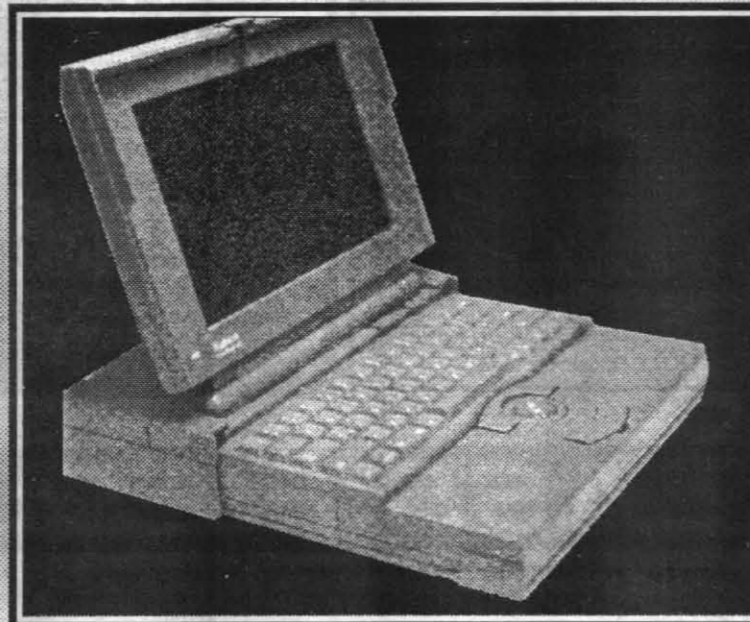




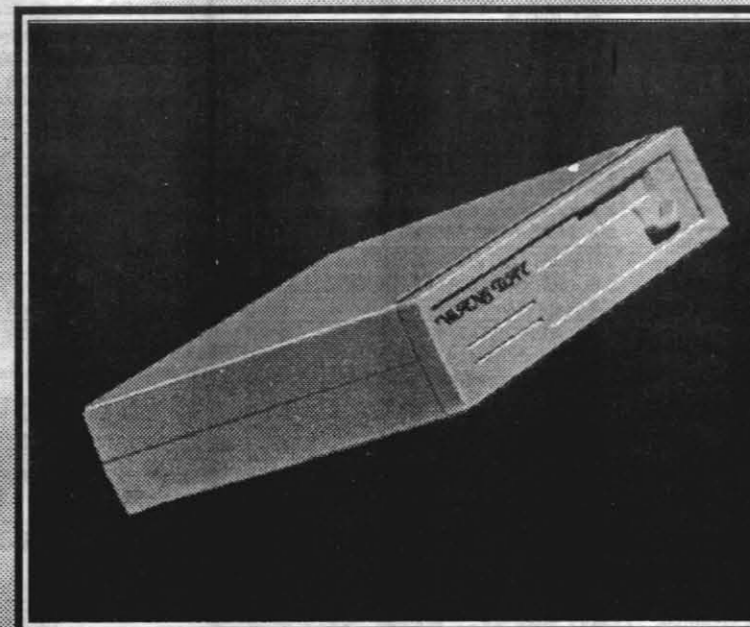
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THE ROCKETEER

THURSDAY, AUGUST 13, 1992

NAVAL AIR WEAPONS STATION, CHINA LAKE

Vol. 48, No. 32

Compressed work schedule approved for NAWCWPNS

Approval from the Naval Air Systems Command in Washington, D.C., to implement a "5-4/9" compressed work schedule at the China Lake and Point Mugu sites of the Naval Air Warfare Center Weapons Division has been received.

Talks are underway with union officials at both sites to allow implementation of the new schedule the week of Sept. 6.

Early this summer, RAdm. W.E. Newman, Commander, NAWCWPNS, requested approval of the compressed work schedule for China Lake and Point Mugu, citing savings in utility costs, improved employee morale and the need for the Point Mugu site to increase average ridership levels to comply with the Ventura County Air Standards Ordinance 210.

In his endorsement of the request, the NAWC Commander, RAdm.

George H. Strohsahl, said, "I strongly believe that this proposed schedule is an idea whose time has clearly arrived. We are being asked to implement change, if it saves money and produces the necessary product to our customer. This plan does both and should be implemented.

Additionally, this plan is responsive to the expectations of our present workforce and positions us to better compete for quality personnel in Workforce 2000."

The new plan will replace the optional 5-4/9 work schedule now in place at China Lake. The current schedule allows China Lake employees to select the payday or non-payday Friday as their day off.

Under the new plan, China Lake and Point Mugu employees will work nine hours a day for eight days of the pay period, work an eight hour day on the nonpayday Friday and have every payday Friday off.

Environmental team earns award for organizing two-day workshop

Bringing environmental issues to the attention of then Naval Weapons Center senior level managers last September recently brought the NWC Team Award to eight China Lakers.

The team that planned, developed and presented a two-day executive workshop included Carol Conrad, Linda Law, Elizabeth Marquez, Tom Merindini, John O'Gara, Debbie Smith and Kent Westover of the Environmental Program Office and Linda Lou Crosby of the Technical Information Department.

Sterling Haaland, then NWC Laboratory Director, and then Commander,

Capt. Douglas W. Cook, kicked off the event with opening remarks and command support for the workshop. It also included sessions on legal aspects, public involvement, resource management, environmental engineering and operations. Time was allotted each day for open discussion and two case studies were examined in panel discussions.

The gathering saw two environmental videotapes, one produced by Crosby, who also acted as liaison with TID to produce other presentation materials.

Smith presented the session on public involvement and also helped develop presentations. Law and Marquez helped

Please see **WORKSHOP**, Page 8

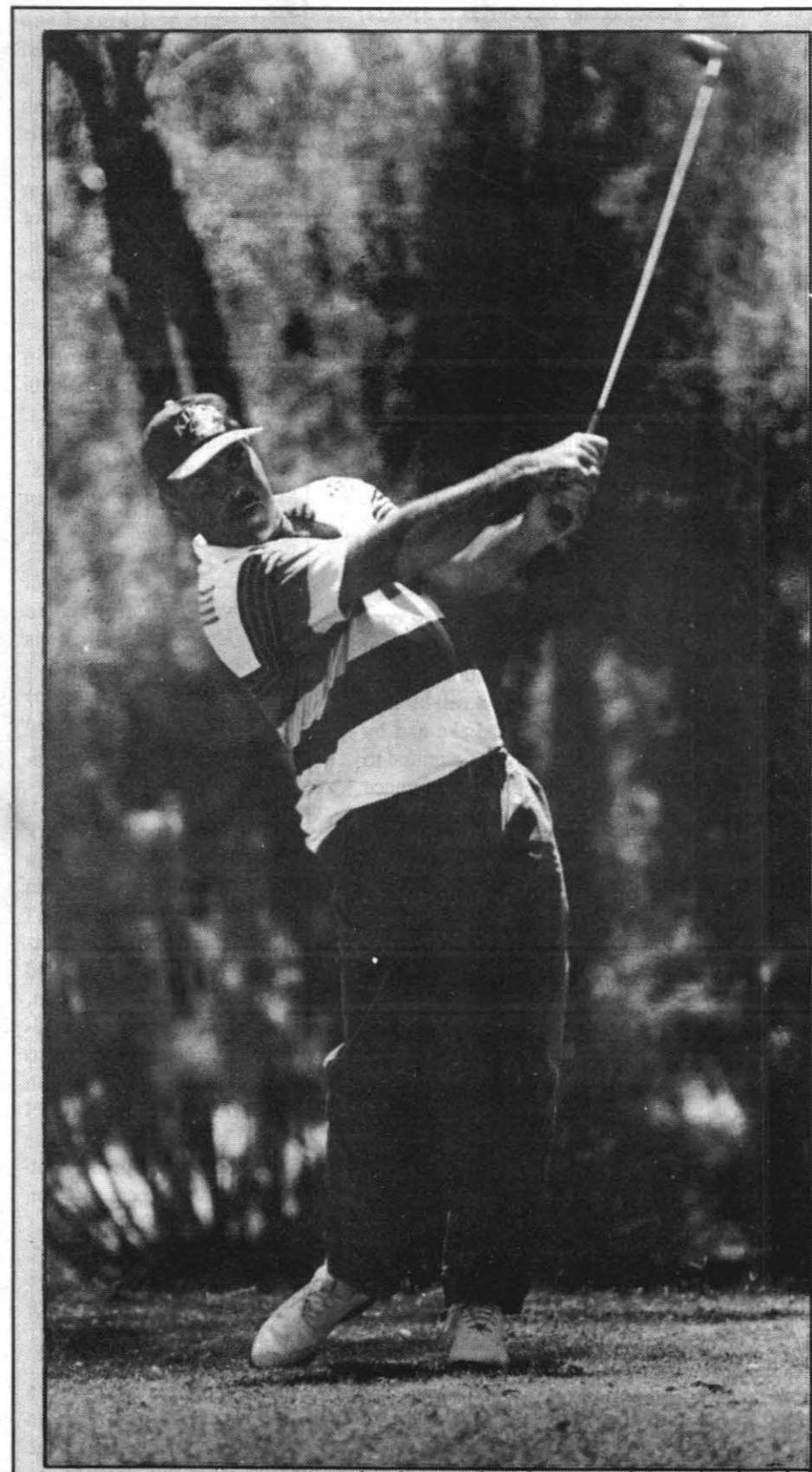


Photo by Jesse Chenault, courtesy of The Daily Independent

CHAMP — Bob Lytle keeps his eye on the ball after his stroke during the SouthPac Golf Tournament held at China Lake last week. See story, Page 9.

