challenges, and objectives and a statement of our goals. It establishes a framework of orientation, emphasis and priority action. It is designed primarily for members of the Corps, but is intended also to be useful for others.

FOREWORD

In his "White Paper 1980," the Army Chief of Staff explained the principal challenges facing the Army and the tasks that Army military and civilian personnel worldwide are expected to accomplish in meeting those challenges.

As a major command with Army Staff responsibilities, the Corps of Engineers shares with the rest of the Army full responsibility for meeting the challenges of the 1980's and beyond. The Army's *force structure* and *modernization* challenges demand that engineer equipment, doctrine, organization, and training be modernized and that Army facilities be able to accommodate the resulting changes. The challenge of *manning the force* of the Army requires that we attract, develop, and retain engineer soldiers, officers, and civilians in the right numbers and with the right skills; it also intensifies the requirement for facilities support to the US Army Recruiting Command. The Army *training* challenge means that we must more fully prepare and develop our people and provide the necessary facilities (ranges and training areas) to meet total Army needs. The challenge to *mobilize and sustain* the force creates an enormous need to plan and provide for additional facilities.

Consistent with meeting its Army challenges, the Corps of Engineers also faces another major challenge in the 1980's — to maintain a broad range of engineering expertise for mobilization through a viable civil works program that provides a peacetime training ground for military engineers as it supports national water resource and federal engineering requirements. Political and socioeconomic perspectives are changing in this decade and are leading to demands for less federal government, more economic efficiency, and controlled, effective application of resources. As a result of these changing national needs and priorities, the Corps faces new challenges to its civil works mission in terms of policy definition, manpower, allocations, performance, and legislative programs.

To meet these challenges successfully we must demonstrate unprecedented flexibility and innovation in concept evaluation, organization, and execution. As an organization, we must focus on and operate with clearly thought-out and articulated priorities. The Corps of Engineers is a unique national asset, and its capabilities must be applied against these priorities so as to maximize its contribution to defense preparedness and to wise public investment in the future.

It is more important now than ever before that we emphasize our number one goal: SUPPORT TO THE TOTAL ARMY. We must stress the convergence, not the divergence, of our military and civil functions. Commanders must ensure that all employees fully appreciate that wartime readiness is the basis of our diverse peacetime activities.

Each member of the Corps of Engineers must understand the breadth, complexity, and interrelationship of our varied missions and appreciate the challenges that lie ahead. It is to such understanding and appreciation that this paper is dedicated.

(To be continued)

DISTRICT DOINGS

LAKE SHELBYVILLE

With the closing of the last parks in October, Lake Shelbyville has begun to quiet down.

Special request programs continue in their popularity. Rachel Garren spoke to 110 members of the Shelbyville Christian Church on wildlife and activities of the fall and winter.

The Prairie Playhouse Puppets made an appearance before seventy-five 1st - 3rd graders at Findlay Grade School. The animal puppets talked about their life at Shelbyville and how the students could help with conservation efforts.

Al Lookofsky discussed the Corps and Lake Shelbyville with an Eastern Illinois University class, then visited Richland Community College to introduce students to forest and wildlife resources of early Indians of the area and how they used these resources for their survival.

Colonel Beech visited Shelbyville on November 18th to conduct a public meeting in Shelbyville, then toured the lake's facilities on the 19th.

A group of Beecher City Girl Scouts visited the lake to hear Diana Williams talk about water safety. The Girl Scouts' theme this year is Water Safety and Conservation.

REND LAKE

Park Technician, Jim Slechta, gave a talk on recreational opportunities at Rend Lake, and showed the movie "A Whole Lot Proud" to 15 recreation students at Rend Lake Junior College.

Eighteen handicapped deer hunters and over 25 high school and college volunteers showed up at the crack of dawn for the first weekend of deer shotgun season at Rend Lake. This 3rd Annual Special Hunt for the Handicapped netted two deer, (unfortunately, seven other deer were shot at and missed). In spite of the warm and wet weather, the hunters had a good time and many will be returning next season for a second try. The event was covered by three local newspapers and the Illinois Department of Conservation publication, "Outdoor Highlights."

