



US Army Corps
of Engineers
St. Louis District

Information Bulletin

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DISTRICT DOINGS

REND LAKE

The main dam and two sub-impoundment dams were recently inspected by a Dam Safety Inspection team comprised of OCE, Division, District and project personnel. No major problems were found.

The second season of the deer hunt for the handicapped was even more successful than the first! Five does and two bucks were harvested over the weekend, with all but one being the first deer ever for the hunter. Congratulations to Park Technician Ken Pierson and Park Ranger Lowell Summers for the best deer hunt ever.

MARK TWAIN LAKE

Following a welcome by Park Manager Dennis Foss, Technician Cynthia Dierks presented "A Friend for All Seasons" to those attending the 1984 Maintenance Seminar. Maintenance Supervisor Dave Ward presented slides of the past year's maintenance work at the lake, including the extensive preparation for the Cannon Dam dedication.

WAPPAPELLO LAKE

Record amounts of rainfall throughout November and December have created exceptionally high lake levels during the past two months. The peak level

for this year was reached 23 December, when the lake crested at 388.82 NGVD. This is approximately 29 feet above normal pool.

Sixteen Corps employees and family members entertained residents and employees of the Grandview Manor Nursing Home at Puxico, Mo., on 20 December, with Christmas carols and games of Bingo. Gifts were presented to the residents by Santa Claus (alias Larry McClure). Wappapello employees also sent a turkey to the elderly residents of the Hilltop Family Home at Wappapello, Mo.



DISTRICT DOINGS (Continued)

AROUND THE DISTRICT

COL Gary D. Beech went to Washington, D.C., to brief our new Chief of Engineers.

Claude Strauser lectured to the Rivers and Harbors Class at the University of Missouri-Rolla. He compared river engineering problems encountered on the Yangtze and Huang Po Rivers in China with problems encountered on the Mississippi.

At Kaskaskia Lock and Dam Joseph Hobbs conducted a tour for 40 members of Cub Scout Pack 342 from Red Bud, Ill.

Five members from a Korean Food Soybean Study Team toured Locks 27.

At Lock & Dam 26 (R) Len Ross and Virgil Sanders gave a tour for 20 students from the St. Louis Technical School.

INCENTIVE AWARDS

PROMOTIONS:

Paul Hecker, RO-L
Stu Trainee Civil Engr, GS-899-4

Larry Wernle, RO-L,
Stu Trainee Civil Engr, GS-899-4

Edna McCoy, OD-RW,
Maintenance Worker, WG-4745-4

Cynthia Gan, RE,
Clerk-Stenographer, GS-312-04

Sharlene Caulley, SD,
Secretary Typing, GS-318-05

EXCEPTIONAL RATINGS:

Norris Davis, BC
Jane Collins, BC

QUALITY STEP INCREASE:

Sharon Hornback, ED-SM

SUSTAINED SUPERIOR PERFORMANCE AWARDS:

Marianne Schmitt, DE
Jacob Buckley, OD-NL
Larry Gutzler, OD-RS
Francis Opfer, ED-HE
Wilford Myers, OD-NC
Benny Russell, OD-NC
Jasper Bouse, OD-RJ
Harold Duggins, OD-RJ
Howard Fields, OD-NC
Maria Shafer, OD-RS
Kenneth Allensworth, OD-PI
David Ward, OD-RJ
Claude Ray, OD-NC
Artemio Basuel, OD-PB
Sam Corbin, OD-RW

SPECIAL ACT/SERVICE AWARDS:

Earl Ehlers, an Engineering Technician in the Specifications Section, Design Branch, Engineering Division, was presented with a Special Act Award for incorporating all changes to the special clauses and front pages resulting from the changeover from the DAR format to the FAR format. His efforts contributed significantly to mitigating the effects to the section during the changeover and allow the section to perform its duties with minimal disruption.