Munson earns meritorious promotion

New sergeant wins competition over other Marines

3

Self-Managing Teams (take two)

Procurement Division 2 becomes first group to use new approach

6

Social Security can affect retirement

Length of service and age play a part in the scheme

14

The Weather Report

	Max.	Min.	Custs	Humidity
Wed	107	70	14	27-11%
Thurs	106	73	17	29-12%
Fri	107	68	20	30-11%
Sat	108	67	21	-
Sun	109	63	11	-
Mon	113	71	8	34-11%
Tues	115	74	18	33-14%



TEAM from Page 7

Even after a lengthy period of shared successes, responsibilities, trust, and mutual respect, giving and taking individual feedback was still a high risk venture. Team members describe performance assessments and monitoring (with pride) as the hardest - and scariest - things they have tried so far. They may also be the most productive. Last fall's assessment was based on external customer evaluations and was viewed as 'friendlier.' Their more recent performance monitoring session was based on the feedback from internal customers, including peers within the division. It was seen as more formal, and more honest.

"We tackled the harder issues of personal productivity and performance problems," notes one employee, "and we have come along way toward actually resolving those problems because of it."

Al Lipinski teaches GD&T course

Geometric Dimensioning & Tolerancing (GD&T), a course geared for those who work with or have to interpret mechanical engineering drawings, will be offered at the China Lake Training Center August 25-27, Sept. 1-3 and 9. The 56-hour course, held from 8 a.m. to 4 p.m., will be taught by Al Lipinski from the Engineering Department.

The course is open to all military

and DoD employees. There is a tuition fee of \$300 for government contractors. Participants may receive Cerro Coso Community College credit, however, credit is not mandatory.

Anyone interested in attending the class should call 939-2359 as soon as possible. Callers may get an answering machine. If so, leave name and number and purpose of call.

English Writing Proficiency Test scheduled

On Sept 9 the English Writing Proficiency Test will be given to graduated students of Cal-State Northridge. CSUN students should take the exam as soon as application for admission has been submitted. This test must be passed before the student is granted

classified (unconditional) status as a master's candidate. The exam fee is \$20. Checks should be made payable to California State University, Northridge (CSUN).

To arrange for the exam, call Denise at 939-2648.

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MILITARY NEWS

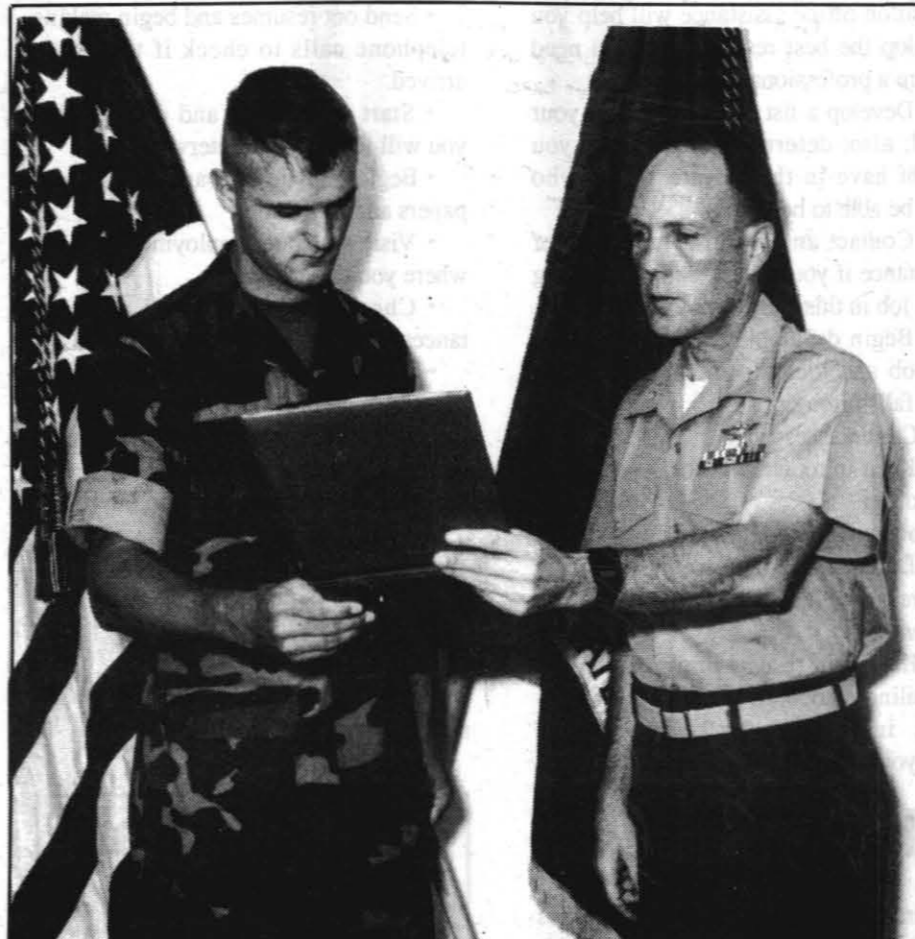


Photo by Terry Pascarella

MERITORIOUSLY PROMOTED—Col. Richard W. Chambliss, Commanding Officer of China Lake's Marine Aviation Detachment, reads the citation meritoriously promoting Charles G. Munson to sergeant. The local detachment can only meritoriously promote one Marine per year.

Munson meritoriously promoted to sergeant in MAD competition

By Peggy Shoaf Staff Writer

Participating in any promotion is an honor, noted Col. Richard W. Chambliss; however, when it is a meritorious promotion, it is a special honor. The Commanding Officer of the Marine Aviation Detachment at Naval Air Weapons Station China Lake was able to participate in such a promotion last week, when he put sergeant chevrons on Charles G. Munson.

"Being meritoriously promoted is not easy," the colonel said to the new sergeant. "However, after reviewing your records, I can understand why this (the meritorious promotion) is well deserved."

The records show not only has Munson's past performance been superb, but that he participated in two important Marine operations—Operation Sharp Edge and Operation Provide Comfort.

Sergeant Munson noted that Operation Sharp Edge was a peace keeping mission in Monrovia, South Africa, where civil war had broken out. One of their main goals was to evacuate all the Americans.

In Operation Provide Comfort, Munson and fellow Marines provided needed supplies to the Kurdish refugees in Northern Turkey and Northern Iraq after Operation Desert Storm.

Both missions were highly dangerous and successful, noted Col. Chambliss. "They were clear demonstrations of the

Marine Corps ability to respond to a crisis," he said.

A meritorious promotion is different from a regular promotion because the applicants don't have to have the composite scores set by the Marine Corps for the next higher rank, Munson said. At China Lake, the MAD can meritoriously promote one person per year.

Munson competed with three other Marines for the honor. Each had to appear before a board to answer a variety of military theoretical questions. Military records of each also played an important part in the process. After the competition was finished, the board gave its findings to the MAD Commanding Officer, who sent the recommendation on to Marine Corps Headquarters, where it was approved by the Marine Corps Commandant, General C.E. Mundy Jr.

Munson, a helicopter mechanic assigned to Air Test and Evaluation Squadron Five (VX-5), reported for duty just two-and-a-half months ago from Marine Corps Air Station New River, North Carolina. He noted he came to China Lake at the right time. "I checked in and they told me this was going down," he said laughingly. He made sergeant after just under four years in the service.

Colonel Chambliss also complimented the new sergeant's wife, Traci, for supporting her husband and the Marine Corps. "The Marine's spouse is extremely important to a person's career," he said.

VX-5 July quarters features several air medals

Air Medals for Desert Storm accomplishments and a local Navy Achievement Medal (NAM) topped awards presented at quarters July 16 at Air Test and Evaluation Squadron Five (VX-5).

Lieutenant Craig R. Bertolett Jr. came away with recognition for four medals—two with combat distinguishing devices for individual events and two strike/flight awards—for service as an F/A-18 pilot with Strike Fighter Squadron 81, embarked in USS Saratoga.

The first combat event medal was for Lt. Bertolett's participation in the first daytime strike of the Gulf War on Jan. 17, 1991, during which he provided suppression of enemy air defenses and search and rescue coverage.

