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THE ROCKETEER

THURSDAY, MAY 29, 1997

NAVAL AIR WARFARE CENTER WEAPONS DIVISION CHINA LAKE

Vol. 53, No. 11

Bill Ledden enjoying his retirement **6**
Frank Markarian receives award **8**

Division's ranges expand tracking capabilities

By Derwin "DEX" Hansard
GPS Range Applications Program, Systems Engineer

According to Navy GPS Program Manager for Range Applications Program Dick Dickson, providing range customers with quality global positioning system (GPS)-based time space position information (TSPI) and altitude data is a primary goal of the Weapons and Aircraft division's GPS RAP. "Range customers currently have available the Advanced Range Data System (ARDS)," said Dickson. "It is a fully operational GPS-based TSPI system at the Electronic Combat Range, the Land Range and the Sea Range."

NAWCWPNS has successfully completed system integration. "System usage is quickly gaining popularity among range customers due to its lower cost, versatility, accuracy, transportability and test data availability," said Steve Mendenhall, Test Planning Branch head. ARDS is not limited by visibility, weather or distance to target as is common with traditional tracking systems. "Due to these advantages," explained Mendenhall, "our system currently supports more than 24 tests per

week, with system utilization increasing as additional programs request GPS-based TSPI."

ARDS is a tri-service Central Test And Evaluation Investment Program/Improvement and Modernization Procurement, and is currently in use at 11 Army, Navy and Air Force test and evaluation ranges across the United States. "Interoperability between services was a primary driver for this system," said Ron Smith, Sea Range GPS project manager for RAP. All of the ranges utilizing ARDS regularly transfer equipment back and

forth to cover surges in testing. Logistic support of the system is greatly reduced due to the standardization on Department of Defense T&E ranges.

ARDS is a differentially corrected precision code GPS-based tracking system which can support multiple simultaneous test operations. It can simultaneously support a total of 25 participants, providing precision 10Hz TSPI throughout NAWCWPNs air space using a time division multiple access data link. "System versatility not only provides reliable participant tracking at low altitudes in terrain-masked conditions," explained Dickson, "but is also resistant to electronic jamming environments."

The system was designed to instrument cooperative military and civilian airborne, ground and ship platforms. Flight certifications have been obtained for commonly used Air Force, Army and Navy aircraft. The designated platform is instrumented with either of the basic ARDS configurations — an externally mounted AIM-9/P4-B style pod or an internally mounted plate version.

The ARDS pod provides dual GPS antennas which allow automatic switching. Antenna switching depends on satellite signal strength and platform inversion as indicated by the inertial reference unit.

Please see GPS, Page 12



GPS—Naval Weapons Test Squadron F/A-18 is carrying two Advanced Range Data System pods on each wingtip and two JDAMs on inside weapons stores stations high above the China Lake ranges.

Division Resource Management Board is looking toward WD's future

By Barry McDonald
Editor

With an eye toward reshaping the work force to develop a more efficient organization, internal NAWCWPNs teams last week began a series of function evaluations to determine what business the Weapons Division should let go, what should be consolidated and what can remain unchanged. Prior to the commencement of the evaluations, employees received a number of messages noting the need to gear the division's efforts toward products and services more in line with the nation's future defense needs.

On May 13, in a communiqué to employees, RAdm. Jack V. Chenevey, NAWCWPNs commander, wrote, "In the past five fiscal years, we have experienced a 29 percent decline in overall revenue, and the trend in the next few fiscal years will be for even greater reductions in our business base. Because we are an organization that must be self-sustaining in both project revenue and overhead expenses, we must make adjustments to offset these economic realities."

The next day a message from the Division Resource Management Board (DRMB) reported to employees that it had "made a commitment to focus on the future to ensure that we continue to provide our warfighters with

RAdm. Jack Chenevey, NAWCWPNs commander, pledges to do everything possible to keep the impact on the work force at a minimum.

the products and services required to do their mission, provide our work force employment relative to our customers' needs and become and remain financially sound and competitive. . .

"Over the last few weeks the DRMB has focused on where we are today and where we need to go to achieve the above goals. To remain competitive suppliers to our customers, we need to increase our investment in our core capabilities, while divesting other functions. We believe this is the best course for our employees and for our customers."

The initial list of functions to be evaluated was developed through a rudimentary, high-level assessment using the following criteria: Does the function have current or projected operating losses? What is the current and future business base? Is the function critical to our "core" business now and in the future? Is it duplicated elsewhere? Can the products or services be purchased when

required? Do we have a competitive advantage in the business area?

Small teams, led by DRMB members, are now conducting more thorough, detailed evaluations based on the same criteria.

The functions initially identified for such evaluation include architectural design and engineering in Public Works; calibration and metrology; electromagnetic environmental effects testing; environmental testing; hardware configuration and data management; large machine shops; libraries, documentation control centers and technical data repositories; manufacturing engineering; motor pools; network support outside of the Information Management Department; outdoor radar cross section measurement; QH-50 and QLT-1 targets; technical information support; and warehousing and supply.

The teams' recommendations are expected to be completed by late July, and if the determination is made to divest or consolidate a function, actions are scheduled to be completed by late 1998. Throughout the initial evaluations management will continue to assess the need to add functions to the evaluation process.

Chenevey and the DRMB separately expressed their concerns for the impact the evaluations and potential actions will have on the work force and pledged to do everything possible to keep it to the minimum.

Weather



	High	Low	Gusts	Humidity
Wed	98	63	23	42-16%
Thurs	96	59	23	46-18%
Fri	97	62	24	58-16%
Sat	97	62	22	29-15%
Sun	98	65	34	46-16%
Mon	94	62	27	57-18%
Tues	92	65	30	44-13%
May 21 - 27				
Wed	93	59	21	25-14%
Thurs	92	56	23	32-15%
Fri	86	66	35	49-23%
Sat	85	62	29	43-22%
Sun	87	62	22	35-16%
Mon	90	52	22	47-13%
Tues	93	58	19	42-16%

China Lake Calendar

Call the PAO Info Line at 939-0050 for current information on base events

- Monday, June 2**
 - Town Hall Meeting for Station residents, Wreck Center, 7 p.m.
- Thursday, June 5**
 - Land Use Management Plan scoping meeting, Inyokern School cafeteria. Starts at 5:30 p.m.
- Thursday, June 12**
 - American Heritage Food Booth Day, Solar Park, 11 a.m. to 1 p.m.
- Friday-Sunday, June 13-15**
 - Golden Anchor golf tournament. Sign up by June 11 at China Lake Club House.

THE ROCKETEER

Radm. Jack V. Chenevy
NAWCWPNS Commander

Capt. Stanley W. Douglass
NAWS Commanding Officer

Steven F. Boster
Public Affairs Officer

Barry McDonald
Editor

Kathi Ramont
Staff Writer

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The editorial content is edited, prepared and provided by the Public Affairs Office of the Naval Air Warfare Station Weapons Division China Lake.

Editorial deadline: 4 p.m., Wednesday of non-flex weeks.

This deadline also applies to submissions for the NAWCWPNNS Announcements contained herein; and the PAO Info Line.