The 6th Annual Controlled Hunt for quail and rabbits is scheduled for six days this December. Eighty-eight applications, each representing two hunters, had been received by Thanksgiving with slightly less than 2/3's being for the quail hunts. The random drawing for the 108 hunting slots available will be held on December 3rd.

CARLYLE LAKE

Several interpretive programs were conducted during the month. Mary Lois Horton presented a program on snakes to 45 Breese 4th graders. Robert Iski led a Winter Wildlife Watch around the Willow Pond for 19 Carlyle Girl Scouts. Maggie Briggs presented her "Mammals Around The Lake" slide show to the Greenville Kiwanis Club and the Carlyle Cub Scouts. On November 20, thirty craft enthusiasts participated in the Thanksgiving Craft Workshop held at the Visitor Center. Park Technicians Chris Cascone and Maggie Briggs instructed on several crafts including seed medallions, cattail mobiles, milkweed poinsettias, and several other projects.

Twenty-three members of the staff successfully completed the eight hour National Safety Council Defensive Driving Course. Illinois State Police Trooper James Gallo was the instructor.

From November 3 through December 12, the controlled pheasant hunt was conducted at Hazlet State Park located on the west side of the lake. The program has been quite successful with 175 hunters registered each day. An average of approximately 1.7 birds were killed per man. The birds are raised on the Illinois State game farms and released each day after 4:00 PM during the period of this controlled hunt.

Archeological excavations are being conducted at the Grey-Day site near point number five under contract by the Center for American Archeology. The site which was identified by a S.I.U. student and reported to District Archeologist Terry Norris is apparently the location of a series of Indian villages beginning approximately 1400 years ago and continuing to around 1300 A.D. Material remains that are present on the site include: human burials, remains of Indian lodges, material from storage and refuse pits, and every day life. The purpose of the project is to recover material endangered of being lost through erosion and to document the significance of the sight to determine its potential eligibility for inclusion in the National Register of Historic Places.

MARK TWAIN LAKE

Colonel Gary Beech visited Mark Twain Lake on 10 Nov. and met with all members of the Mark Twain Lake Management staff. He was accompanied by John Huetsch, Carrol Blackwell, and John Mar. After a staff briefing, the party visited the Resident Office where Colonel Beech was interviewed by WGEM-TV (Quincy, Illinois).

DISTRICT DOINGS (Continued)

Park Technician Anne Behrens presented a program in honor of Thanksgiving to the senior citizens at Twain Haven Nursing Home in Perry, Missouri.

The staff at Mark Twain Lake was kept very busy during the lake's heaviest public use period of the year — deer season. An estimated 7,000 hunters visited the project during the 10-day period, with record number of deer taken.

Hydropower Superintendent, Dale Russell, had a busy month conducting tours of the dam and power plant for the following groups: engineering students from Meramec State College; Math and Science students from the Monroe City High School; Quincy Cub Scouts; and the Mexico Missouri school teachers.

Over the past several months Park Aid Bobbi Michener has been making an inventory of over 320 ponds on the lake project. She evaluated their condition and made management recommendations to be included in the Natural Resource Management Plan.

Park Manager Dennis Foss, along with members from State and Federal Soil Conservation Agencies spoke to a group of concerned citizens at Paris, Missouri regarding a river basin proposal that will control soil erosion in the Salt River above the Mark Twain Lake.