The citation by then Secretary of the Navy H. Lawrence Garrett notes Bertolett's "brilliant airmanship in the face of withering enemy defenses guaranteed the survivability of dedicated strike assets. He courageously positioned his aircraft in the optimum firing envelope, maximizing delivery parameters of his high-speed anti-radiation missiles (HARMs) in order to silence critical enemy threat systems."



Lt. Craig R. Bertolett

The citation goes on to credit Bertolett for clearing the egress flight path of hostile aircraft.

The second combat award came for a strike against an enemy airfield the next day, Jan. 18, 1991. The citation by VAdm. S.R. Arthur says, in part, "In the face of adverse weather conditions, forcing the return of part of the strike package, Lt. Bertolett courageously flew into known areas of intensive defenses to complete his mission, which resulted in the destruction of numerous hardened aircraft shelters."

Vice Admiral Arthur also wrote the citation that accompanied the first and second strike/flight awards for the sum of Bertolett's combat operations in the Gulf War from Jan. 17 to March 7, 1991. "In the successful completion of these missions," the admiral wrote, "Lt. Bertolett contributed materially to the success of the United States' effort in Southwest Asia."

Lieutenant Peter J. Kind also received an air medal and citation from VAdm. Arthur for his part in planning and leading a strike in Iraq on February 13, 1991. While embarked with Attack Squadron Seventy-five in USS John



Lt. Peter J. Kind

F. Kennedy, Lt. Kind, piloting A-6E Intruder, was assigned as air wing lead on a long-range strike against surface-to-air missile support facility near Fallujah.

Arthur wrote, "Gallantly pressing the attack while in the heart of numerous surface-to-air missile and anti-aircraft artillery envelopes, Lt. Kind delivered his ordnance on target with devastating accuracy, resulting in the destruction of targeted buildings."

Lieutenant Commander David A. Dunaway received a NAM for serving as operational test director for the Airborne Self-Protection Jammer project from May to July 1992.

"In the face of much adversity, LCDr. Dunaway persevered in ensuring this very controversial project was given an objective and honest appraisal," reads the citation written by Capt. Garth A. Van Sickle, VX-5 Commanding Officer. "His exceptional intellect was instrumental in the development of analytical techniques for data reduction that were innovations in operational testing." The citation went on to credit Dunaway's effort with having a major impact on naval aviation and procurement issues facing the Navy.



LCDr. David A. Dunaway

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DoD transition officials offer timetable for job hunting

You've made the decision to leave the military. Whether you're leaving in mid-career or retiring, chances are pretty good you will start another career.

Most people leaving the military find themselves at a disadvantage when they start looking for a job. They have never had to submit resumes, sit through job interviews or decide what type of work they want to do. They haven't thought about where they want to live or worried about a work wardrobe. DoD transition officials, with the help of several commercial organizations, developed a timetable for job hunting while still in the service. Following the guide won't guarantee a job, but it will improve chances of finding one.

DoD officials urge personnel leaving the military to visit a transition office for help in resume writing, registration on the electronic bulletin board and other support aids. They say attend local job fairs. Local libraries can also provide a wealth of information when moving and changing jobs.

Twelve months before leaving:

- Talk to transition office personnel.
- If retiring, attend a retirement briefing and visit the transition office.

• Discuss with your family possible options, setting goals for the job and location search.

• Decide where you want to live after leaving the military.

• Decide what types of jobs you qualify for and the income you will need.

• Start subscriptions or check the local library for trade journals.

• Make sure you have or can acquire any necessary license you need for your chosen profession.

• Check your financial status and make plans to have enough money to cover several months of expenses if you don't find a job immediately.

• Begin attending job fairs.

• Research job possibilities, job markets and the economic conditions in the geographic area you want.

• **Nine months before leaving:**
• Decide what type of job you are going to look for.

• Do first drafts of your resume.

• If possible, visit the area you plan to move to after leaving the military; if you can't visit, write to the local chamber of commerce for information.

• For job and real estate information, subscribe to weekend newspapers from

the area where you plan to move.

• Continue research.
• Keep in touch with the local transition office.

Six months before leaving:

• Finalize your resume; decide if transition office assistance will help you develop the best resume or if you need to hire a professional resume writer.

• Develop a list of employers in your field; also, determine any friends you might have in the private sector who may be able to help you.

• Contact an executive recruiter for assistance if you qualify and are looking for a job in this category.

• Begin developing a fall-back plan for job and location in case your first plan falls through.

• Continue research.
• Keep in touch with the local transition office.

• **Four months before leaving:**
• Determine a date to visit the area where you plan to move for possible interviews.

• Have your resume printed and begin a mailing campaign to selected companies; include in your cover letter the date you plan to be in the area.

• Begin putting together a work wardrobe.

• Keep researching.
• Keep in touch with the local transition office.

Three months before leaving:

• Send out resumes and begin making telephone calls to check if they have arrived.

• Start rehearsing, and decide what you will wear for job interviews.

• Begin replying to want ads in newspapers and magazines.

• Visit the state employment agency where you plan to live.

• Check with friends and acquaintances in private industry for job leads.

• Visit several private employment agencies for help.

• After each job interview, evaluate your performance and decide what you did right and what you need to improve.

• Continue research.
• Keep in touch with the local transition office.

• **One month before leaving:**
• Continue all steps from previous months.

• Out process.

Proceedings sets photo contest

The U.S. Naval Institute and Eastman Kodak company have announced that entries are being accepted for the 31st Annual Naval and Maritime Photo Contest. Kodak's cosponsorship, now in its seventh year, has enabled the Naval Institute to award more and larger prizes, and publish the photographs on the high-quality paper they deserve in *Proceedings*, the monthly magazine of the Naval Institute.

The contest is open to both amateur and professional photographers. Cash prizes of \$500, \$350, and \$250 will be awarded to the photographers of the top three entries. In addition, 15 Honorable Mention winners will each receive \$100.

All photos submitted for the contest must pertain to a naval or maritime subject, and may be either black-and-white prints, color prints, or color transparencies. Entries must include a caption and the photographer's name, telephone number, social security number and address printed or typed on a separate sheet of paper. The minimum acceptable print size is 5" x 7". Transparencies must be in 35 mm format. Photos are not limited to those taken during this calendar year. However, there is a limit of five entries per person. Entries must be received on or before Dec. 31. The winning photos will be published in a 1993 issue of *Proceedings*. Some photographs not awarded prizes may be purchased by the U.S. Naval Institute. Photos will not be returned unless accompanied by a stamped self-addressed envelope.

All entries should be mailed to: Naval and Maritime Photo Contest, U.S. Naval Institute, 118 Maryland Avenue, Annapolis, Maryland 21402-5035.

Branch clinic will be closed for training next Thursday

Due to mandatory training on prevention of sexual harassment, standards of conduct and alcohol abuse prevention, the Branch Medical Clinic will be open for active duty morning sick call, prescription drop-off and bona fide emergencies only next Thursday, August 20.

There will be no afternoon sick call and filled prescriptions may be picked up at 8 a.m. Friday.

The Occupational Health office at the clinic will also be closed.

KNID Navy Channel 17 Schedule

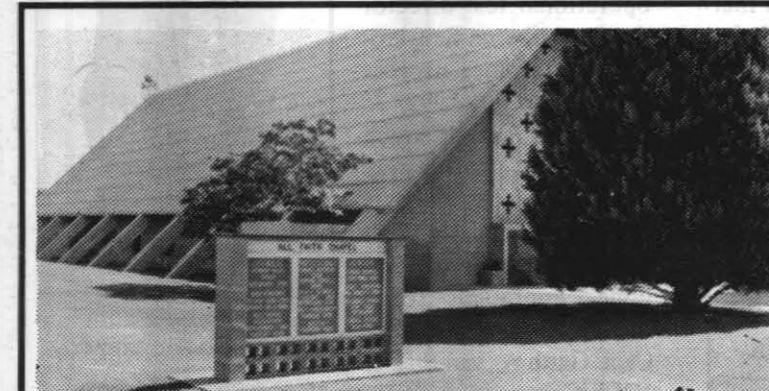
Monday - Friday
August 17 - 21

5:30 p.m.
Navy News

6:00 p.m.
History of the Seabees

6:25 p.m.
Naval Aviation Systems Team: 1992/93 Strategic Plan

6:40 p.m.
Helo Tour



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Sunday Worship Service, Main Chapel 10:30 a.m.
Sunday School, 1008-10 Blandly & 1903-05 Mitscher 9:00 a.m.
Bible Study (East Wing), Wednesday (September thru June) 11:30 a.m.
Men's Prayer Breakfast, East Wing, Thursday 6:30 a.m.
Officers' Christian Fellowship/Christian Military Fellowships, East Wing, Thursday 7:00 p.m.