In recognition for special services rendered to the St. Louis District, Corps of Engineers, during the time of the grand opening and dedication of the Mark Twain Lake; the following employees have been given a Special Service Award from the Mark Twain Lake Management Office, Operations Division:

Russell Higgins
Michael Hays
Melvin Dillman
Cynthia Dierks
Harold Holland
Charles Birdsong
Richard Howald
James Lampe

INCENTIVE AWARDS (CONTINUED)

Charles Talbott
Ralph Downs
Ovin Long
Roger Loughridge
Marvin Morris
Nicholas Mudd
Claude North
Jay Riley
Harold Smith
Susan Janota-Summers
Terry Whitmer
Thomas Williams

SPECIAL ACT/SERVICE AWARDS (Continued)

A Special Act Award was presented to Ms. Jean Lindhorst for her significant contribution in the formulating, execution and finalizing of the guest lists for attendees at the Clarence Cannon Dam dedication. Her cooperative spirit, team effort and dedication to detail were most instrumental in ensuring that the personnel who were to be invited to attend the ceremony be all inclusive, leaving no margin for embarrassment to the St. Louis District. She is commended for a job well done!

Elizabeth Pitrolo was presented with a Special Act Award by the Planning Division for her excellent performance of duties while detailed to the Master Planning Branch from 4 Sep 84 to 2 Nov 84. Ms. Pitrolo was responsible for completing a draft of the updated Wappapello Lake Master Plan and for participating in the Recreation Resources Work Group of the Navigation Pool 26 Shoreline Management Investigation.

Michael Dace, a Civil Engineer in the Meramec Section, Project Management Branch, Engineering Division, was presented with a Special Act Award for performance of duties in coordinating and managing all phases of the St. Louis District's involvement with the Environmental Protection Agency (EPA) concerning the dioxin contamination at Times Beach, MO.

Nancy Rogers of the Mark Twain Lake Mgmt. Office was presented with a Special Service Award for assisting with the review and administration of the M.W. Boudreaux Memorial Visitor Center Exhibit Contract from 1 Mar 83 to 15 Sep 84.

Mary Kearns was given a Special Service Award for her performance when she was detailed as a Clerk in the Office Operations Branch, Operations Division.

Joan Guilfoyle was presented with a Special Act Award for her excellent service as volunteer program coordinator for the Rend Lake Management Office.

Patricia Gabris was presented with a Special Act Award for assuming critical clerical duties in the Construction Division, Office of the Chief.

Stephen Austin of the Mark Twain Lake Mgmt Office received a Special Service Award for coordinating the M.W. Boudreaux Memorial Visitor Center Exhibit contract.

Virgil Sanders is commended for special efforts in performance of duties as Resident Office Security Officer. In recognition of his valued performance, Mr. Sanders is given a Special Act Award.

Roy Kretz was presented with a Special Service Award for duties as a maintenance worker at the Rend Lake Mgmt. Office, Operations Division, from 1 Apr 84 to 30 Sep 84. His efforts, dedication, enthusiasm, and knowledge have significantly contributed to the success of the recreational and environmental programs of the Rend Lake Office.

Norman Puckett received a Special Service Award for his efforts, dedication, and contributions to the success of the recreational and environmental programs of the Rend Lake Management Office.

Roy Bowen received a Special Service Award for his efforts, dedication,

and contributions to the success of the recreational and environmental programs of the Rend Lake Management Office.

Jackie Kreke of the Engineering Division was presented with a Special Act Award for her capable assistance to the Value Engineer while officially assigned as a Clerk-Stenographer to the Engineering Division. She performed in this dual capacity and exhibited superior efficiency, tactfulness, and initiative; particularly during periods of extremely heavy workload.

Barbara Collier, Chief, Office of Administrative Services, was presented with a Special Act Award for her special contribution in the many steps necessary to successfully effect the reorganizational changes that have taken place in the last few months in the Office of Administrative Services. Her abilities to accept the challenge, coupled with her acute knowledge of Administrative Support Services, has resulted in her area of responsibility continuing to provide quality support services to the St. Louis District.

Eugene Degenhardt has been given a Special Act Award for his exceptional performance as the St. Louis District Value Engineering Officer from 31 Oct 1982 to 31 Oct 84. He has exhibited superior capabilities and initiative in establishing numerous Value Engineering Study Teams which realized maximum savings from the on-going Lock and Dam No. 26 (Replacement) Project.

Karon Marzec was presented with a Special Service Award for her performance as Federal Women's Program Manager. Her personal perseverance to the furtherance of the goals of the Federal Women's Program has continued the tradition of a quality program for the personnel serving in this Command.