WAPPAPELLO LAKE

Colonel Gary Beech made two visits to Wappapello Lake during the month of November. The first visit came on the 17th as a result of an invitation to speak to members of the Wappapello Lake Association. Then on the 23rd, the District Engineer presided over the scheduled public meeting in Poplar Bluff. Accompanying the DE were Carrol Blackwell, Jim Butery, Dennis Hogan, John Huetsch, John Marzec, Bill Rogers, Sandy Sandlin and Clyde Wilkes. Discussion at the public meeting centered around the transfer of Wappapello Lake from the Memphis District to the St. Louis District. Several questions were raised regarding whether any major operations changes would occur. All in all, the meeting provided an excellent opportunity for the Colonel and his staff to get acquainted with the residents of the Wappapello area.

Harlan Lamb, a seasonal park technician and mathematics teacher at Puxico High School, was recently named the Outstanding Mathematics Teacher of the year by the Missouri Council of Teachers of Mathematics. Harlan has worked with the Corps at Wappapello for the past three seasons and is a fine addition to the staff.

Park Technicians Roger Martin and Gary Stilts attended a five-day workshop on campground management and rehabilitation at Montgomery Bell State Park near Nashville.

The Wappapello Lake project has again been nominated for the Division Safety Award. During the year 1981 the project was awarded top honors within the Lower Mississippi Valley Division for its safety program. As everyone knows, safety is no accident, and the staff at Wappapello works hard to insure that a safe working environment is maintained.

AROUND THE DISTRICT

Old Newsboy's Day was another big success with our people bringing in \$336.00 — the third highest total since 1976. Braving the elements for charity were Colonel Beech, LTC Chapman, Ulas Wilson, John Huetsch, Bill Cauble, Eli Hydar, District queen Debbie Groh, Bill Boston, Pat Bauccio, Ken Kruchowski, and Clyde Wilkes. Congratulations to all, and many thanks to the contributors.

Bill Cauble and Joe Bisher took part in another Small and Disadvantaged Business Utilization Council meeting. This time it was the North Central Chapter meeting held at Ramada Inn, Westport.

Mike Dace taught two classes in Rivers and Harbors at University of Mo.-Rolla. His topic was "Flood Control in the Mississippi Valley." Mike also spoke to the Sullivan, Missouri, Kiwanis Club about the St. Louis District.

John Brady spoke at the 1982 National Cave Conservation and Management Symposium in Harrisonburg, Va. His topic was "Cave Management for Endangered Bats." John also spoke at a St. Louis University Geology Seminar on the same subject.

Clyde Hopple gave a presentation on the events leading up to the Cannon Dam cofferdam flood to a Masters of Geotechnical Engineering course on Earth and Rockfill Dams at UMSL.

Al Berman gave a briefing and tour of the Computer Aided Drafting Center for 20 students from an Architecture and Construction Technology Class from Meramec Community College. Later twelve more students came back for the tour, given this time by John Naeger.

Terry Norris spoke at Washington University graduate schools of Anthropology and Architecture on the research potential of the Ste. Genevieve, Missouri area. Terry also talked about St. Louis District's Cultural Resource program to the St. Louis Altenheim Retirement Center.

Bill Sutton spoke to Mid-Missouri Section of ASCE in Columbia, Mo. about L&D26(R).

Ken Koller spoke to the Alton-Wood River Chapter of the American Institute of Chemical Engineers on L&D 26(R).

Colonel Gary Beech spoke to the Association for Improvement of the Mississippi River about L&D26(R) aboard the Robert E. Lee.

At Lock and Dam 26 (Replacement) Farrell Burnett gave a briefing and tour for 10 engineering students from SIU-Edwardsville, and Jimmy Bissell gave an update on progress of the project to the Madison County Carpenter's District Council Apprentice Program at Lewis & Clark Community College, Godfrey, Ill.