Jewish (375-0385 Messages)

All services held at Temple Beth Torah in the East Wing
Weekly Services, Friday 7:30 p.m.
Adult Hebrew Lessons, Saturday (September thru June) 3:00-5:00 p.m.
Religious Education, Sunday (September thru June) 9:30 a.m.-12:30 p.m.

Roman Catholic

Sunday Mass, Main Chapel 9:00 a.m.
Daily Mass, Small Chapel 11:35 a.m.
Confessions, Weekdays By appointment
Religious Education Classes, Sunday (September thru May) 1902 Dibb, 1002 Blandly, 1008-10 Blandly & 1903-05 Mitscher 10:15 a.m.
Scripture Classes, Tuesdays (October-January) St. Ann's Parish Hall 7-8:30 p.m.

Islamic

Jumaa Prayer, Friday (1002 Blandly) 1:00 p.m.

Compu Chatter

By Johnny Kessler
PC Lab

Window tips help the users to view icons

Windows tips

1. If you want to have enough room on your desktop to view all your ICONS, add these lines to the desktop section of your WIN.INI file:

IconSpacing=40 ("40" referring to the number of pixels horizontally)

IconVerticalSpacing=58 ("58" referring to the number of pixels vertically)

IconTitleFaceName=Small Fonts (recommended font designed for readability in small point sizes)

IconTitleSize=6 (point size of the ICON title)

IconTitleWrap=1 (wraps long ICON title to other lines)

This will make the ICONs take up less room in the windows they occupy.

2. At some time, I'm sure that you have hunted through the file manager to find a file that you use regularly. This can take a while and is quite annoying. You don't have to do this any more! To eliminate this process, just follow these easy steps:

a. Use a text editor and open the WIN.INI file.

b. In the section called EXTENSIONS, add any extensions that are associated with specific applications. Some of the more common extensions should already be in this section. Be sure to use the same format that is shown if you add any information.

c. Create a program group for your documents; Select "New" under "File" in the Program Manager menu. Click on "Program Group" button and then on "OK." Now give your group a name.

d. Start Windows and open the File Manager. Size the window so that it only takes up half the screen. Open the new program group and size it to take up the other half of the screen.

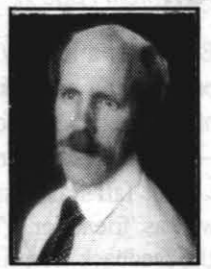
e. In the File Manager, find the frequently used files. Select them and drag them to the new program group you created.

Now you only have to double click on the file you need and the program automatically executes.



Jewelry Jottings

Throughout history, the opal has been the subject of many legends bringing good fortune, but no one described its beauty better than the Roman Statesman Pliny who wrote "...you shall see the living fire of the ruby, the glorious purple



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Insider 90 Pro	#S0700472
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Mac interface	#S0700337-Mac-1B
IBM Stack interface	#S0700482
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Bad news for early out incentives

By John Powers
Code 221

A recent article appeared in the *Washington Post* on July 28, 1992 containing information on "early out proposals."

Department of Defense civilians eligible for retirement who are holding on in hopes of getting a cash bonus to retire, or other such incentive, may be better off not delaying their retirement.

A provision giving a \$10,000 bonus to DoD civilians who retire early apparently has been dropped from the Senate's defense authorization bill.

Under a revised Senate plan, the only Defense civilians who would be offered cash incentives would be employees asked to take early retirement at bases or installations that are not scheduled to be shut down. The idea would be to create vacancies for younger and less senior workers who would be the first affected by reductions in force.

The early retirement incentive would be the lesser of \$20,000 or the amount of severance pay the civilian would get if laid off. This incentive would be very limited and would be offered only to

employees in selected positions and at selected bases.

Both DoD and the White House want a narrowly drawn incentive plan. Pentagon officials repeatedly have stressed that if special retirement incentives are approved, they will be used to create vacancies at bases that are not being closed for younger and less senior workers who are displaced by employee reductions. Officials say that fewer than 5,000 of DoD's one million civilians will get retirement incentives.

The House has approved a more liberal bill which would let DoD give up to six months' salary to workers who take regular or early retirement.

When the Senate finishes work on its version of the Defense Authorization Act, it will go to conference with the House to reach a compromise on various issues, including the retirement incentive for DoD civilians.

If the Senate version prevails, there will be no payments for workers who qualify for regular retirement. The bottom line is that if any early out incentive is passed, it would be directed to a very limited number of employees.

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Ideas Column

This week's suggestions

IDEAS recently received include:

No. 465, Energy Equipment Purchase Approval. Fred E. Stahlman, Code 2668, suggests department head approval of energy equipment be required only for new equipment, not replacement items.

No. 466, Meridian Mail Indicator. Melba Swenson, Code 36823, would like to have the light blink on single-line phones when voice mail has a message.

No. 467, Contractor Training. Pat Nogle, Code 224, wants to have annual security training open to contractors.

No. 468, Low Cost Award. James C. Rudeen, Code 352, suggests an instant recognition award be created, possibly in the form of a "coin," to be presented by the commander or delegates to recognize special efforts—on the spot.

No. 469, SPEDI Catalog. Judith Sorensen, Code 2802, would like to see the SPEDI catalog provide more description on its items. Example: These ribbons fit XXX machines, or, Not for Use with System 7, etc.

No. 470, Travel Orders. Victoria Jaeger, Code 3642, suggests a duplicate "original" travel order be retained in travel for blanket type orders.

No. 471, Windshield Cleaning Sta-

tion. Robert Enterkine, Code 6204, would like to see windshield cleaning stations provided for government-owned vehicles at each gas pumping station.

No. 472, Adjustable Payout Is and Bs. Robert Enterkine, Code 6204, suggested the value of Is and Bs be variable for each pay pool.

No. 473, Training through Satellite Transmissions. Greg Kramp, Code 32731, would like to have Chico State classes broadcast on the base broadband network.

No. 474, Education for Security Clearances. James O'Bannon, Code 3142, thinks the Security for Scientists, Engineers and Technicians course should be required for a security clearance.

No. 475, NAWC Vehicle Decals. Tracey Stanphill, Code 6253, feels the NAWC vehicle decals should be placed on the inside of the window, eliminating weather damage and vandalism.

No. 476, Rating and Increment Size. Bruce Hornberger, Code 3294, suggested a modification to the rating system to increase accurate ratings.

For more information call the IDEAS office at 939-2311.

CTS Column

Voice Mail has limitations

As we become more familiar with the workings of the CTS Voice Mail system, we discover new capabilities and limitations. One of those limitations is the disk space available for storing messages. Although the system was designed with more than adequate disk space for the initial 1000 users, Voice Mail was not designed to indefinitely hold a large number of messages. When the system was originally configured, we set the default to allow messages to be saved indefinitely, thinking users would delete messages they had listened to. Unfortunately, many users are not deleting read messages. Some users have over an hour of stored messages, making it necessary for us to limit the number of messages the system saves.

Starting immediately, any read message over 30 days old will be deleted. Even with this safeguard, we still need your help in keeping the Voice Mail system available for all users. Please delete messages you no longer need. Your help and the 30-day deletion process will prevent another incident like that on July 23, when the Voice Mail system ran out of disk space and would not allow users to leave messages.

Voice Mail has another limitation when used with the call forwarding feature of a telephone. If a call for a telephone that does not have Voice Mail gets forwarded to a telephone that does have Voice Mail and that second telephone is call forwarded to Voice Mail, the Voice Mail system does not recognize the originally called number. When this happens, the Voice Mail system forwards the call to the attendant (who is the NAWC Base Operator). For contractual reasons, the NAWC Base Operator cannot take messages. In the short term, we are trying to relieve this problem by having these calls transfer to an announcement that explains to the caller that a Voice Mail box is not available for that user and asking them to call back later.

In the long term, our goal is for every user to have Voice Mail. For those of you who do not currently have Voice Mail, the new, improved, larger system should be available on Oct. 1 to start loading new mailboxes. We do have many requests already for Voice Mail that are waiting for the new system, so your patience, as we satisfy all requests, will be appreciated.

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Evolving path to a self-managed team — it can take you there

By Karen L. Buehler
Code 2803

(Editor's Note: This is the second appearance of this article. Originally billed as a three-part series, Part 1 appeared July 16 and then, due to unexpected staff absences, Parts 2 and 3 never appeared. So we start again with the first two parts combined and the last installment to run next week.)

General Motors has done it. Texas Instruments has done it. "Self-managing teams are being tried in many places, mostly in manufacturing, with great success," says Peter Block in "The Empowered Manager." But self managed organizations don't just spring into existence because someone says, "Go do it!" They evolve over time, and refocus themselves as they meet each new challenge. For managers who have toyed with this idea but doubted it could ever work in the 'real world,' one China Lake organization provides an example of how to begin the journey to becoming a 'self managed' organization.