Secretary of the Army John O. Marsh, Jr. and the Army Chief of Staff General John A. Wickham, Jr., have designated "Leadership" as the Army theme for 1985.

The Army's top leaders said in a December 10th proclamation, "Leadership remains the key ingredient that enables our Army to meet successfully the challenges we face. Leadership is vital for melding Army members' aspirations, skills and capabilities into an organization able to deter, fight and win in defense of our national interest.

"No matter what the leader's rank or organizational level, each leader has the same obligation. That obligation is to inspire and develop excellence in individuals and organizations; train members towards professional competency; instill members with a spirit to win; see to their needs and well being; and to set standards that will be emulated by those they lead.

"The bond between the leader, the led and the organization must produce leaders who are grounded in the fundamentals, yet responsive to new ideas. We call on all of you to make this theme of leadership a reality in the total Army."



SPOTLIGHT



Book Accountability

Of the more than 14,000 volumes contained in our library, nearly half are hardbound. These hardbound books, besides being more durable and expensive, are also accountable Government property. The library maintains the property account and assigns voucher and accession numbers to all hardbound books in the collection. Many of the books we purchase are bought upon request and are permanently retained in the requesting office. The others, are shelved in the library and are available for circulation on an as-needed basis. Very soon we will be receiving guidance on the newly instituted rule of property accountability for paperbound/looseleaf books with a value of \$50.00 or more. What does this mean to you? It means that if you lose a hardbound book, very soon a \$50+ paperbound book, you are responsible for paying for it at the original purchase price. Over the years we have collected for lost or damaged books and will continue to enforce this rule. If a book is assigned to your Section and you sign the Property Loan Receipt then you are responsible for its safekeeping, and you can be subject to payment for its loss or damage.

Books are often small, expensive and easily pilferable items, just as calculators. It is important to protect books, however, because unlike calculators books do go out of print and sometimes cannot be replaced. As you know, the price of books has been steadily increasing in recent years. It is no longer unusual to pay \$17.00+ for a best seller. Our costs are generally higher, though, because technical books are often very expensive and many times we buy multiple copies of same title. Despite the high costs, however, the average price of a book we purchased in FY 84 was \$22.00.

How to Identify and Evaluate Software

Do you need some assistance in searching through the maze of software, trying to find the right package to suit your needs? We can help. Besides the many computer magazines we receive, we now have available two new sources that greatly help to simplify the shopping process. One is an online catalog called One Point which provides product descriptions of software and hardware and includes evaluations from published sources. For thoroughly independent software evaluations we now subscribe to Software Digest Ratings Newsletter. Each month an evaluation report is prepared covering a different category of software such as: data base management, financial, word processing, project management, etc. The twelve issues comprise evaluations for twelve different categories. Each year the reports are revised and updated to reflect the introduction of new packages on the market. If you need a report prepared on a particular piece of software or an evaluation of an entire category let us know. We have many of the tools with which to work.

TAX TIME

Now that you have received your annual greeting from Uncle Sam, it is time to start thinking about filing your taxes and completing all those tedious forms. Once again this year, we are a designated distributor of selected tax forms. We have the forms and explanatory materials available for your use in the library. Stop by room 926 and pick up what you need.

WHEN SENDING CONTRIBUTIONS TO THE
INFORMATION BULLETIN, PLEASE INCLUDE
YOUR NAME AND OFFICE SYMBOL. Anonymous
contributions make it difficult to
ask questions if the need arises.

EIT -- PE EXAMINATION DATES

Engineers wishing to apply for either the EIT or PE exams in Missouri should be aware of the following dates:

<u>EIT Exam Date</u>	<u>Filing Date*</u>
20 April 1985	6 March 1985

<u>PE Exam Date</u>	
19 April 1985	21 January 1985

*These dates are firm! Applications must be received in Jefferson City NLT the dates shown. Applications must be obtained from the following address:

Missouri State Board of Architects,
Engineers and Land Surveyors
P. O. Box 184
Jefferson City, MO 65101

NOTE: Next examination date scheduled:

EIT - 24 October 1985
PE - 25 October 1985

FEDERAL EMPLOYEE
LITERACY TRAINING PROGRAM

Adult functional illiteracy is a major "hidden" problem in the United States. Functional literacy is defined as the possession of the essential knowledge and skills to enable an individual to function in his or her environment--at home, in the community, in the workplace.