INCENTIVE AWARDS SECRETARY

PROMOTIONS:

Ronald L. Jackson, OD-NL,
Lock and Dam Operator, WY-5426-5

Benedict F. Venturella, OD-E,
Natural Emergency Prog Coord, GS-301-12

Terry L. Miller, OD-NL,
Lock and Dam Operator, WY-5426-5

Doris R. Smith, OD-RR,
Reservoir Clerk, GS-026-5

Earlan B. Greer, RE-M,
Realty Specialist, GS-1170-11

Thomas L. Crump, ED-FS,
Civil Engineer, GS-810-11

Marianne Schmitt, DD,
Secretary Stenography, GS-318-5

Evelyn M. Tapley, RE-P,
Real Estate Technician, GS-303-7

Mary L. Winston, RE-A,
Clerk Stenography, GS-312-4

Craig K. Donis, RE-A,
Attorney-Advisor, GS-905-12

Norma J. Moore, AS-M,
Mail and File Supervisor, GS-305-5

Walter Fredley, RO-L,
Construction Representative, GS-809-11

David L. Buatte, RO-L,
Construction Representative, GS-809-11

Louis E. Malone, ED-FM,
Civil Engr Technician, GS-802-5

Michael D. Houser, ED-P,
Civil Engineer, GS-810-12

John E. Hill, OD-NL,
Lock and Dam Operator, WY-5426-8

Leo G. Fortman, OD-NL,
Lock and Dam Equipment Foreman, WA-5318-10

Stephen W. Summers, OD-RS,
Park Technician, GS-026-6

Patrick S. McGinnis, OD-R,
Natural Resource Specialist, GS-401-11

Gregory Leeper, OD-NC,
Fireman-Watertender, WG-5402-8

Terry Simpkins, OD-NC,
Fireman-Watertender, WG-5402-8

Sheri Todd, ED-HD,
Hydraulic Engineer, GS-810-11

Joseph Kissane, ED-FM,
Geologist, GS-1350-9

Kathleen Rice, AS-W,
Clerk Typist, GS322-4

Wayne J. Klinger, OD-NC,
Fireman-Watertender, WG-5402-8

Janet A. Eversgerd, BC,
Program Clerk Typing, GS-303-4

Janice R. Hitchcock, ED-DM,
Mechanical Engineer, GS-830-9

EXCEPTIONAL PERFORMANCE RATING:

Walter Feld, OD-N

Lawrence Strunk, CD-C

James T. Lovelace, ED-H

Pete Puricelli, BC

John Huetsch, DX

James Petersen, OD

Sally M. Corbett, OD-R

Nicholas F. Miller, OD-PB

Eileen Dietrich, SD

Evelyn A. Miller, DC-F

Maxine A. Green, DC-F

Helen R. Schleipman, DC-F

Howard M. Turner, RO-L

Gerald Riley, OD-NC

Cleatus L. Raines, OD-NC

QUALITY STEP INCREASE:

David Berti, OD-RR

SUSTAINED SUPERIOR PERFORMANCE AWARD:

Diane M. Jones, RE-A
William Boston, BC
Michael Moran, OC
Cory D. Webb, CD
David L. Buatte, CD
Ted V. Hayn, OD-NC
Donald W. Karl, OD-NC
William E. Kaufman, OD-NC
Margaret Robbins, ED-H
Edna V. Herdman, DC-M
Carl E. Myers, ED-S
Lee White, ED-FM
John J. Jaeger, ED-DA
Charles Furlin, ED-S
James Keim, ED-FI
C. J. Hilton, RO-C
William P. Levins, RE
Donald Dannan, ED-R
Lee Dellenbaugh, ED-DG
Clyde F. Hopple, ED-FS
Walter Snow, OD-F
Richard Mills, ED-HE
William Vasel, ED-DG
Melvin E. Cundiff, OD-RR

SIGNIFICANT ACCOMPLISHMENT AWARDS:

Lawrence Strunk, CD-C
Otto Steffens, RO-C
Jimmy Bissell, RO-L
Charles Neidinger, RO-C
Anson Eickhorst, PD-E
Owen Dutt, PD-A
John Lytle, ED-FI
Melton Stegall, ED-FM
George Postol, ED-FS
Bobby R. Hughey, ED-D
Kenneth D. Corbin, PD-M
John J. Clark, ED-C
William R. Sutton, ED-Z
Jack F. Rasmussen, PD
Bruce H. Moore, ED-F
Dale E. Modde, ED-P
James T. Lovelace, ED-H
Arthur L. Johnson, ED-X