"Basically the team, not the supervisor, is responsible for the recruiting, selection, scheduling, assignments, equipment purchases, and quality control," continues Block. "The supervisor . . . is responsible for defining the output requirements and negotiating with the rest of the organization for the resources the team needs."

The catalyst for Procurement Division 2 (Code 252) to swing into a fully self managed style of doing business was the pending departure of their former division head, Ellen Klotz, on a two year training assignment. The group of fourteen contract specialists, buyers, assistants, and clerks felt Klotz's managerial legacy of involving employees in decision making and allowing them wide latitude in 'controlling' their work life was key.

During a division retreat in November 1990, the group explored strategies for replacing their division head. One was not to have an acting division head at all during Klotz's absence. The preferred option, however, centered on the group's commitment to managing, or at least providing significant input into, the process of fill-

ing the position. To get a reality check on this less-than-conventional approach, the group invited Associate Procurement Department Head Jeff Meriam to join them during the retreat and discussed their ideas.

Meriam's response was encouraging, and he gave his nod for the group to develop its own selection process and propose it to the department Executive Steering Group (ESG) for ultimate approval.

"They made it easy for me to say 'yes,'" recalls Meriam. "Their proposal demonstrated global thinking, and it was clear that they recognized how serious this was." Based on his basic trust in the effectiveness of group processes, and in the people themselves, Meriam's only caveat was that any process they developed be thoroughly planned, and have the complete consensus of the division.

Getting approval to select a division head

Personnel Management Advisor Nancy Robinson (Code 226) counseled the group about personnel regulations, requirements, and procedures as they developed a

Please see **SELF-MANAGED**, next page

Sexual harassment prevention training continues for NAWC employees

Mandatory training for all Naval Air Warfare Center Weapons Division employees at China Lake is ongoing at the Station Theatre. Individuals are scheduled for attendance in alphabetical order. Badges will be scanned to monitor attendance. Training begins at 8 a.m. with break for lunch at approximately 11:30 a.m. and resumes at 1 p.m. The training concludes at 3:30 p.m.

If unable to attend "alphabetically," employees are encouraged to attend any of the sessions.

Employees unable to attend any of the scheduled sessions should notify their department staff office.

The remaining mandatory sexual harassment prevention training sessions are scheduled as follows:

Last name beginning with:	Day/Date
N, O, P	Thursday, August 13
Q, R, S	Monday, August 17
T, U, V	Tuesday, August 18
W, X, Y, Z	Wednesday, August 19

Two additional sessions are scheduled for Monday, August 24, and Tuesday, August 25, as last chance opportunities to receive this mandatory training.

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RETIREMENT, from Page 14

full retirement age. The disadvantage is that your benefit is permanently reduced. The advantage is that you collect benefits for a longer period of time. Each person's situation is different, so make sure you check with Social Security before you decide to retire.

Some people continue to work full-time beyond their full retirement age, and they do not sign up for Social Security until later. This delay in retirement can increase your Social Security benefit in two ways:

- Your extra income usually will increase your "average" earnings, which is the basis for determining the amount of your retirement benefit. This increase affects employees who are in work covered by Social Security (i.e. FERS employees).

- In addition, a special credit is given to people who delay retirement. This credit, which is a percentage added to your Social Security benefit, varies depending on your date of birth. For people turning 65 in 1992, the rate is four percent per year. That rate gradually increases in future years, until it reaches eight percent per year for people turning 65 in 2008 or later.

There is a provision in the law that limits the amount of money you can earn and still collect all your Social Security benefits. This provision affects people under the age of 70. If you are under age 65, you can earn up to \$7,440 in 1992 and still collect all of your Social Security benefits. However, for every \$2 you earn over this limit, \$1 will be withheld from your Social Security benefits. If you are age 65 through 69, you can earn up to \$10,200 in 1992 and still collect all your Social Security benefits. For every \$3 you earn over this limit, \$1 will be withheld from your Social Security benefits. The earnings you make from a job or net profit if self-employed is counted. Pensions, annuities, investment income, interest, or other government benefits do not count.

The amount of your benefit will depend on your earnings over a period of years, your age, and type of benefit. The maximum retirement benefit for a person age 65 in 1992, who earned the maximum Social Security earnings base in all years, is \$1,088 per month. If you would like a detailed and personal estimate of your Social Security retirement, all you have to do is call Social Security's toll-free number and ask for a Personal Earnings and Benefit Estimate Statement. The number to call is 1-800-772-1213.

Next week look for "Social Security Benefits for Spouse, Divorced Spouse, and Children."

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Social Security can affect Civil Service retirements

By John Powers
Code 221

This week I am going to talk about Social Security and how it affects Civil Service retirements. There are many different aspects related to the Social Security program, and I cannot cover all these aspects in one article. I will cover some general information about Social Security retirement, and in future articles I will cover: (1) Benefits for a spouse, divorced spouse and/or children, (2) Survivor benefits, (3) Disability benefits, (4) The Windfall Elimination Program, (5) The Government Pension Offset and (6) Medicare.

Everyone gets involved with Social Security in one way or another, regardless of whether their job is covered by Social Security. Civil Service employees are covered under one of two retirement systems, CSRS or FERS, and Social Security affects these two systems differently.

Employees covered under CSRS are paying only the Medicare portion of FICA taxes, whereas FERS employees are paying the full FICA tax, as Social Security is considered as a part of their retirement benefits. CSRS employees may or may not qualify for Social Security monthly benefits. If they are eligible, it will add to their retirement but is

not considered as a part of their retirement package. If they are not eligible for monthly benefits, in most cases, they will be eligible for premium-free hospital insurance under Medicare.

All employees must have a sufficient number of quarters of coverage, now also referred to as "credits," to be eligible for a monthly retirement from Social Security. Everyone born in 1929 or later needs 40 credits, while people born before 1929 need a lesser amount.

While Civil Service pays retirement benefits only to the employee, Social Security benefits can be paid to dependents (spouse, divorced spouse, and/or minor children) simultaneously. Of course, payments to a spouse or divorced spouse may be affected by the Government Pension Offset, which I will discuss in a future article.

If you were born before 1938, you will be eligible for your full Social Security benefit at the age of 65. However, beginning in the year 2000, the age at which full benefits are payable will increase in gradual steps from 65 to 67. This affects people born in 1938 and later. For example, if you were born in 1940, your full retirement age is 65 and six months. If born in 1950, your full retirement age is 66. Anybody born in 1960 or later will be eligible for full retirement benefits at age 67.

No matter what your "full" retirement age is, you may start receiving benefits as early as 62. However, if you start benefits early, they are reduced a small percentage for each month before your "full" retirement age. At 62, you would get

about 80 percent. (Note: The reduction will be greater in future years as the full retirement age increases.)

There are disadvantages and advantages in taking your benefit before your

Please see **RETIREMENT**, Page 15

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SELF-MANAGED from Page 6

process for advertising and selecting the candidate. Several members developed written and verbal interview questions for applicants based upon criteria the group had generated. When their model was complete, two team members briefed the plan to the department ESG.

It was not an easy sell. Selecting candidates for division head and other senior department positions is the traditional purview of the department managers, and their participation is typically extensive. Managers were skeptical and many questions were posed. What kind of selection process would they use? How would they develop selection criteria for the job? Who needed to buy into this unique approach, and how would they obtain that approval? Ultimately, these issues were addressed by the team members, and the ESG gave its permission for the group to proceed with the actual selection.

The acting division head position was advertised within the Procurement Department as a temporary lateral transfer. All candidates were interviewed and assessed. Since fall of 1990, Tina Rockdale (Code 012) had served as the team's "process consultant," offering guidance and tools for group decision making as well as team building. As with other sensitive issues, Rockdale integrated the discussion of the interview findings, ensuring that clear, relevant information and full consensus were maintained. When it was final, the group informed the ESG of their decision, and in January 1991 Sandy Scharn-Stevens was selected as the acting division head.

Managing the division's workload

The division's self-managing initiatives have not been limited to personnel actions. They have made difficult decisions about job assignments on a case-by-case basis

several times, with positive results. In the face of continuing surges in major contracts workload, team members decided to work together to develop an effective overall workload distribution for the division.

The employee response was "wonderful," says Scharn-Stevens. Individual employees took on more work, and harder chores, than she would ever have expected. For Code 252 employees, it was another opportunity to have a say in their work and to expand their assignments beyond those spelled out in their job descriptions. Equally important, by participating in group decision making, team members knew that something was not "being done to them."

Performance assessment—the toughest challenge

Given these well-focused steps forward and an accumulation of team successes, an evolution in the group's concept of itself was not unexpected. They were ready to tackle even tougher management challenges. If this increasingly self-directed group could collectively evaluate job candidates, select a division head, and manage their own workload, why couldn't they conduct their own performance assessments?