Correspondence and material for THE ROCKETEER should be addressed to: Editor, THE ROCKETEER, Commander, Code 750000D, NAWCWPNNS, 1 Administration Circle, China Lake, CA 93555-6001; or they may be transmitted by QuickMail to Barry McDonald. (Select CL_HQ zone, NAWSTAFF_MC mailcenter.) Fax information to 939-2796, or call 939-3354. E-mail address is barry.mcdonald@mail.chinalake.navy.mil. THE ROCKETEER office is located in the Headquarters Building, Room 1017.

Information intended for use in PAO Info Line should be sent to Linda Lou Crosby at Code 750000D, to her QuickMail address, or she may be reached at 927-3095. The Info Line e-mail address is http://peewee.chinalake.navy.mil/stn/inline.html.

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Advertising deadline is noon, the Friday before publication.



The Commanding Officer's Desktop

By **Capt. Stan Douglass**
NAWS Commanding Officer



During our current renovation of the 20 Senior Officer Quarters (SOQs), we discovered some measurable levels of asbestos in the ducts of the air-conditioning system. While these levels were well below any limits that might approach human health concerns, we are taking action to move the current residents and conduct a thorough cleaning and abatement of the identified asbestos.

Also, during recent assessments to determine the presence of asbestos in the Capehart A and B housing areas in preparation for our demolition and renovation plans, our inspectors discovered asbestos-containing materials that were commonly used in this type of construction.

While use of these materials by themselves does not constitute any health hazard to our residents, day-to-day precautions in handling these materials commonly found in ceilings and walls are necessary to ensure that any potential for exposure is minimized.

In consideration of the concerns of base housing residents, we have also distributed to residents a fact sheet about asbestos that provides information on how to deal with this commonly-used product in a manner which safeguards their families' health and well-being.

Town Hall Meeting
A Town Hall Meeting will be held for all NAWS China Lake housing residents on Monday, June 2, at 7 p.m. at the Wreck Center. I invite and encourage all housing residents to attend the meeting to ask questions, and learn what you, as residents, can do to promote a continued safe environment for yourselves and your families.

The meeting will address any concerns that may arise about the monitoring and abatement of asbestos when found in Navy housing. In addition to myself, health, safety and environmental representatives will be available to help answer questions and provide more information.

Mail Handlers offers scholarships

If you are enrolled in Mail Handlers' health insurance, your dependents may qualify to apply for the educational scholarships Mail Handlers is sponsoring.

Applicants must be a legal dependent of the member; must have graduated or will graduate (current semester) from an accredited high school or attending an accredited college; have maintained a grade point average of 2.5 or above in academic subjects; and have been accepted at an accredited institution of higher education or presently attending college. In addition, applicants must provide transcripts, write an essay and provide letters of reference.

For more information, please call Peggy Topham at Point Mugu, DSN 351-3323, or Leora Fields at China Lake, DSN 437-2018. They will send you an announcement from Mail Handlers with more information on how to request an application.

The application and all required documentation must be post-marked by July 11, 1997.

Seating still available at awards luncheon; call now for reservation

On Wednesday, June 4, an awards luncheon will be held at the Wreck Center to honor the newest awardees of the Michelson Laboratory, L.T.E. Thompson and William B. McLean awards.

Seating begins at 11 a.m. and lunch will be served at 11:30. Please call now for a reservation. For those who wish to attend, but do not wish to have lunch, please make a reservation for seating purposes only.

Please submit payment and menu selection to Vicki Fernandez at 939-2537, or Leora Fields at 939-2018, Human Resources Department, Building 2335, China Lake. At Point Mugu, please call Liz Culver in Building 211 at 989-3224.

Pages From The Past

May 29 & June 5, 1987

Meeting and stopping a hypothetical enemy force near Airport Lake on NWC's north ranges, 1,000 Marines of the first Marine Division's Air Contingency Battalion successfully defended Armatage Airfield as part of a three-day exercise last week. . . . "I like numbers," says Lorraine Abernathy, who works in the Plans and Programs Branch of Central Staff, explaining why she became a budget analyst.

May 27 & June 3, 1977

Harry Parode, head of NWC's Office of Information, was recognized for his outstanding effort during the past three years when he received the Navy Meritorious Civilian Service Award. . . . Exploratory development is being conducted to determine the feasibility of using solar cell energy to power a remote radar facility and to test application of this energy source for Navy systems and facilities.

June 2, 1967

Gale (Gene) Schneider has been selected from an outstanding group of applicants by the Board of Education in the Training Division of the Bureau of Naval Personnel to receive a grant of \$700 for the coming school year. She has chosen as her school UCLA, where she has been accepted with "honors on entrance." She intends to specialize in space biochemistry.

May 31, 1959

China Lake's Bernard Smith, his wife, Sylvia, and their daughter, Susan, are representing California as the All-American Family at the All-American Family Search being conducted at Miami Beach, Fla., this week. . . . Opening night of the 1957 Little League and Babe Ruth League baseball season will be held at Schoeffel Field with Hugh O'Brien of TV "Wyatt Earp" fame as a guest.

May 29, 1947

An average of 46 workers a month attended the weekly all-day meetings of the NOTS sewing unit of the Red Cross. This branch has greatly assisted the local dispensary in sewing needs. With mending, cutting and making surgical and non-surgical dressings, almost every type of plain sewing is done by these workers.



All graduating seniors and their families are invited to attend the 1997 Baccalaureate Service on Sunday, June 1, at 4 p.m. in the All Faith Chapel aboard NAWS China Lake. A reception will follow the service in the East Wing of the chapel.

Seniors planning to participate in the service should meet in the area between the chapel and the East Wing in their cap and gowns by 3:45 p.m.

Local high school seniors will celebrate their graduation with an all-night party June 6 in the pool area behind the Exhibit Center. Committee members ask that area residents please be tolerant of the extra traffic and noise.

Coyote Baseball Camp at Cerro Coso Community College will be held June 9-13 and is open to players ages 7-12. Cost is \$65. For more information contact Dick Adams at 384-6386.

Kernville's Chamber of Commerce and commercial rafting companies operating on the Kern River will sponsor their 10th annual Whitewater Wednesday on June 18.

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1 PERSONALS

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MEN WHO CAN'T COOK BUT WANT TO! Delicious, easy-to-prepare recipes for 2 whole meals. Proven recipes include ingredients & utensils needed and step-by-step procedures. Send \$6.00 to HWS-1, P.O. Box 512, Ridgecrest, CA 93556-0512. (TFN)

Riders Needed - KV Van Pool between Weldon and China Lake. Will have 2 seats available beginning Feb. 97. Cost \$70/mo. Call 939-3157 or 939-7299. (TFN)

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20 RENTALS

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Hepatitis 'C' Virus, acquired years before it causes symptoms, can lead to debilitating fatigue, cirrhosis, liver cancer and death. Doctors can't predict with certainty how it will progress in any individual, but about 80 percent of patients develop chronic liver disease.

It may be mild and progress slowly or serious and progress rapidly. Only about 25 percent respond to even the best treatments available. There is no vaccine.

The Naval Air Warfare Center China Lake Employee Assistance Program recently began a Hepatitis Support Group, which meets weekly on the base. Anyone interested in taking part in this group is invited to call Bernard A. Maki, group facilitator, at the EAP Office, 939-2480, for further information.