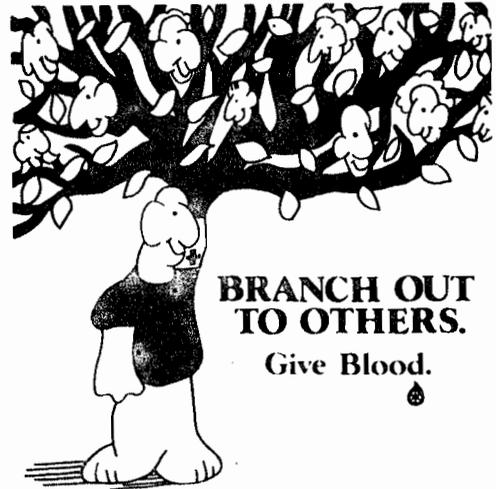
ON-THE-SPOT CASH AWARDS:

Lammert A. Buchhold, CD
Ronald G. Viehweg, RO-L

SPECIAL ACT/SERVICE AWARDS:

Marianne Schmitt Construction Division was awarded \$500 for a Special Act performed while still in the Construction Division.

Ronald R. Jones Office of Administrative Services, Visual Processing Center was awarded \$1000 for formatting an Index of Documents on word processing which can easily be accessed by District Managers. It enables them to view a listing of documents created within their area.



BLOODMOBILE IN DISTRICT OFFICE

A Red Cross Bloodmobile will be set up in ALMSA'S Room 1341A & B on Friday, 17 December 1982, from 8:00 a.m. to 1:00 p.m. All employees working in the District Office and Service Base are encouraged to donate blood. Employees who have previously donated blood will be sent a Pledge Card and asked to participate in the Program once again. Pledge Cards for new donors may be obtained in Room 942 or by calling Toni Urbanski, Ext. 3-5656.

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DELAYED ENTRY PROGRAM

Today's Army offers high school seniors an opportunity to reserve a place in the Army skill training program of their choice. It's called the **Delayed Entry Program**, where seniors can enlist in the Army before graduation, select the skill training of their choice and take up to 12 months to report for duty. Their choice is guaranteed in writing, and that's a definite advantage, if a student wants training in electronics or another area that may already be filled. With the **join now, report later** program, an opening is reserved and guaranteed. There's also a chance for a student to select his or her first duty station and have it guaranteed.

Your Army Representative can provide all the details.

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WAPPAPELLO GETS TOLL FREE NUMBER

The Wappapello Lake Management Office has a toll free number now. It is (314) 464-7214. The next revision to the District Telephone Directory will contain this new number.



A CHRISTMAS CAROL.

Charles Dickens' "A Christmas Carol" has been read by all ages since he wrote it in 1843. It has been made into movies, cartoons and TV specials. Christmas somehow doesn't seem complete without it.

Dickens wrote it in less than a month because he was desperately in need of money. At the age of 31 he had a wife and five children to support, and a sister-in-law, brother and father who also lived with him. He was deeply in debt and had borrowed heavily on his insurance policies and on books not yet written.

Dickens' Christmas mail brought the glorious news that all six thousand copies of the first printing of "A Christmas Carol" had been sold on the first day and that a second and third edition were already being run.

This success was particularly gratifying, because Dickens had brought out the book on a commission basis, as a private venture. Furthermore, although a quality work, he wished it to sell at a small price. He insisted on color plates and a fancy binding, yet the tag was only a modest five shillings.

The book was destined to become one of those rare stories accepted around the world by generation after generation of delighted readers of all ages.

THE VALUE OF A SMILE AT CHRISTMAS

It costs nothing, but creates much.

It enriches those who receive, without impoverishing those who give.