Internal self-review of products and product quality by each division is an annual practice in the Procurement Department. Since 1987, the head of Code 252 has also solicited informal evaluations from external customers as input for employee performance appraisals. But in 1991, the division decided to take another step forward. With some extensive preparation, they put together a thorough, yet simple, survey and distributed it to their customers. They collected feedback from both internal and external customers on the job performance of individuals. The employees then reviewed and summarized the feedback they had received, and wrote their

own performance evaluations.

In a facilitated meeting, the evaluations were shared by the group, along with anonymous numerical ratings drawn from the survey. Finally, the division head discussed the funds available for performance payouts. In light of all this data, each person was asked to recommend their own performance payout to the division head. She reviewed these with each employee, and took her final recommendations to the department Performance Review Board (PRB).

Not surprisingly, some of the department management team had significant reservations about this, many of the same reservations the team had. Performance assessments rest heavily on the shoulders of line management, and ultimately the PRB would make the final decisions on performance ratings and payouts. But how would the group handle sensitive issues? Was there sufficient skill, credibility and trust among employees to present and accept criticism from customers and peers? Would customers be willing to provide frank, honest feedback directly to employees? What about the confidentiality of traditional one-on-one performance assessments? Each concern was addressed in the division's proposal.

Regular performance monitoring sessions have followed. In April 1992, Code 252's self-evaluation focused on day to day working relationships and job performance. Constructive feedback — both complimentary and critical — was provided to each person during a group session. Great care was taken by all to give impersonal and behavior based critique. The session was purposefully structured, carefully executed and intense. And it went very well.

Please see **TEAM**, Page 18

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WORKSHOP from Page 1

with administrative and organizational tasks, and remaining team members each made a presentation in their areas of expertise and helped with planning and coordination.

In nominating the team, Tom McGill, head of the Environmental Project Office, wrote, "In planning the workshop, the team had to coordinate with employees from a number of different

project areas in the Environmental Project Office, covering a wide range of efforts! Inputs from all of these individuals had to be organized into a fluid and understandable format for presentation

to participants. Their professionalism, organizational skills and hard work resulted in a product that will have continued payoff in corporate understanding of environmental efforts."

Still time to register for Cerro Coso

Cerro Coso Community College's fall 1992 semester begins August 17. Registration is now being conducted by telephone. Simply call the Coyote Connection at 371-9601 with a touch-tone phone Mondays through Thursdays from 8:30 a.m. to 9 p.m. Registration continues through August 14.

On campus walk-in registration runs through August 11-13, no appointment necessary.

Late registration will be by phone during the first week of classes, August 17-21.

All students must complete a Student Update Form before registering.

For a complete list of courses being offered, drop by the China Lake Training Center or the college and pick up a Fall 1992 course schedule.



WORKSHOP team members included (back row, l to r) Tom Merendini, Linda Lou Crosby, Linda Law, Carol Conrad, Kent Westover, (front) Elizabeth Marquez, John O'Gara and Debbie Smith. Photo by Terry Pascarella

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MWR

Prices at Freddy's Place remain the same, new menus incorrect

Incorrect menus for Freddy's Place were inadvertently distributed, said Angie Shannon, acting manager of the Seafarer Club. The higher prices are incorrect. "We have not raised our prices," Shannon said.

Fresh pizza is still available for the same reasonable price, Shannon explained. Prices range from \$6 for a small (12-inch) cheese pizza to \$12 for a large (15-inch) Employee Belt Buster (sausage, pepperoni, Canadian bacon, beef, mushrooms, black olives, onions and extra cheese).

From 11 a.m. to 2 p.m., Monday through Friday, Freddy's Place staff will deliver the pizza to almost any office on Station. From 2 p.m. until closing, the staff will deliver to all areas of China Lake; however, access is limited. For example, they can only deliver to the lobby of Michelson Lab, airfield fence line and CLPP gate, and not to the individual offices. Delivery service is available from 11 a.m. to 10 p.m. Sunday through Thursday and from 11 a.m. to 11 p.m. Friday and Saturday.

Another benefit for customers is the August special, Shannon said. During August, China Lakers can order one large pizza and get a second one of equal or lesser value for half price.

In September, new menus and prices will go into effect, Shannon said. However, none of the prices will be higher. In fact, some of the current prices will even be lower, Shannon said.

In addition, the new menus will feature deli sandwiches.

"We're here to provide our customers with the highest quality of service and food for the lowest price possible," Shannon said.



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Southern Pacific Sports Conference Golf Tournament

Lyttle edges out Malner with tie-breaking birdie

By Peggy Shoaf
Staff Writer

After four days of fierce competition and a one-hole play off, Bob Lyttle shot his way to first place in the Men's Open of the U.S. Navy's Southern Pacific Sports Conference Golf Tournament. The top position in the Senior's Division went to Mike Anderson. The four-day event, which included Navy golfers throughout the southern region, was held at the Naval Air Weapons Station China Lake Golf Course last week.

Shooting a 77 the first day of play, Lyttle, stationed at Naval Air Weapons Station Point Mugu, was two strokes behind leaders Mel Davis (MCAS Yuma, Ariz.), Donn Malner (NAVSTA San Diego) and Michael Taras (MCAS Yuma, Ariz.).

Going into the second day's action in fourth place, Lyttle played his best game of the tournament, shooting a 71. This gave Lyttle a two-day score of 148, putting him in the lead.

Mike Levine (NTC/ASW, San Diego) also shot a 71 for the second day's com-

petition. Combined with his first day score of 79, this gave him a two-day total of 150, tying him for second place with Davis.

Malner's score of 76 gave him a two-day total of 151, and fourth place. Taras shot a 77, for a total of 152.

Action became even hotter during the third day. Levine took the lead with a score of 75, resulting in a three-day total of 225. Lyttle's score of 78 gave him a three-day total of 229, putting him in second. Davis took third place by shooting a 77, for a 227 total. Malner's 78 gave him a three-day total of 232.

During the final day of competition, Malner's score of 75 tied him for first place with Lyttle, who shot a 78, for a four-day total of 304. In a do-or-die playoff, both golfers got onto the green in three strokes, but Malner two-putted for par, while Lyttle sank a three-foot putt for a birdie and the championship.

Brasch's score of 73, the lowest score of the day, resulted in a four-day total of 305 and knocked Davis and Levine out of the competition. Davis had a four-day total of 307 and Levine ended up with a 308 total.

Anderson took the Senior Division over Joe Bartlett (VAW-110 Miramar) by 10 strokes.

In the first day of competition, James Bowins (Camp Pendleton) and James McCurry (NAWS Point Mugu) tied for first place with a score of 77. Richard Elizalda (MCAS Yuma, Ariz.)

63 Navy golfers compete

followed close behind with a score of 78. Anderson took fourth place with a score of 79.

McCurry took over first place during the second day of competition by shooting a 77, giving him a two-day total of 154. Anderson's score of 79 gave him a total of 158 and second place. Bartlett's score of 74 put him in a tie for third place with Bowins, who shot an 82, giving both men a two-day total of 159.

Anderson's score of 73 on the third day of competition gave him a com-

manding lead with a three-day total of 231. Bartlett tied McCurry's three-day total of 237 by shooting a 78. McCurry shot an 83.

Anderson kept his lead on the fourth day by shooting a 78, ending with a four-day total of 309. Bartlett took over second place with a score of 82, resulting in a 319 total. Bowins' score of 80 tied him with McCurry for third place, with each man shooting a four-day total of 321.

China Lake's Morale, Welfare & Recreation Department personnel ended the four-day tournament with Capt. B.J. Craig, NAWS Commanding Officer, assisting Tom Page, golf course manager, and Tom Blackmore, head of MWR, in handing out trophies to the top three finishers in both categories.

In addition, awards for the longest drive and shots closest to the hole were given out. Rob Brown (R.S.C. San Diego) won a Ram Persimmon Wood for the longest drive on August 4, while John Eckart (VX-5, China Lake) won a Dunlop 1 Iron for the longest drive on August 5. Lyttle won a Diawa wood for the longest drive on August 6 and 7.

Please see **SOUTHPAC**, next page

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Photo by Terry Pascarella

WINNERS — Top three winners in each category of the U.S. Navy Southern Pacific Sports Conference Golf Tournament, held at the Naval Air Weapons Station China Lake Golf Course, were honored by Capt. B.J. Craig, NAVWS Commanding Officer; Tom Page, China Lake Golf Course manager; and Tom Blackmore, head of MWR. Pictured are: (standing, l to r) Capt. B.J. Craig; Joe Bartlett, second place finisher in the Senior Division; Eric Brasch, third place winner in the Men's Open Division; Tom Page and Tom Blackmore. Kneeling (l to r) are James McCurry, tied for third place in the Senior Division with James Bowins (not pictured), Bob Lytle, first place finisher in the Men's Open Division and Mike Anderson, first place finisher in the Senior's Division. Also pictured is Bob Gaona, the NorthPac first place finisher. Gaona attended the SouthPac tournament just for practice, shooting a four-day total of 301.