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VX-9 change of command

New CO, Capt. John Stivers, says he's where he wants to be, doing what he wants to do

By Kathi Ramont
Staff Writer

"My wife reminded me this morning that the only thing between these troops in formation and social hour is me," said guest speaker RAdm. Timothy Keating, deputy director for operations, at the Air Test and Evaluation Squadron Nine's change of command ceremony May 15. The admiral's short speech brought smiles to the faces of the Sailors standing in ranks. Capt. John Stivers relieved Capt. Craig Weideman as commanding officer during a traditional naval ceremony. Weideman's next tour of duty will be as Deputy Commander Carrier Air Wing Reserve 20, at Naval Air Station, Atlanta, Ga.

RAdm. Stephen H. Baker, commander operational test and evaluation force, presented Weideman with the Legion of Merit. According to the citation, Weideman led his squadron to unprecedented levels of achievement that have directly and significantly improved the warfighting capability of the fleet. Directly attributable to his meticulous and exacting guidance, VX-9 completed 80 Chief of Naval Operations' assigned projects and 30 joint services' test and evaluation projects, which translated to a quantum leap in tactics, weapon and software utilization and overall combat readiness. Under his command, VX-9 flew more than 15,500 flight hours and achieved 13 years and 73,500 flight hours of mishap-free operations.

His other awards include the Meritorious Service Medal (three awards), Navy Achievement Medal, Meritorious Unit Commendation, two Navy Expeditionary Medals, the Southeast Asia Service Medal (with bronze star), National Defense Medal and Sea Service Ribbon (six awards).

"VX-9 will be 46 years young on June 18," Weideman said in his farewell speech. "VX-4 and VX-5 were established as the Navy realized that with the

advent of sophisticated rockets, the business of developing and testing weapons systems was more important than the design of the delivery aircraft itself." He went on to say with the lessons of World War II and Korea in mind, the two squadrons were formed to assist in the development, testing and evaluating of aircraft tactics, techniques and procedures for the delivery of airborne nuclear and conventional weapons.

"As a young fleet ensign flying A-4 Skyhawks and A-7 Corsairs in the early 1970s, as the Viet Nam War drew to a cease fire," he continued, "I can recall some of the following Navy and Marine Corps projects undergoing operational evaluations, right here in this hangar and on the surrounding bombing ranges. Perhaps you too have heard of some — the AH-1 Tow missile, Standard Arm, A-6 Intruder beacon bombing, Condor, Paveboat II, Walleye II ER/DL, Pave Knife, APAM, CAIR I jamming pod, Phoenix missile and Charger Blue. Well, as luck or engineering design would have it, some of these black boxes and whiz bang gadgets either didn't function within the requirements or were not keeping pace with the enemy's surface-to-air missile technology and improvements.

"Fleet squadrons on Yankee and Dixie stations off Viet Nam coastline sent message traffic to China Lake asking for answers. How do we defeat the SA-7? Why won't our missile-launch warning equipment work? Why are we killing pilots and losing our own aircraft with premature bursts of the MK-346 electronic bomb fuse?"

"VX-4 and VX-5 responded and answered our warfighters' questions through a communication chain, then known as an advanced evaluation notice. That was the predecessor to our current media, commonly known as an operational test guide. Simply stated, it sug-

Schumacher, McCormick, Claspell receive Navy Achievement Medals

At the Air Test and Evaluation Squadron Nine quarters on April 28, three Navy and Marine Corps Achievement Medals were presented by Capt. Craig Weideman, then commanding officer.

ATI Michael P. Schumacher received a gold star in lieu of his second Achievement Medal. He served as F/A-18 Avionics Branch supervisor for VX-9 from July to December 1996. According to RAdm. S. H. Baker, commander Operational Test and Evaluation Force,

Schumacher's expertise was crucial to the successful completion of all test objectives for three F/A-18 future systems projects during squadron detach-



ATI Schumacher

ments to Elmendorf, Alaska, and NAWS Point Mugu. "By identifying and correcting numerous system deficiencies," Baker wrote in the citation, "he signifi-

cantly improved the 11C Operational Flight Program."

From RAdm. Edward Moore, commander, Cruiser-Destroyer Group Three, a gold star in lieu of third award, was presented to AE1 John P. McCormick. He served as Night Shift Quality Assurance supervisor and Electrical Instrument Branch supervisor in Fighter Squadron 11 from August 1993 to February 1997.

According to the citation, McCormick spearheaded a complete revision of the

designed to reduce aircrew fatigue and hypoxia in hi-g maneuvering envelopes; USQ-13 communications jammer; F/A-18E/F Super Hornet and many more.

"I trust that you're getting the message that our tax dollars are getting a bargain in TACAIR test and evaluation," said Weideman. "The bottom line is that the right equipment will be in the right hands if and when the next balloon goes up."

"I relieve you, sir!" exclaimed Capt. John Stivers, who reports to China Lake from the F/A-18E/F Fleet Introduction Team at NAS Lemoore, Calif. "I can't think of a job that I would rather have," said the new CO. "It's not often that a pilot will still find himself in a flying job at this point of his career, let alone one where the flying will be as good as it is here."

"These are exciting times for naval aviation. While it is true that we are challenged daily, if not hourly, by a budget crisis and seemingly impossible requirements, we are at the same time developing the aircraft and systems that will define naval aviation well into the next century. We are succeeding in these times of tight budgets and changing requirements because naval aviation has set the standard for on-schedule, on-spec and on-budget programs."

"Our successes include the Super Hornet, upgrades to the Tomcat and meeting both the Navy's and the Air Force's electronic warfare aircraft needs with the venerable EA-6B, as well as countless subsystems that go into these aircraft and others. VX-9 has been a key player in many of these successes and will play heavily in others as they make their way out of the acquisition world and into the fleet."

"You can see why I am excited about being here," said Stivers. "I'm where I want to be, doing what I want to do."

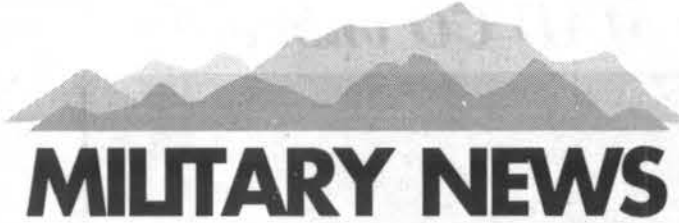


Photo by PH3 R. Cole, VX-9
Capt. Craig Weideman and Capt. John Stivers



AE1 McCormick



I12 Claspell

Please see VX-9 Page 4

New MAD CO onboard



Photo by Kathi Ramont

CHANGE—Col. William F. Bain assumed command of the Marine Aviation Detachment on Thursday, May 22, during a change of command ceremony in front of the Marine headquarters building. This is the second China Lake tour for Bain, who was the first executive officer for the MAD when it stood up in 1985. Bain, an F/A-18 and Harrier pilot, reports from U.S. Special Operations Command, Tampa, Fla. Outgoing CO, Lt. Col. Mark Takehara, who said he was sorry to leave the area, will report to the Defense Airborne Reconnaissance Office in Washington, D.C. During the ceremony, the Marines gave special recognition, in the form of a medal and appreciation certificate, to Toys for Tots co-chairs, Ann Ryan and Ruth Hornbrook, for the time and energy they've put into the project.