It happens in a flash and the memory of it sometimes lasts forever.

None are so rich they can get along without it, and none so poor but are richer for its benefits.

It creates happiness in the home, fosters good will in a business, and is countersign of friends.

It is rest to the weary, daylight to the discouraged, sunshine to the sad, and Nature's best antidote for trouble.

Yet it cannot be bought, begged, borrowed, or stolen, for it is something that is no earthly good to anybody till it is given away!

And if in the last-minute rush of Christmas buying some of our salespeople should be too tired to give you a smile, may we ask you to leave one of yours?

For nobody needs a smile so much as those who have none left to give!

Frank Irving Fletcher
(from an advertisement for Oppenheim, Collins & Co.)

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HYDAR'S HAPPENINGS

GREAT SONGS OF CHRISTMAS AND HOW THEY CAME TO US

O Come All ye Faithful (Adeste Fideles)

This is one of the oldest hymns in the Christmas service, the first manuscript known to scholars dating from 1751, although the melody is in fact much older.

The First Noel

This carol is believed to be of French origin, probably about 1500, although no one is really certain. Sometimes "Noel" is used, sometimes "Nowell" in the old English usage. Europe knew the song in the seventeenth century but it made its first known appearance in print in 1883.

Joy to the World

Lowell Mason arranged the music for the carol in 1830, using a theme from the "Antioch" portion of Handel's Messiah. The words were written in 1719 by Isaac Watts.

Away in a Manger

Although scholars dispute the point, many believe that this carol was written by Martin Luther for his children, and it is often called LUTHER'S CRADLE HYMN. There are several different melodies for the lyrics.

Silent Night, Holy Night

One of the most famous stories of all time surrounds the composition of this beautiful carol. It was written on Christmas Eve, 1818 in the village of Oberndorf, Bavaria. The church organ had broken down and organist Franz Gruber and vicar Joseph Mohr wanted music for the holiday services. Accordingly, Gruber wrote the music and Mohr the verses, and the carol was first heard the next day in a three-part arrangement, accompanied by a guitar.

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ELIMINATION OF LEGAL SIZE PAPER

On 26 Sep 81, the Judicial Conference of the United States adopted letter-size paper as the standard for use throughout the Federal Judiciary and directed that legal-size paper no longer be used! Beginning 1 Jan 83, letter-size paper will be the only acceptable size for new records filed with all Federal Courts. For this reason, it is recommended offices review their LMS legal-size forms (8½x14) not merely those filed with Federal Courts, and revise or redesign so that they will be no larger than 8½x11.

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REMINDER

ALL EMPLOYEES ARE REMINDED TO REVIEW AR 600-50, STANDARDS OF CONDUCT.

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REASSIGNMENT

Effective 15 December 1982, Major General John F. V. Jr. became Director of Civil Works, USACE, and Brigadier General F. T. Gay III became Commander of the South Atlantic Division.

NIGHT SCHOOL GRADES

This is a reminder to all employees who have received tuition assistance for the fall semester/quarter, that grades should be submitted to the Personnel Office as soon as received from the school. Copies may be made and sent to PO-T. Failure to submit a grade report may jeopardize eligibility for future tuition assistance.

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TENNIS ANYONE?

Women who wish to sign up for Spring Tennis League, please contact Thelma, ED, 5545. If you can hold a racket, feel free to sign up.

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WANTED

Somewhat current encyclopedia set (special interest in children's set). Ben Hawickhorst 3-5755.

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**SUBMISSIONS FOR JANUARY
INFORMATION BULLETIN
ARE DUE BY 30 DECEMBER.**

*** EEO CORNERSTONE ***

**ANNUAL EEO AWARDS
FY 82**

Recognition for superior accomplishments in EEO should be an integral part of the St. Louis District's Incentive Awards Program. Achievement of equal employment opportunity in Government requires an understanding of this goal on the part of all employees and a sensitivity to the needs and aspirations of all employees. When there are clearly significant achievements in providing equal employment opportunity, deserving managers, supervisors, employees, or units merit recognition for their contributions to this goal.