SOUTHPAC, from Page 9

Shooting closest to the hole were Paul Rocca (NAVSPWCWARCEN), Mike Russell (NAWS Point Mugu), Jeff Brooks (NAVSTA Long Beach) and Eckart. Brooks, who shot closest to the hole, five-foot six-inches, won a weekend for two at the Courtyard Marriott at Camarillo, Calif. for his efforts. Rocca will receive a Mark Scot shirt; Russell, a Dunlop sand wedge; and Eckart, a Langert wood.

Prizes were donated by the China Lake Golf Course.

Participants rate tourney a success

With the conclusion of the U.S. Navy Southern Pacific Sports Conference Golf Tournament held at the Naval Air Weapons Station China Lake Golf Course last week, Morale, Welfare & Recreation personnel are giving a sigh of relief. According to evaluation sheets filled out by the contestants, the tournament was a roaring success.

"The overall grading is outstanding," said SSGt. Mike Taras from MCAS, Yuma Ariz. "MWR staff, volunteers, the golf committee, everyone involved — hats off to them. It was a job well done. This was the best organized military tournament I've been in."

Participants were asked to rate the tournament so operations and programs

Please see **RATINGS**, Page 11

Team Vampire loses perfect record, Knaves nip at their heels

As of August 8, Team Vampire still leads China Lake's Intramural Softball League with seven wins and one loss. The Knaves are close behind with seven wins and two losses.

VX-5 is in third place, while the Dirt Devils are in fourth. The AO's are in fifth place, and the Independents are in last.

On July 28, the Knaves slaughtered

the Independents 21-3. The winning pitcher was Charles Gray. The winning team's hottest player was Ron Nading, who had four hits, two of which were homers (one a grand slam).

On August 4, the Knaves added another win by beating the AO's, 29-24. The winning pitcher was Robert Cox. In the seventh inning, with the game tied and the winning runs on the corners, the

Knaves' Vinnie Hunsicker made a diving catch in center field to send the game into extra innings. Top hitters for the winning team were Cox, going 6-for-6; Hunsicker, 5-for-6; and Ken Presley, who went 3-for-6.

Action on August 6 saw Team Vampire lose its perfect record when it lost to VX-5, 21-16. The winning pitcher was Dustin Miller.

In the first inning, Team Vampire scored two, but VX-5 rose to the challenge and scored five runs in the second half. In the second inning, Team Vampire recaptured the lead with four runs. VX-5 tied the score 6-6 in the third

inning. Team Vampire rallied with three runs in the fourth, but were topped by VX-5's 10 runs. At the end of four, the score was 16-9. Team Vampire didn't give up though, tying the score with seven runs in the top of the fifth. VX-5 answered the challenge with two runs of its own, making the score 18-16. In the sixth inning, VX-5 held the opponents and added three more runs. Holding Team Vampire scoreless in the seventh inning secured VX-5's victory.

Top hitters for the victors included Dustin Miller, who went 3-for-4; Daryll Alexander, 4-for-5; and Jon Petronski and Brett Rideout, who went 4-for-4.

RATINGS, from Page 10

could be improved for future tournaments. Participants could rate individual activities from poor to excellent. One individual rated all seven categories as outstanding. The majority of ratings in all categories was excellent.

"Keep up the good work," said Capt. O.P. Metcalf Jr., from MCAGCC Twentynine Palms. "Wish more MWR activities would follow y'all's example!"

The only complaints mentioned in any of the evaluation sheets was the condition of the rough. "The rough was way too tall and way too thick," noted SK3 M. Rezendes. "This is not a PGA tournament." However, according to Tom Page, CLGC golf pro, the rough is maintained the way it is to give the players more of a challenge. Apparently, it was a little too much of a challenge for some of the players.

Lt. Chris Hill from VF-124 NAS

Miramar admitted he couldn't think of anything critical to say about the tournament. "This entire operation was first class," he said. "The time and effort of all the volunteers was outstanding! Thank you for a great tournament."

According to Tom Blackmore, the success of the tournament was due to the efforts of his MWR staff, the CLGC Men's Club, the many volunteers and the generosity of the sponsors. "Having such a great tournament proved once again that MWR goes out of its way for its authorized patrons," Blackmore said. "What I thought was noteworthy in this event was that MWR China Lake was asked to hold this tournament at the last minute because another base backed out. Because of our established reputation, China Lake is considered a prime candidate for the All Navy Championship Golf Tournament in 1993."

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Your receipt will be returned along with the rebate check. Your request must be postmarked no later than 30 days after the surgery. The program is open to all residents of the Indian Wells Valley. Its purpose is to encourage residents to spay and neuter their pets in order to help alleviate the severe pet overpopulation problem.

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Apply by submitting a SF-171 by close of business on **14 August 1992**. Take applications to Code 2201 (C6201), Room 202, building 2335. For additional information, call Jacqui or Saundra at 939-2434.

RETIREMENT

Edith B. Zissos of Code 2855 is retiring after 16 years of federal service. A retirement party at Food for Thought will be held on **18 August** at 1900. There will be an hors d'oeuvres buffet for \$12.50.

To make reservations for dinner, gift donations, or presentations, please contact Marilyn Weggesser, Code

2855, 939-2116.

Deadline for reservations is **14 August**.

Floyd Towner is retiring after 27 years of federal service. A dinner will be held on **19 August 1992** at Texas Cattle Company.

Dinner will begin at 1830 and presentations will follow. To make reservations for the meal (you may order from the menu), gift donations, or presentations, please call Janice Towner at 939-1713 or Peggy Wandell at 939-1052. Deadline for reservations is **18 August 1992**. (Code 368)

LEAVE DONORS NEEDED

The employees listed below have been approved as leave recipients under the Leave Transfer Program. These employees have exhausted annual and sick leave because of personal emergencies and will be in a nonpay status for at least 10 days. Employees who wish to help a leave recipient may donate annual leave to the employee. NAVWPNCEN NOTICE 12630 provides specific information regarding how to donate annual leave. Send your approved request to Code 221. For additional information, call ext. 2018.

Jan Slater, Security Assistant, Code 2433.

Jan suffers from Psuedotumor cerebri. She will be having optic-nerve decompression surgery to reduce brain swelling and will be home recovering.

Ann Roseman, Administrative Officer, Code 3104.

Ann is undergoing surgery and is in need of leave.

Beth Schuchman, Payroll Clerk, Code 2853

Beth is indebted for leave to care for her infant son. He is undergoing continuous testing and intermittent hospitalization. She is a single parent.

Rosemary Langley, Secretary, Code C01

Rosemary Langley is recovering from surgery and is currently undergoing radiation treatment and chemotherapy.

Vivian Hanson, Disbursing Clerk, Code 2855

Vivian Hanson had foot surgery and is in need of leave.

Sharon Morgulec, Engineering Data Management Specialist, Code 36521

Sharon Morgulec had surgery and has exhausted her leave.

Jane Casey, Technical Writer, Code 3411

Jane Casey is in need of leave due to a heart attack and open-heart surgery.

Herschel Sibley, Mechanical Engineering Technician, Code 3571

Herschel Sibley underwent coronary angioplasty procedures and is in need of leave.

Mary Kathleen Smith, Fiscal Accounting Clerk, Code 2855

Mary Kathleen Smith had laparoscopic surgery and is in need of leave.

Deborah A. Birch, Secretary, Code 642A

Deborah A. Birch received treat-

ment for breast cancer and is indebted for leave.

Alvina S. Quintanilla, Contract Specialist, Code 254

Alvina S. Quintanilla is undergoing daily radiation therapy for inoperable cancer of the naso-pharynx.

Trisha Chan, Program Manager, Code 3402

Trisha Chan needs leave to care for her husband who is terminally ill with cancer.

Judy A. Eldredge, Code 2862

Judy A. Eldredge is in need of leave to care for her 6-year-old son who is undergoing continuous treatment for Acute Lymphatic Leukemia.

related to filing. Topics covered are standard filing procedures; eliminating needless filing; cross-referencing; indexing; and using filing aids such as color codes, labels, file guides, and recommended file folders. Use of the Navy Standard Subject Identification Code and the use of microfilming, identification of record material, disposal of records, and use of the Federal Records Centers for storage will be discussed.

To enroll in this class, call Pat at 939-3159.

TEAM PROBLEM SOLVING TOOLS (8 hrs.)

PLEASE NOTE CORRECT DATE - PREVIOUSLY ADVERTISED FOR 25 AUGUST

1 September; Tuesday, 0745-1615 (Note the unusual time); Training Center. By: Bob Huey, Code 24.

Intended Audience: Employees currently (or scheduled to be) involved in Team Problem Solving in CIATS, Tis, PITS, PATS, Quality Circles, Teams, Committees, Quality Boards, etc.