President Reagan, in addressing the growing problem, announced the Adult Literacy Initiative. One element of the overall initiative is the Federal Employee Literacy Training (FELT) Program. This program is intended to encourage Federal employees to volunteer to tutor groups of functional illiterates.

Locally, there is a critical need for volunteers in two areas.

- a. To teach basic math and writing.
- b. To teach non-English speaking individuals survival English.

Anyone interested in volunteering please contact Ms. Doss, Director of the Local FELT Program, at 367-5000.

PREVENT TRAVEL VOUCHER FRAUD

Recently, the Corps of Engineers has experienced a high incidence of fraud related to lodging costs while employees are on travel.

The Joint Travel Regulations (Vol. I and II) require the travel claims which include lodging cost be substantiated by receipt or a signed statement by the traveler that a receipt cannot be provided. Effective immediately, all "suspect" lodging receipts should be referred to the Finance and Accounting (F&A) Officer who will consult with the traveler's supervisor to determine whether an investigation is warranted. "Suspect" lodging receipts are those that are manually prepared on non-letterhead stationery; have obvious signs of alteration; show costs in excess of similar receipts from the same hotel;

or contain occupancy numbers inconsistent with the travel claim.

If the F&A Officer determines that investigation is not warranted, a memorandum for record (MFR) with rationale will be attached to the original voucher.

If an investigation is warranted, the F&A Officer will refer the case through the St. Louis District Security Officer to the Criminal Investigation Division of the Army (CID).

Should the CID decline investigation because of low dollar value, the Commander will be notified. The voucher will then be forwarded through channels to the General Accounting Office for further action.

DID YOU KNOW?

Asking questions when interviewing for a job (Employers like to be interviewed, too!)

Proper and adequate preparation will assist you in formulating your questions. Prior to your interview, research the organization.

A. General Questioning Guidelines

- have a list
- don't cross examine
- focus your questions on the job
- ask questions that require an explanation
- don't interrupt

B. Interest Questions are job relevant and show your interest in:

- the job opportunity
- the organization
- its activities and services
- people-subordinates, peers, superiors

C. Job Satisfaction Questions testify to your motivation to do the job and focus on:

- meaningful work (the importance of the job)
- your responsibilities and accompanying authority
- recognition for superior performance
- career potential

D. Past Performance Questions serve as dual purpose; they enable you to avoid making a wrong decision and help sell yourself. They concentrate on:

- people who previously held the position
- their performance
- where they are today

E. Responsibility Questions enable you to determine the kind of person the employer wants to hire in terms of:

- education
- experience
- future performance
- personality

When you understand the kind of person the employer wants to hire, you can then say: "I can do the job you want done because I've done it before and I've done it well." Or describe your compensating assets and/or education.

F. Ask for the job!

"I can do what you want done and I want the job!"

G. Avoid questions relating to:

- salary
 - fringes
 - vacations
 - retirement
- until the job is offered and you accept.

Make a follow-up call within 7-10 days and write a thank you note to your interviewer.

Material excerpted from "ingredients for a Successful Interview". Management Recruiters International, Inc., 1979.

BENEFITS INFORMATION

In a recent questionnaire, a large proportion of employees (32%) responded that their main source of information about pay, leave, retirement and other personnel matters was the "grapevine". To avoid obtaining incorrect information, an employee who has questions concerning personnel matters should first ask his/her supervisor. If the supervisor is not able to answer the question, the employees should contact PO-S (5538).

Don't be afraid to ask a stupid question--it's better than making a stupid mistake!

MEMORANDUM
TO HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: RED CROSS DISASTER RELIEF

For over a hundred years the American Red Cross has provided assistance to victims of tragic disasters. Not only has the American Red Cross provided disaster relief in our own country but, over the years, has come to the aid of people in countries throughout the world.

On January 6, 1985, the American Red Cross is launching a nationwide \$5 million campaign as a part of a \$37 million worldwide campaign effort of the League of Red Cross and Red Crescent Societies to provide disaster relief to millions of people in Africa who face death from starvation because of a severe and prolonged drought that has caused the worst famine in this century.