NAWS May Recognition

ABH3 Marco V. Chavarria received a belated NATO Medal for Service with NATO on operations in relation to the former Yugoslavia from May to November 1992. Good Conduct Awards were presented to **AC3 Davin D. Jeffery, MA1 Ronald A. Seeny** (third award) and **MSC Carlito T. Abejar** (fourth award). A letter of commendation was presented to **Airman Brandy L. Hallas**.

Housing Says

Construction update

Our "Happy Trails" project is coming to a close. Sewers and fences are complete. Nearly all of the plants are in place and the contractor is watering daily to establish the seeded and sodded lawn areas. Housing Office personnel ask that everyone please stay off the new lawn areas as much as possible for a few months, until they can take root and mature. The lawns will be kept very wet during the initial growth period.

The gas and water mains should be in place by the end of May. This week trenching continues from Intrepid toward Blueridge and around Bogue Circle.

Next, the contractor will begin installing new lateral piping for gas and water to each residence.

This piping will be done underground from the street to the house, without trenching the lawns. Although we have missed two scheduled dates to start street patching, we still look forward to the asphalt contractors' arrival to begin sealing the trenches. The last order of business will be sweeping the streets and

cleaning the storm drains. Demolition of the JOQs and SSQs is about done. Public Works Transportation folks have removed the last of the remaining concrete masses at the site. Thanks PWT for a great job. The trees and irrigation are in. We're waiting for the seeding to complete the project.

The Public Works asbestos crews are continuing to do a fine job of abating the "pink" hill duplexes in preparation for an upcoming demolition contract. However, they must often duplicate their clean-up efforts.

Each time vandalism strikes before they completely abate a building, clean-up must be redone before the unit can be certified as complete. This extra work takes away money which would otherwise be used to maintain occupied units. If you see, or suspect vandalism, please call the China Lake Police immediately at 939-3323.

Thanks to everyone for your continued cooperation in keeping construction zones free of traffic.

VX-9 from Page 3

squadron's compass calibration, which received accolades from the type wing during a maintenance program assist visit. He was also a pivotal player during the "high noon" air-to-air gunnery competition.

Another third award (gold star) was presented to **L12 Jimmie R. Claspell**. According to **RAdm. R. M. Nutwell**, commander, Carrier Group 3, Claspell was Print Shop supervisor aboard *USS Abraham Lincoln* from May 1992 to August 1995.

He organized and directed production crews in planning, preparation and completion of more than 8,000 print jobs totaling in excess of 18 million pages. "He was the key to bringing the newest, most up-to-date equipment to upgrade the ship's print shop in order to meet all Lincoln Battle Group printing require-

ments," wrote Nutwell. Additionally, he trained departmental personnel in damage control and material maintenance management to greatly enhance combat readiness.

Vampire of the Month

YNSN Maria M. Lopez was doubly recognized during April quarters. She was selected as Vampire of the Month for March and also received a letter of commendation from **RAdm. S. H. Baker**, commander, Operational Test and Evaluation Force.



YNSN Lopez

Leisure Lines

Naval Air Weapons Station, China Lake, CA



How to Hoop it up This Summer

Coed basketball league, for youth 6-17 years, begins June 24 through August 2. Register at Castle X, 11:00 a.m. to 5:00 p.m., Monday through Non-Flex Friday. Registration deadline is June 5. Practices and games held on Saturdays and/or Tuesdays. For details, call Teresa or LuChrisa at 939-6884.

Come out Swinging

How many times has your child said, "There's nothing to do in Ridgecrest. I'm bored." Sign-up your child for a junior golf clinic on June 9, 10, 11 from 7:30 a.m. to 9:30 a.m. at the China Lake Golf Course. Instruction is for boys and girls ages 8-17 years. Training covers swing, demonstrations, putting, rules, etiquette and more. Who knows, your child may be the next Tiger Woods. All for only \$5.00-military, \$6.00-DoD and \$7.00-community. Hey adults! Spend quality time and volunteer to help coordinate this program. Call 939-2990 today!



Strike for Adventure

Try the Scotch Doubles bowling tourney at Hall Lanes on May 31 from 6:00 p.m. to 8:00 p.m. Bowl three handicap games of 80% from 400 (2). Fees: \$20.00 per team or \$15.00 per person. If you don't have an average score, women use a score of 135 and men-165. Prizes determined by number of entries. For reservations, or to sign-up, call 939-3471. Authorized customers only.

To Delay is the Enemy of Your Summer

Kids and adults have lots of fun during the summer months. Pick up your copy of Castle X (Old youth sports bldg.) events/activities or Aquatics Summer Brochure at the Sports & Fitness Complex. See what's inside today!

Savings are Tradition at Auto Hobby

Savings unfold at Auto Hobby during American Heritage Week, June 9-13. Save 25% off everything! Auto Hobby is located on East Inyokern Road near the Training Center. DoD and Contractors may use Auto Hobby Shop. For details, call 939-2346.

Not for the Unadventurous

Active Duty Military Programs

RENAISSANCE PLEASURE FAIRE

Discover the charms of old and the merriment of today on May 31 from 10:00 a.m. to 6:00 p.m. Travel to Glen Helen Park in San Bernardino, CA. Depart from the CBQ parking lot at 7:30 a.m. and return around 9:00 p.m. Reservations are needed by May 27. Only \$18.50 per person and includes admission. Sign-up at ITT in the Wreck Center.

BASEBALL TRIP

Discover America's favorite past time-baseball. Travel to see fierce competition between the JetHawks and the Rancho Cucamonga Quakes on Saturday, June 7. Game time is 7:15 p.m. in Lancaster, CA. Only \$5.00 per person plus ticket fee. You leave from the CBQ parking lot at 5:00 p.m. You'll want to bring money for souvenirs and snacks. Sign-up at ITT in the Wreck Center.

KERN RIVER WHITE WATER RAFTING

Travel down the exciting Kern River on June 14, July 12 or August 9. Trip is for active duty military. Brave souls leave the CBQ parking lot at 9:00 a.m. Sign-up at ITT in the Wreck by Tuesday prior to trip date.

For trip details, call Charmaine at 927-4386.

Don't Dream. Do it!

Have you dreamed of having your own oil painting-painted by you the artist? You can with a little training from Don Banfield, instructor. With an easy wet-on-wet method, you don't have to be an accomplished artist to make a beautiful piece to compliment your home or office in just one day. Amazing results guaranteed. Theme is "Mountain Majesty." Bring your sack lunch on May 31 from 9:00 a.m. to 4:00 p.m. and be prepared to amaze yourself and others with talent you never knew you had. Class fee is \$35.00-supplies extra. Sign-up today! For details, call 939-3252.

Put Sparkle Back into Your Life.

Stained glass ambience awaits! The quiet tinkle of glass in the wind on a summer evening, the beautiful glow from a Tiffany lamp during the winter, patterns of the sun coming through a glass pattern... All these things can enhance your home and are made by you for a special touch. Try it! It's easier than you think. Classes begin June 24 and 25 for six weeks. Only \$30.00-supplies extra. Call 939-3252.