The Federal Incentive Awards Program encourages and recognizes excellence of performance in all of its many forms. These may include performance which has involved overcoming unusual difficulties; performance which results in highly desirable benefits; or performance of duties so that one or more of the important job requirements are substantially exceeded. Superior accomplishments in fostering equal employment opportunity may well involve, and sometimes require, performance of this nature. It is public policy to recognize those persons who contribute to Government through superior efforts in extending equal opportunity to those desiring Federal employment or by assisting those already within the Federal service to achieve their highest potential and productivity.

Reference: DIVR 690-1-452 and DR 690-1-452.

The purpose of this award is to:

- a. Emphasize the policy of the United States Government to provide equality of opportunity for all citizens in Federal employment as reaffirmed and strengthened by Executive Order 11478, dated 8 August 1969.
- b. To demonstrate the value which management places upon employees, supervisors, and managers who actively and effectively contribute to EEO.
- c. To give due and proper honor and distinction to those who excel in providing equal opportunity to others seeking employment or already within the Federal service.
- d. To effectively give impetus to the EEO Program by publicizing the superior accomplishments of the award recipients and the impact and positive effect these accomplishments have had upon others seeking equal opportunity.

Procedures: An employee's immediate supervisor, or any official having knowledge of a person's significant contribution to the EEO Program, may initiate a nomination. The nomination will be typed on plain paper and will describe in detail the significant achievements or contributions to the EEO Program. Specific examples and details of achievement in the EEO Program must support each nomination. Information must be described in terms of factual data rather than an opinion of the person making the nomination. Nominations must be submitted to the EEO Office by 14 January 1983. Areas to be considered are described as follows:

Selection Criteria:

- a. Participation in recruitment activities designed to reach and attract job candidates from all sources.
- b. Provide employees with the opportunity to fully utilize present skill.
- c. Participation in the development of training and educational programs to support upward mobility for low-level employees.
- d. Participation in the community efforts to improve conditions which affect employability in the Federal Government.
- e. Participation in employment and training programs for the economically or educationally disadvantaged and the worker-trainee opportunities program.
- f. Participation in the Federal Women's Program.
- g. Participation in the Hispanic Employment Program.
- h. Fully supports the principle of Equal Employment Opportunity for all employees regardless of race, color, religion, sex, age, national origin, or physical or mental handicap and provides leadership and affirmative action in the EEO Program.

* * * * *

METERING MAIL WILL BEGIN DEC 14TH

Everyone knows that the cost of stamps has increased dramatically in recent years, but \$75 — \$80 million for postage was enough to make even the US Army do a double take. That's what the Army reimburses the US Postal Service each year for use of the official indicia with costs based on a sampling system. The US Army conducted tests with metered mail machines back in 1975 before making its final decision. The tests proved that a savings could be realized through decentralization of the military's multi-million dollar budget. Results to be achieved shall be better management controls and each commander will be able to isolate postage costs as an identifiable item for budgeting purposes.

Metered mail machines have arrived in our District Office! We will begin **Metering** mail on 14 Dec 82!

All official mail whether letter size envelopes, labels, self mailers, wrappers, parcel post must be individually weighed and metered postage applied.

The indicia imprinted envelopes, labels, etc., will continue to be used until supplies are exhausted, but they will not be honored by the US Postal Service unless they have been metered by the District mailroom. "What this really means is that no one can drop an official letter in an area mail box. The Post Office will just return it to our mailroom if the metered stamp is not on the envelope."

All letter-type mail must have the proper return address to include the office symbol and correct zip code of 63101. It is important that all persons preparing mail assure that this information is on the envelope so it can be properly processed. Sally says, "prepare mail as early in the day as possible so it will arrive at the mailroom in time for proper metering the same day." (1430 hrs) — especially during the first few weeks of transition.