The League of Red Cross and Crescent Societies is coordinating intensive relief operations with other government and international agencies in Ethiopia, the most hard hit, and 11 other of the most severely affected countries. The American Red Cross is targetting its aid to the most vulnerable: nursing mothers, children and the elderly.

Federal employees and members of the armed forces have always responded when they know the need is great. We would appreciate it if you would inform employees in your installations worldwide of the American Red Cross campaign for African Famine Relief and, when contacted by a Red Cross representative, you would support a campaign for emergency disaster relief at your facilities.

For over a century, the Red Cross symbol has stood as a beacon of hope and help for disaster victims. We in the Federal Government have an opportunity to join with others in our communities to support this campaign to bring relief to the many millions who otherwise will die of starvation in Africa.

Donald J. Devine, Director
U.S. Office of Personnel Management

SEMI-ANNUAL REVIEW OF STANDARDS
OF CONDUCT

Once again, it is time for the semi-annual review of Standards of Conduct, AR 600-50, by all employees. LMV 442-R, May 83, should be used for certification that employees have met this requirement. The LMV 442-R should be maintained in the Division Office with a separate written statement to PO attesting to the fact that the regulation has been reviewed by all employees.

You're getting old when you don't care where your wife goes--just so you don't have to go with her.

A charge account is a means of buying today what you can't afford tomorrow while you're still paying for what you bought yesterday.

DEADLINE FOR THE FEBRUARY INFORMATION BULLETIN IS 28 JANUARY.

HOUSE FOR RENT: Crestwood Area

RENT: Negotiable

LEASE: Not Required

AVAILABLE: March 15, 1985 -

Thru September 15, 1985

2 Bedrooms, Living-Dining, Kitchen,
1 Bath, Full Basement, Central-Air,
Washer, Dryer, Dishwasher, Refrigerator,
Range, enclosed Carport.

On quiet cul-de-sac, walk to grocery
and Crestwood Shopping Center. One
child, no pets.

CONTACT: Reitha Jacobs

263-5808, 8:00 a.m.-3:30 p.m.,
weekdays.

821-5461 after 5:00 p.m. and
on weekends



Dr. Martin Luther King, Jr.
1929-1968

Dr. Martin Luther King, Jr. was born January 15, 1929, in Atlanta, Georgia. After completing Morehead College, which he entered at age 15, Dr. King enrolled at Crozer Theological Seminary. He later attended Boston University where he obtained his Ph.D. His doctoral thesis was "A Comparison of the Conceptions of God in the Thinking of Paul Tillich and Henry Nelson Wieman."

The years of Dr. King's greatest success were from 1956 in Montgomery, Alabama, to the 1963 march on Washington, D.C.

His initial activity was with the 1955 Montgomery bus boycott. The boycott activity was coordinated by an organization called the Montgomery Improvement Association of which Dr. King was the president. Using a well organized car pool system to transport participants in the bus boycott, the boycott lasted more than a year. On November 13, 1956, the United States Supreme Court affirmed the decision of a special three-judge U.S. District Court in declaring the Alabama's state and local laws requiring segregation on buses as "unconstitutional." This was a victory from which he launched the non-violent Civil Rights Movement.

In January 1957, the Southern Christian Leadership Conference (SCLC) was founded. Dr. King was elected as the national president of the organization, a position from which he became a national leader.

In 1963, the March on Washington was an unprecedented gathering of black and white leaders. More than 250,000 marchers demonstrated for Civil Rights.

In 1964, the Civil Rights Bill of 1964 was passed into law by Congress, although the legislation actually had been sent to Congress in 1963 by President John F. Kennedy. It was the most far-reaching Civil Rights legislation since Reconstruction.

On December 10, 1964, Dr. King received the Nobel Peace Prize in Oslo, Norway. He became the second Black American to receive the award. The first was Ralph Bunche in 1950.

Another direct result of the March on Washington, was the 1965 Voting Rights Act. This bill eliminated all qualifying tests for voter registration in the South, which abridged the right to vote on the basis of race and color. Soon after the bill was passed, tens of thousands of blacks were registered to vote.

During the Civil Rights movement, Dr. King received one dollar a year from the Southern Christian Leadership Conference and \$6,000 a year from the Ebenezer Baptist Church in Atlanta. He donated the \$54,123 awarded to him with the Nobel Peace Prize to civil rights activities.