Craftech is your Father's Day Gift Giving Headquarters! Balloon bouquets with matching mugs, frame classes, t-shirts, hats and more.

Feeling Kinda Ho-Hum?

Three top live comics appear at the Wreck Center June 13. Show contains adult humor. Reservations recommended by June 12. Enjoy beverage specials during show and dance to your favorite tunes with DJ following the laughter. Active duty military are FREE, retired and family members are \$3.00 and DoD/community are \$5.00. Get your discounted advance sale tickets at the Wreck Center. For details, call the Wreck Center at 939-8660.

Looking for a "Byte" of Savings

Computer treasures await at the Wreck Center on Sunday, June 22 from 1:00 p.m. to 5:00 p.m. at the indoor computer swap meet. Open to all. Sellers, simply call 939-8660. Only \$10.00-military, \$15.00-DoD and \$20.00-community. Call 939-8660 today!

"CASTLE X" GRAND OPENING Wednesday, June 4, 2:00 p.m.

Amazing what paint, cleaning and decorating does to a building! "Castle X" targets 12-17 year olds and features video games, movies, sports, art & crafts, trips, special events and much more!

DISCLAIMER: "Castle X" theme comes from today's researchers description of youth and young adults. It reflects no political or religious ideology. Theme concept allows the youth program to create innovative marketing ideas under a one stop umbrella.

- FREE REFRESHMENTS
- LIVE BAND
- Enjoy this Gala Affair!



Guaranteed Adventure

Hey teens! No reason to be bored this summer. Join Castle X and travel to Magic Mountain on June 14 at 7:00 a.m. for a day of rides and thrills. Later play for prizes (Not money) on Monte Carlo Night on June 17 from 7:00 p.m. to 9:00 p.m. at Castle X. Events are open to youth ages 12-17 years. For details, call 927-8336 or 939-6884.

All Faith Chapel Services

Protestant	Men's Prayer Breakfast, East Wing, Thursday	6:00 a.m.
	Sunday School, Sept. - May,	
	1008-10 Blandly & 1903-05 Mitscher	9:00 a.m.
	Sunday Worship Service, Main Chapel	10:30 a.m.
	Bible Study (East Wing), Sept. - June, Wednesday	11:30 a.m.
	Youth Ministry, 1907 Mitscher, Sunday	2-3:30 p.m.
	Adult Bible Study, East Wing, Thursday	7:00 p.m.
Jewish (375-0385 Messages)	Weekly Services, Friday, East Wing	7:30 p.m.
	Adult Education, Oct. - June, Saturday, 1902 Dibb	10 a.m. - noon
	Hebrew Classes, Oct. - June, Saturday, 1902 Dibb	2-5 p.m.
	Religious School, Sept. - June, Sunday, 1902 Dibb	9 - 11 a.m.
	Jewish Classes (when Rabbi is here)	
	Four years and up: Sunday, 1902 Dibb	9-11 a.m.
	Friday, 1902 Dibb	5 - 7 p.m.

Chaplain Patrick J. McCormick, LCdr., CHC, USN
Chaplain C. Allan Ford, Lt., CHC, USNR
Michelle Greenberg, student rabbi
Office Hours: Mon.-Fri., 7:30 a.m. to 4:30 p.m.
939-3506 • 939-2773 • 939-2873

All Faith Chapel Services

Roman Catholic	Sunday Mass, Main Chapel	9:00 a.m.
	Daily Mass, Blessed Sacrament Chapel	11:35 a.m.
	Confessions, Sundays	8:00 - 8:30 a.m.
	Confessions, Weekdays	By appointment
	Religious Education Classes,	
	Sept. - May, Sunday, 1002 Blandly,	
	1008-10 Blandly & 1903-05 Mitscher	10:30 a.m.
Islamic	Jumaa Prayer, Friday (1002 Blandly)	12 p.m.

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GPS from Page 1

Participant position, velocity, acceleration, roll, pitch, heading and altitude rate can be downlinked via the data link or internally recorded using a solid state recorder. Additionally, the system can be equipped with encryption devices, allowing a secure uplink/downlink with the pod/plate.

Data link relay station placement locations were selected to provide optimum coverage for the associated testing air space. A relay station can be configured as either a mobile or stationary unit. Many remotely located units require self containment and power production. Photovoltaic energy is used to charge storage batteries, which provide up to five days of autonomous operation. A mobile relay station is normally installed in an aircraft and used when supporting a sea range test.

A reference receiver located at a surveyed position calculates differential GPS corrections when using a particular satellite. These corrections can be transmitted to the participant via the data link system or recorded for post test data analysis. The data link controller/processor controls all message traffic between the processing center and each participant.

A single data link controller/processor and series of relay stations comprise one network. Each network operates independently of other networks but can be reconfigured to include relay stations from nearby networks, thereby increasing range coverage. Also, pods/plates in one network can be handed off to another network, provid-

ing real-time backup support with no degradation in accuracy or system performance.

Testing has been conducted to determine what level of accuracy can be expected during average non-idealized daily conditions. "Results from these tests have shown improved accuracy over many traditional TSPI systems," said Jim Ruth, Data Services section head. The tests involved a variety of low- and high-dynamic aircraft maneuvers at various altitudes, including racetracks, maximum climbs, maximum dives, barrel rolls, aileron rolls, vertical Cuban eights and horizontal high-g figure eights.

Even though ARDS has been operational for a short time, system modernization and technology insertion is currently being integrated. Dickson explained that during the next few months, new, higher reliable equipment that supports extended range coverage, over-the-air encryption keying and an AIM-120 1553 bus interface are being integrated into the ARDS by a tri-service contract with Metric Systems.

"We're working closely with other tri-service T&E ranges to reduce logistics, support and modernization costs," he said. "These tri-service ranges are coordinating efforts to maximize limited personnel, range assets and funding to continue the on-going program success. ARDS is helping to meet today's customer test requirements and increasing system capabilities for meeting future customer testing needs."

WACOM Thrift Shop proceeds help local groups



Photo by Kathi Ramont

COMMUNITY HELPERS—Winter season proceeds from the NAWS WACOM Thrift Shop were used to distribute \$24,000 to various organizations at the May 13 WACOM meeting. All donations came from money earned at the thrift shop from November through March. The shop is sponsored by WACOM and is operated completely by volunteer help. Most of the proceeds from the shop are returned to the community twice a year. A small amount is retained by WACOM for operating expenses. In operation since 1953, the shop's service to the community is two-fold. It provides residents with low cost, usable clothing and household items, and its profits go to support the Ridgecrest area. All items sold in the thrift shop are donated by the community. The shop is run by Fran Fletcher. Capt. Stan Douglass, NAWS CO, presented checks to Nancy McKinney, Navy Relief; John DiPol, China Lake Museum; Annette McDonald, High Desert Adult Day Care Center; Dorothy Odsen, Friends of the Library; Lou Pracchia, Historical Society of the Maturango Museum; Margaret Bradburn, IWW Search and Rescue; Toni Rae Caraker and Jan Schultz, IWW Youth Softball; Don Moore, Kerncrest Audubon Society; George Pomeroy and Jay Young, Literacy Council; Richard Norton, Murray Middle School Math Olympiad; Bev Estis and Dianne Speegle, Richmond School Special Education; David Mechtenberg and Fayelene Thelen, Ridgecrest Community Hospital Foundation; Denise Potts, Sage Community Health Center; Sandy McCain and Mary Sulek, Salvation Army; and Carol Beecroft, The Women's Center — High Desert. Donations are gathered in drop boxes located on the porch of the shop, which is between Blandy Avenue and King Street at 1809 Lauritsen Ave. It is open Monday through Friday from 8 a.m. to noon, except for major holidays.