Field Offices will continue using official indicia until such time as approved by HQDA to purchase meter machines.



DECK THE HALLS

When you bring home a Christmas tree this year, don't bring a fire hazard with you. Check to see if the tree is fresh before you buy it by striking the trunk against the ground. If more than a few needles fall off, the tree is dry and could catch fire.

Once you have a fresh tree, keep it that way by cutting an inch or so off the bottom of the trunk and standing it in water. Don't place the tree near a fireplace, radiator, or any other heat source that could dry it out.

Use only lights that have the Underwriters Laboratories label on them. Check old lights for broken wires and loose sockets; then replace any that are defective.

Never put lights on a metallic tree. Doing so is asking for a shock. Add the colors you want with a safe spotlight.

If young children will be around, put ornaments that are breakable or have sharp edges on the higher branches.

When it's time to put the star on top, use a proper ladder or stepstool, not a chair, or some other makeshift support.

Real candles are attractive, but they're dangerous as well. Don't use them on trees. If you use them in other decorations, put them in stable holders, and place them where they cannot be knocked over. If you want to surround them with greenery, use only artificial, nonflammable boughs. And regardless of what kind of lighting you use, never leave the house without first shutting it off.

PARTY SMARTER, NOT HARDER

If you are having a holiday party this season, the National Safety Council would like to remind you that following a few simple rules will help keep the festivities safe.

Too often, people respond to the holiday atmosphere by drinking more than they normally would, which can be a real problem if they drive home afterwards. Keep the drinks you serve reasonable—if they're a little on the light side, so much the better.

The body needs an hour to rid itself of the alcohol in one drink, and there's no way to speed up the process. Pace yourself and your guests. Shut down the bar at least an hour before you expect people to leave, then ask them to stay for coffee and food. But remember, coffee will *not* make a drunk person sober.

If you have children, be sure to put away all bottles and empty all glasses before you go to bed. Children often get up early and may find leftover drinks. For a child, even a small amount of alcohol can be deadly.

Provide plenty of large, deep ashtrays for smokers, and empty them often so discarded butts don't catch fire. Wastebaskets are a natural target for cigarettes, so keep them out of sight. Before going to bed, make a final check for butts that might be smoldering under rugs, couches, and chairs. Then empty the ashtrays one last time.

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Middle age is when you've given up everything you can and still don't feel good.

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ACCIDENT SUMMARY

NOVEMBER 1982

VEHICLE ACCIDENTS FOR NOVEMBER 1982: None

Total vehicle accidents for CY 1982: Five
Total vehicle accidents for CY 1981: One

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PERSONAL INJURIES – CONTRACTOR EMPLOYEES – NOVEMBER 1982: None

Total accidents for CY 1982: Four
Total accidents for CY 1981: Four

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PERSONAL INJURIES – GOVERNMENT EMPLOYEES – NOVEMBER 1982: None

Total accidents for CY 1982: Nine
Total accidents for CY 1981: Nineteen

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PROPERTY DAMAGE:

A fire damaged the Visitor Center at Clarence Cannon Dam in the amount of \$5,000 when insulation was either overheated by ballasts in the fluorescent lights or a shorted water line heat tape.

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LAKE FATALITIES FOR OCTOBER 1982: None

Total lake fatalities for CY 1982: Four

Carlyle Lake – 3
Lake Shelbyville – 1

Total lake fatalities for CY 1981: Six

Carlyle Lake – 4
Lake Shelbyville – 1
Rend Lake – 1

SAFETY REMINDERS:

1. Drivers should make sure the way is clear before backing up.
2. Employees crossing or entering Tucker at St. Charles should use extreme caution. Frequently drivers do not stop for the red light on Tucker.

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Said the inveterate golfer's wife at the dinner table: "Junior tells me he caddied for you today."

Replied the golfer: "Now that explains it. I knew I'd seen that boy somewhere before."

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