Acting as a problem solving team, the participants will learn specific tools, practice their use, determine when and why to use certain tools, develop an understanding of the use of hard and soft data, and understand techniques used by facilitators, group leaders, or self-managed teams. Emphasis will be placed on USING brainstorming & NGT techniques, cause and effect diagramming, and multivoting; LEARNING about pareto charts, flow charts, scatter diagrams, why-because pursuit, force field analysis, and other easy to apply tools; UNDERSTANDING when to apply each tool; and APPLYING the tool appropriately. Each member should bring a real problem to class so they can choose various tools and apply them to their issues.

NOTE: Enrollments are on a call-in basis only. First-to-call, first-to-be-placed. To enroll or if you have any questions, please call 939-2686.

IS THERE AN ANSWER TO CANCER? (8 hrs.)

9 September; Wednesday, 0800-1600; Training Center. By: Dr. Glen Blix.

This 1-day seminar will provide information to help remove some of the misunderstanding and dispel some of the myth that surrounds the diagnosis of cancer. It is designed to provide a basic description of the disease process as well as explore the recent research and advances in understanding the causes, treatment, and prevention of cancer. It will incorporate a question and answer time to address specific questions related to cancer.

The course will include:

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5. Unproven and questionable remedies.
6. Cancer and your mind - the

psychoneuroimmunology of cancer.

7. Steps you can take to reduce your risk of contracting the disease.

Presentation Method: Lecture
Deadline: 1 September

To enroll in this class, please submit an On-Center Training Request to Code 2243. Point of contact is the Wellness Program Office, ext. 939-2468.

INTRODUCTION TO EXERCISE (12 hrs.)

8 September through 15 October; Tuesday and Thursday, 1630-1730; NAWS Gymnasium, Discrete Room. By: Dana Alloway.

This program will provide the opportunity for participants to:

- Gain experience using the exercise equipment in the gym safely.
- Learn and practice a stretching routine designed for relaxation and stress reduction.

- Improve their flexibility.
- Practice activities that lead to muscle strengthening and development.
- Practice exercises designed to maintain a healthy back.
- Experience the joy of movement.

- Learn about target heart rate.
- Gain a level of comfort and confidence with exercise.

This program is designed for people with little or no experience with exercise. Space is limited to allow individualized support.

Deadline: 25 August

Enrollments are on a call-in basis. Please call the Wellness Program Office, 939-2468, for information and enrollment.

NEW EMPLOYEE ORIENTATION (4 hrs.)

15 September; Tuesday, 0800-1130; Training Center. By: NAWCWPNS/NAWS STAFF.

Intended Audience: New Employees.

Our program starts with a welcome aboard by Captain Cook and a Center overview by Mr. Porter. Other topics included in the program are Standards of Conduct; Training Opportunities; Security; Employee Assistance Program; IDEAS; Continuous Improvement Program (TQM); and Fraud, Waste, and Abuse.

Enrollment is accomplished via your Department offices. Each new employee will be contacted and approved by their Department offices.

NOTE: If as a new employee you have a question regarding attendance of the program, please call your Department offices.

If you wish to attend, ask your Department to add you to their list.

Presentation Method: Seminar.
Deadline: 8 September 1992.

COLLABORATIVE PERFORMANCE MANAGEMENT TRAINING (20 hrs)

1-3 September; Tuesday-Wednesday, 0800-1700; Thursday, 0800-1200; Heritage Inn, Flight Deck. By: Robin Hughes, Organization Development Associates.

Intended Audience: Supervisors.

This 2-1/2 day workshop is intended to increase and improve supervisory skills in the area of the performance planning, monitoring, and assessment process.

This is not a "nuts and bolts" of performance processes (i.e., rules and regulations), but rather "how" to more efficiently and more effectively implement the performance process. This is probably the hardest and most important part of any supervisor's job and when done right, has the most payoff to the employee, the work group, and the supervisor. The workshop will consist of the following: The Basic Performance Assessment Cycle; The Core Principles of Effective Performance Management; The Core Skills of Collaborative Communication; The Performance Evaluation Meeting; and Action Planning for Implementation.

Note: Enrollments are on a call-in basis only. First-to-call, first-to-be-placed. To enroll or if you have any questions, call 939-2686.

CONDUCTING PERFORMANCE APPRAISALS (4 hrs.)

8 September; Tuesday, 0800-1130 or 1230-1600; Training Center. By: Glen Earl and Pamala Serka, AFSA Data Corporation.

Intended Audience: First-level supervisors and others responsible for appraising performance.

This 4-hour "just-in-time" training program is designed to provide coaching reminders to supervisors regarding important aspects of conducting performance appraisals. Topics that will be addressed include scheduling, pre-meeting activities, legal issues, terminology, feedback models, and follow-up.

Note: Enrollments are on a call-in basis only. First-to-call, first-to-be-placed. To enroll or if you have any questions, call 939-2686.

REAL TIME COMMITMENT (16 hrs.)

25-26 August; Tuesday-Wednesday, 0730-1630; Training Center. By: Linda Andrews and Jack Latimer, Code 30.

Intended audience: Managers, supervisors, and other interested employees.

Do you find your time monopolized by too many organizational details? Do you have to shepherd products through development? Do you have to do it yourself or it doesn't get done? Do you have insufficient time to address strategic issues facing your team? If your answer is "yes," then you are probably interested in understanding the impact of COMMITMENT—yours as well as that of others in your work team. Commitment is a central issue as your team moves toward being more able to solve their own problems and manage themselves.

Real Time Commitment is a developmental process that will dramatically improve commitment in your organization. It will enable you to understand how to motivate yourself and everyone in your group. Participants will learn how to: solve problems, address and resolve conflicts, maximize performance, build collaborative partnerships, understand others, initiate and follow through, and negotiate interpersonal relationships.

Note: Enrollments are on a call-in basis only. First-to-call, first-to-be-placed. To enroll or if you have any questions, call 939-2686.

HAZARDOUS WASTE TRAINING (7 hrs.)

Attendees may choose any one of the following dates:

26 August; Wednesday, 0800-1600; Room 205, Training Center, or 23 September; Wednesday, 0800-1600; Room 211, Training Center.

By: Environmental Project Office (Code 008) and Safety and Security Department (Code 24).

Intended audience: Those who generate, handle, and manage hazardous waste.

This course is required training for anyone who generates or handles hazardous waste. It is also required training for anyone who manages a hazardous waste accumulation area.

Because the activities of NAWCWPNS and NAWS, China Lake, generate more than 1000 kg of hazardous waste per month, we are designated as a Class I Generator and are subject to full regulation under federal environmental laws. One aspect of this regulation is proper training of personnel who generate, handle, or manage hazardous waste.

The course will help attendees to identify hazardous waste; set up and operate accumulation areas; identify time limitations; properly label and store containers; initiate emergency response procedures; initiate requests for disposal; and conduct accumulation area inspections.

Enrollments are on a call-in basis. Point of Contact is the Environmental Project Office, 939-2893. Many departments have identified personnel who need this training. Check with the Environmental Point-of-Contact for your Department to assure you get this training if needed. Call in your enrollment with your preferred date for the training.

Deadline: **12 August** for the 26 August and 23 September sessions.

SOLID PROPELLANT ROCKET MOTOR DESIGN TECHNOLOGY (44 hrs.)

28 September-4 November; Monday and Wednesday, 0730-1130; CLPL Cafeteria Conference Room.

This course will provide a working background for a better understanding of solid propellant rocket technology. Basic principles and fundamental equations required for calculating motor performance characteristics will be presented. Official training credit will be given to those who successfully complete the program. This course is open to all employees with an interest in solid propellant rocket motor design techniques.

NOTE: Class size is limited to 20 students. To enroll, call Peggy Murphy at 939-7990. For additional information, call Harold Platzek at 939-7327.



Unless otherwise noted, enroll in the following classes by submitting NAVWPNCEN 12410/73 (Rev. 12-88), Request for On-Center Training, via department channels to Code 224. (Code 224)

EQUIPMENT CUSTODIAN (3 hrs.) PLEASE NOTE CORRECT DATE - PREVIOUSLY ADVERTISED FOR 26 AUGUST

27 August or 22 September; Thursday, 1300-1600; Training Center. By: Debra Schlick, Code 275.

This course is designed to familiarize

Equipment Custodians with Accountability For Plant and Minor Property. It will also provide assistance and guidance in the use of Equipment Management forms. It will help Equipment Custodians to understand their duties and responsibilities regarding equipment and accountable assets.

Management responsibilities for equipment acquisitions through useful life and ending with proper disposition will be covered in this course. Also, a way of accessing CERMS through ACC2 network will be explained and a guide handed out.

Enrollments are on a call-in basis. Please call Pat at 939-3159.

FILES IMPROVEMENT AND RECORDS DISPOSITION (7 hrs.)

23-24 September; Wednesday-Thursday, 0800-1130; Training Center. By: Pam Williams, Code 3441.

This class is designed to help record keepers understand and apply basic rules