NWTS May Recognition

AMCS(AW) Billy R. Shields Jr. was promoted to senior chief petty officer.

Good Conduct Awards were presented to PR1(AW/SW) Raymond S. Kanne (fourth award), AE1(AW) Daniel B. Dawson (third award), AT2(NAC) Richard N. Copeland Jr. (third award), and AMS1 Kenneth A. Engen (fourth award).

A letter of commendation was presented to AE1(AW) Alphonso C. Steptoe.

Various letters of appreciation from military, civilian and private sources were presented to Lt. Keith L. Helmke (two letters), AMH1 (AW/NAC) Reid Paronto (two letters), AT2 Charles E. Eitel, AMS3(NAC) Michael P. Parfitt, AMS3 Terry J. Cunefare, ADAN Scott A. Olson, Lt.j.g. David J. Parks, Cdr. Keith V. Chambers, ADCS(AW) George F. Gansalves, AOCs(AW) Joseph H. Hammond Jr., AO1(AW) Bruce C. Lemon, AO1 John W. Barfield, AO2(AW) Phillip G. Camp and LCdr. Richard M. Manski (two letters).

A certificate noting qualification as an F/A-18 plane captain was presented to AMHAA Shawn M. Hunter.

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- 200MHz Pentium Pro system as * above w/superfast PCI bus, 16MB EDO RAM, 16X CD-ROM, super 14" NI monitor, 1.6GB hard drive, Windows 95, just \$1,639. 3-year, no-hassle parts & labor warranty. Upgrade to 32MB RAM \$79, Windows NT Worksta. for just \$149.
• 200MHz Pentium processor system with super 17" monitor, as * above w/PCI bus, PCI EIDE controller, Stealth VRAM 2GB hard drive, 16X CD-ROM drive, 32MB RAM, just \$1,819.

- Cyrix 686 processor on a Triton motherboard configured same as * above with 8MB, a P200 processor, 16X CD-ROM, just \$1,049. P166 is \$999. Faster than corresponding Pentium.
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Ledden receives Navy Meritorious Civilian Service Award on last day

By Kathi Ramont
Staff Writer

Ah, retirement. When I recently caught up with Bill Ledden, former head of the Ballistics Test Branch, he was sitting on his back porch with his feet up on the rail, eating breakfast and watching his petunias grow.

But only a month ago, on the day of his retirement, Ledden was tricked by his division head, Dennis Sorges, into attending one last meeting with the admiral to discuss possible consolidation of work with the Air Force. "Dennis told me a story," Ledden laughingly explained. "He said we had to get this one last matter taken care of." The first clue that this wasn't a real meeting came when he walked into the room and saw his wife, Ann, and his secretary, Lynn Sword. "I knew something was up."

"Something" turned out to be a Navy Meritorious Civilian Service Award for outstanding support of the Large Rocket Motor Disposal research and development programs at NAWCWPNS. The NMCSA is the highest civilian award that a local commander can approve.

As a nationally-known expert in the testing of warheads, explosives, propel-

lants and other energetic materials, Ledden is used to receiving recognition for his work. But he said that this one was earned "on the backs of everyone else's work. I'd like to thank all the people involved with my work, they're the ones who made it happen," he said.

Also on hand to watch the presentation was Herb Richter, Trident program manager; Thom Boggs, head of Engineering Sciences; and Sandy Rogers, head of the Pacific Ranges and Facilities Department.

"Your technical expertise and excellence were instrumental to the success of the Large Rocket Motor Disposal Program at the Skytop Test Complex," said RAdm. Jack Chenevey, NAWCWPNS commander, at the award presentation. "Despite the complex task of coordinating the parties involved in this operation, as well as a demanding construction and firing schedule, the facility was completed on time and testing accomplished within schedule and budget. You should take great pride in your contributions, which reflect favorably upon you and the Weapons Division." He went on to add that because of the success of the China Lake testing, this confined burn technology was validated as an effective

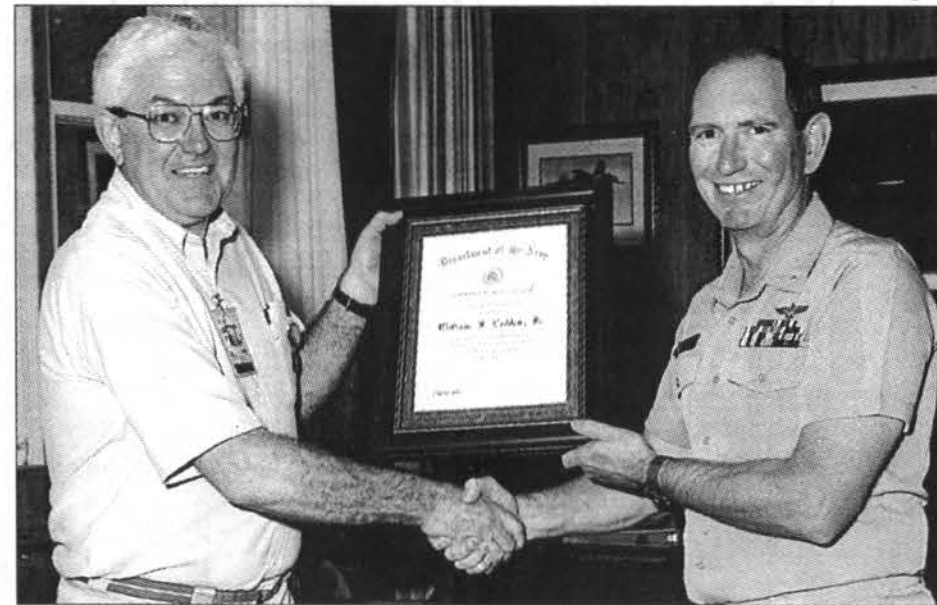


Photo by TID

NMCSA—Bill Ledden received this award from the Weapons Division commander. method of rocket motor disposal and a promising new source of work.

According to Sorges, head of the Ordnance Operations Division, who wrote Ledden's nomination letter, in 1994 Ledden became head of the branch just as the Full Scale Motor Disposal R&D efforts at the Modified Contained Burn Test Facility were underway. A joint effort of the Army, Joint Ordnance Commander's Group and Strategic Systems Programs (SSP), this facility was built at Skytop Static Test Facility to demonstrate an environmentally feasible disposal technology for strategic rocket

motors and other outdated ordnance. "Under Ledden's leadership," said Sorges, "the branch successfully completed the installation, instrumentation and operation of the 110 ton disposal chamber and scrubber unit and conducted 11 firings by the end of 1996." This involved coordinating between Skytop personnel, the Trident program manager, SSP sponsors, disposal contractors and subcontractors.