Dr. King was assassinated in Memphis on April 4, 1968, where he was supporting a sanitation workers' strike. His death set off riots in 125 cities that led to 21,270 arrests and 46 deaths.

The St. Louis District will observe Dr. King's birthday on Tuesday, January 15, 1985, at 1000 hours, in Room 1040. Mr. Donn Johnson, Weekend anchor man, KTVI, Channel 2, ABC, will be the guest speaker.

QUALITY OF WORKLIFE

Nutrition/Weight Control

We all know that proper nutrition is important. The U.S. Department of Agriculture estimates that improved nutrition could reduce heart disease by 20-25%, dental defects by 50%, and increase survival rates to age 65 by 65% to 90%.

Extra Pounds Harm More than Just Your Appearance

Blood Pressure

An obese person runs a greater risk of developing high blood pressure (hypertension) than a person who is not obese.

Adipose Tissue

Adipose tissue is composed of fat cells that are located throughout the body. These cells become larger and larger as a person consumes extra calories. The reverse is true as one loses weight. A person can't get rid of fat cells but can reduce in size with good weight reduction.

Atherosclerosis

Commonly called hardening of the arteries, atherosclerosis is caused by a buildup of fatty substances in the arterial walls. Being obese almost guarantees that this fatty buildup will occur more rapidly than it does in people who are not obese.

Baby Fat

Too much baby fat is not healthy. Childhood is a critical period, for it is during this period that people develop the number of fat cells that stay with them all their lives.

Diabetes

Approximately 80 percent of adults who become diabetics are overweight. Overweight people are more likely to contract diabetes than those who are not overweight.

Overweight problems are generally easy to identify, but there are other problems associated with food that are not so easy to recognize. For instance, did you know the following facts?

...Foods with a high fat content (like bacon and sausage) can contribute to coronary heart disease.

...Foods with a high salt content (like hot dogs and pickles) should not be eaten by those with high blood pressure.

...Foods with a high sugar content (like sugar-coated breakfast cereals) contribute to the high incidence of dental cavities in American youth.

QUALITY OF WORKLIFE (Continued)

...Additives such as MSG (monosodium glutamate) can cause headaches.

...An overdose of certain vitamins can be dangerous.

...Diets low in fiber can lead to many gastro-intestinal problems, some of which are very serious. (Fiber is found in fresh fruit, vegetables, and whole grain products.)

...Regardless of your age, you need calcium. (Most dairy products are high in calcium.)

...The major cause of anemia (a decreased ability of blood to carry oxygen) in young females is a lack of iron in the diet. (Liver, red meat, and dried fruit are high in iron.)

If you have a weight problem and wish to do something about it, the Downtown YMCA has a program to help. Since the St. Louis District has a group rate from the Y, the course will be given to any Corps employee for \$40, rather than the non-member price of \$65.

WAIST WATCHERS

Are you tired of exercise and diet programs which start you off with a bang then leave you flat? Have you always wanted to work out regularly but find the pace just too much for you? Do you find it hard to maintain your weight after you work so hard to lose? If you have experienced any of the above then WAIST WATCHERS is for you. This new and exciting program is designed for people who have a minimum of 25 pounds to lose. We will address the tough issue of diet and exercise in a sensible way with a program to get the weight off and keep it off. Before you begin, we will test you to determine your current state of fitness, % of body fat, and establish your personal weight loss goal. Our 45 minutes exercise program will meet 3 times per week and is geared to get you "going"--tone--strengthen--and increase your flexibility. We will also help you modify your eating habits. Class size will be limited, so sign up early. Fitness test will be given before the first class by appointment.

Why not give yourself a good start in 1985. Join WAIST WATCHERS and see what you can lose. Call WILLETTE at 436-4100 for additional information. Monday, Wednesday, and Friday...Noon - 12:45 p.m.

NOTE: If at least 5 people desire to have a class after work, the YMCA will provide it.

WOULD YOU LIKE TO FIND OUT MORE ABOUT THIS PROGRAM?

If you would be willing to come to a Library Lecture Series and hear YMCA personnel describe this "Waist Watchers" program, check the box below, sign, cut off and return to John Brady, PO-M.

TO: LMSPO-M (John Brady)

Yes, I would come and listen to a YMCA speaker describe their weight control program.

Signature and organization