One of the last projects Ledden worked on was a new subscale R&D

See **LEDDEN**, Page 10

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Commander answers WD questions

For those who were unable to attend one of the meetings with NAVAIR Commander VAdm. John A. Lockard during his visit to the Weapons Division in April, the following questions and answers are provided. Look to the NAWCWPNS Public Affairs Home Page for the complete set of questions and answers at <http://www.nawcwpns.navy.mil/~pao/>.

Q. When can we expect the downsizing spiral to stop? We are already more than 50 percent undermanned and the quality of work is suffering.

From a DoD perspective, while the scale of downsizing may decrease, the pressure to balance the budget and reduce the size of the military is going to continue. From a NAVAIR perspective, we have positioned and aligned ourselves to be able to defend our current size.

Q. What is the probability of the Weapons Test Squadron converting to contract maintenance?

Right now there is no plan to look at WTS maintenance with a CA study.

Q. Your "Over the Horizon" paper talks about process improvement — How do you propose to make this a reality? (In light of our failure to implement TQL.)

Documenting our processes is the first step toward improving them. That documentation has been completed in a number of competencies already. Once they are identified, it becomes apparent where change or improvement is needed. This is not a process that will ever be totally completed. Process improvement is on-going.

Q. The April "Over the Horizon" addressed the need for efficiencies from centralized information technology. The joint test asset database from JPO CIM provides a comprehensive centralized system. It requires a massive update maintenance effort from the field with no funds or billets provided. Please address the resource issue for support of IT solutions.

This is something that we need to do, but we have to work within our current fiscal restraints to balance our work force and IT infusion.

Q. Will this technology reach our people in the fleet?

Yes. CINCPAC is taking the lead on this. Q. In regards to the IT Investment, is common software and hardware across the

TEAM a goal? How will this be implemented?

We need to focus on common standards without necessarily dictating specific hardware. While we would like to do this immediately, we have to live with our current fiscal restraints.

Q. People here feel they are expected to put their lives on hold while this CA study is in progress. When will there be firm answers and dates about the future of Echo Range?

Echo Range is a vital part of the Naval Aviation Systems Team test and evaluation resources. It is imperative that we continue to maintain this resource and support our customers during the CA process. Whether the study results in retaining in-house operation of Echo Range or in contract support, Echo Range will continue.

Q. Most people think the CA outcome is a "done deal" to go contract. The attitude is why bother working loyally for the government since the government is not treating employees loyally in the CA study.

Our best defense is to do the CA studies and do them right. You are the people with the knowledge and the experience to do the job. If we do bulletproof CA studies, I anticipate most of the work will remain with the government.

Q. What protection is there to prevent any one person from arbitrarily taking work away from us?

Our political process will not allow this to happen and we are protected by laws on the books to prevent this.

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LEDDEN from Page 6

effort with the Trident Program office—testing the confined burn technologies on Army Shillelagh motors at the CT-3 Subscale Research Facility.

"Ledden's career is one of excellence in test and evaluation at China Lake," added Sorges. Ledden started in the Applied Research Branch as a GS-7 Junior Professional in 1967. He then moved on to the Rocket Motor Branch, the Propulsion Components Branch and finally the Ballistics Motor Branch.

He left that branch in 1978 to relocate the branch's warhead test section to the Area R ranges. Over the next 15 years he developed a full scale warhead testing capability before returning to Code 528100D as its branch head.

Ledden was a frequent presenter at DoD propulsion and warhead symposia, and was chairman of the Test Operations Hazards Panel of the JANNAF Propulsion Systems Hazards Subcommittee from 1991-1993. He

served as one of the center's representatives to the Rocket Test Facility Operator's Working Group (a DoD/NASA/private industry group) from 1993 to 1997, and his branch hosted its annual conference at China Lake last March.

He graduated from Northrup Institute of Technology with a bachelor's of science degree in mechanical engineering. He holds a 'controlled after-motor burn out' patent.

During the 30 years he worked at China Lake, Ledden has received numerous letters of commendation for warhead and propulsion testing efforts, as well as a Supervisory Safety Award.

Ledden's wife, Ann, works at Burroughs High School. Their three children are all grown. The Leddens plan on remaining in the local area, "except when the summer heat hits. Then we're going somewhere where it's cool," he said with a contented sigh.

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Photo by Kathi Ramont

HONOR—Members of the First Class Petty Officer's Association joined other community groups with a laying of flowers on a memorial to commemorate fallen comrades. The American Legion Post 684, in conjunction with the Veterans Coordinating Council, hosted annual services at Desert Memorial Park on Monday. Guest speaker Cdr. Dane Swanson, Naval Weapons Test Squadron CO, joined Kern County Supervisor Jon McQuiston at the ceremony. "We must not let a Memorial Day pass that we do not take time to reflect on our heritage," said Swanson. "The sacrifices of so many Americans ... and as we reflect, we should not let our appreciation for what has been done by those that have gone before fade with the sunset of this day. We must keep the cost and the meaning of our grand flag ever in the forefront of our hearts and minds that we may carry out our duties and our lives infusing the spirit of this great nation into the generations that follow." Special guests were NAWCWPNs Commander RAdm. Jack V. Chenevey and World War II veteran John Finn, a Congressional Medal of Honor winner.

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Frank Markarian receives Navy Meritorious Civilian Service Award

By Barry McDonald
Editor

As several of his early 1960s junior professional colleagues have done, Frank Markarian, who entered the JP Program in 1962, has left his indelible mark — several of them, actually — along the way of his 34-year federal career at China Lake. Those accomplishments were recognized with the highest civilian award a local commander can approve when RAdm. Jack Chenevey, NAWCWPNS commander, presented the Navy Meritorious Civilian Service Award to Markarian at the VTC meeting April 21.

Noting Markarian's "outstanding" technical contributions and leadership, Chenevey read from the citation. "Your personal commitment to excellence has resulted in numerous national and international contributions to missile propulsion and brought you wide recognition as an expert in this field," he said. "Additionally, as technology manager for this command you have made a significant impact on all important areas of weapons technology."

"I really was shocked to receive the award," said Markarian. "I was pleased to see my family there. One had just been up for a visit that weekend, and then here he was back again at the Monday meeting. I was just stunned."

Besides his propulsion expertise, notes the nomination letter jointly drafted by Dr. Ron Derr, head of the Research and Technology Division, and Dan Goss, then head of the Airframe, Ordnance and Propulsion Division, Markarian also contributed to aerodynamic, thermal and structures analysis and technology.

His early management experience included being branch head in two different organizations. As head of the Airbreathing Propulsion Branch, he led the development of

a number of ramjet technologies, many of which form the technical basis for the ongoing Low Cost Missile System Advanced Technology Demonstration (ATD).

Derr and Goss also credited Markarian with numerous significant technical achievements as head of the Ordnance Systems Technology Office. The nomination notes many accomplishments under his leadership of that office. Among these are development of numerous high-performance, insensitive propellants and explosives; propulsion and ordnance insensitive munitions technology; technology and design concepts to reduce the infrared and radar signature of propulsion; warhead technology that has been incorporated into the latest warheads for Tomahawk and SLAM ER; and Slapper Detonator and Fire Set technology for the next generation of fuzes.

In his current position as technology advancement manager for research and technology, according to the nomination, Markarian provides leadership for technology projects across the Weapons Division. In this capacity he formed the annual NAWCWPNS program for bids and proposals, management supported items and core science and technology. He also coordinated and promoted the ATD and Small Business Independent Research programs and provided leadership for the Air Weapons Program. Yet another responsibility was selecting NAWCWPNS personnel for the Navy Scientist Training and Exchange Program.

The nomination lists numerous boards and committees on which Markarian has served. "He has been heavily involved in, and has had a significant impact on, the Direction Project Reliance technology activities," notes the letter. "He chaired the Missile Propulsion sub-area for the Tri-Service Reliance Conventional Air/Surface Weaponry Team, where he melded diverse service programs and agendas into a cohesive tri-service propulsion technology



NMCSA—Frank Markarian receives third highest Navy honorary award from RAdm. Jack Chenevey, Weapons Division commander at the April 21 VTC. plan that was highly praised by the steering group."

Markarian has also served as chairman of the Missile Propulsion Sub-Panel of the Joint Directors of Laboratories Conventional Air/Surface Weaponry Panel; Navy representative on The Technical Cooperation Program (TTCP) Technical Panel W-4; and U.S. national leader and chairman of TTCP Working Technical Panel-4. He is a member of the Joint Army, Navy, NASA and Air Force (JANNAF) Executive Committee and was chairman of the 1993 Propulsion Meeting.

"I've really enjoyed the people here; it's a great place to work," Markarian said. "Of course, my bosses have given me a lot of freedom." Though he's been eligible for retirement for a year and a half, he says he has no immediate plans to retire. "There are some interesting changes going on here. I think I'll stay around and be a part of it."



Photo by TID

CONTRACT—Jay Crawford, head of the Information Management Department, recently presented On-the-Spot awards for the timely completion of the Macintosh Operating System contract to (front l-r) Sharon Biesiadecki, Shelli Burt and (back row) Sue Rizzardini.

Macintosh OS contract awarded

A contract with Claris Corporation for the Macintosh Operating System (OS) covering all NAWCWPNS PowerMacs for the next two years was signed March 28. Until last November, all NAWCWPNS Macintosh computers were entitled to use any released version of the Mac operating system by virtue of a previous bulk license contract. That contract covered all OS's through version 7.5.5 and expired in November 1996.

The new Claris contract allows all NAWCWPNS PowerMacs to use Mac OS's (including Rhapsody) released during the next two years (March 28, 1997-1999). Older Macs cannot effectively utilize the newer Mac OS's, so the contract does not include them.

The first Mac OS covered by the new contract is version 7.6. Users can register and obtain this OS (and newer ones as they are released) by logging into the Tools and Applications Web Server at <http://www.toolsapps.chinalake.navy.mil> by using their favorite web browser.

The Tools and Applications Team, which is chartered to establish desktop computing standards for NAWCWPNS, determined that the newer Mac OS's should be made available to users that need the newer features via a bulk purchase contract.

In early March, Claris offered an extremely attractive site-license price on the condition that all eligible Macs be covered and the contract be signed within a couple weeks. The license also eliminates liability for unauthorized use of the Mac OS.

Corporate Operations Competency personnel assessed the number of users that would eventually need the newer OS's and concluded it was cost-effective to buy a site license to obtain the low per-unit price. The Information Management Department subsequently determined users should receive the new licenses free to avoid the added labor expense of charging-back this low-cost item to users.

"When Claris imposed the very short time frame to complete the purchase, Sharon Biesiadecki, Sue Rizzardini and Shelli Burt formed a very efficient team to complete the purchase in record time," said Jay Crawford, head of the Information Management Department. "Estimates are that the timeliness of this site license could save NAWCWPNS several hundred thousand dollars over the next two years."

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budgets, expenditures of work hours, and other critical measures of business activity to determine earned value for investments. **Technical Quality-Ranking Factor:** Knowledge of Naval airborne weapons and targets acquisition and in-service logistics management policy, objectives, processes, and procedures. **Supervisory Quality-Ranking Factor:** Ability to supervise and manage a large dual site and multilayered organization providing acquisition and in-services logistics management services for Domestic/Joint and FMS missile, target and conventional weapon system programs; apply EEO/affirmative action principles in making personnel/employment decisions; and ability to communicate and effectively deal with others. **DAWIA Quality-Ranking Factor:** Ability to meet the mandatory experience, education, and training requirements of the Career Development Program for the Level III Acquisition Logistics Career Field in accordance with DOD Manual 5000.52M within 18 months of entering the position. (This is a Critical Acquisition Position.) The incumbent will be required to obtain and maintain a Secret clearance. **Note:** A supplemental narrative addressing your qualifications to each quality-ranking factor is HIGHLY RECOMMENDED. The DP-4 grade level is equivalent to the GS-14/15. This position to be filled from either Merit Announcement No. 30-001A-TS7 or Merit Announcement No. 30-001B-TS7.

Notes 2 and 4 apply.

REASSIGNMENT

No. 471-011-GB7, Supervisory Interdisciplinary (General/Electronics/Aerospace Engineer/Operations Research Analyst/Physicist/Mathematician), DP-801/855/861/1515/1310/1520-4, Weapons/Targets Department, Systems Engineering Division, Code 471J00D—Area of Consideration: NAWCWPNS. **Opening Date:** 5-29-97. **Closing Date:** 6-12-97. **Selecting Official:** Joe Oliver, (760) 939-1187. **HRD Contact:** Gail Bigelow, (760) 939-8113. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** The incumbent, as Head of the Joint Standoff Weapon (JSOW) Project Office, and IPT Leader, is responsible for all aspects of assigned life-cycle technical support for JSOW. He/she receives programmatic direction from and is directly accountable to the JSOW Program Manager (PMA 201) for cost, schedule, and performance requirements associated with JSOW, and serves as a principle member of the PMA Leadership Team. The incumbent directs all government support functions nationwide, leading a multidisciplinary team which consists of scientists, engineers and support personnel located at various locations throughout the nation. Duties include serving as the central point of contact for JSOW financial and technical operations at NAWCWPNS; planning, controlling, evaluating, and coordinating the technical efforts of diverse functional task teams, multidisciplinary product teams, and systems integration teams needed to satisfy customer requirements; developing plans and schedules with defined milestones and metrics for assigned JSOW tasks; monitoring cost, schedule, and performance and taking corrective actions as needed; and exercising direct supervision of personnel assigned to the JSOW IPT. The incumbent must have a broad knowledge of strike weapons, and weapon systems components, weapons integration, weapon related technology and familiarity with development, evaluation and production of weapons as related to Navy, Air Force and Marine operational requirements in Strike Warfare and have C4I experience. Knowledge of the NAVAIR, OPNAV, and OSD program management infrastructure, along with a working knowledge of acquisition reform initiatives, and the related skills of business analysis, contract incentivization

LONG-TERM OFF-CENTER ASSIGNMENT

The following is a 1-year developmental assignment located in Arlington, VA, and Patuxent River, MD. DP-3/4's from the 300/500/800/1300/1500 series with a minimum of 5 years' NAWCWPNS experience will be considered. A Secret clearance is required for this position. This vacancy is being filled on a reassignment basis only. Funding is being provided by NAVAIRHQ.

Resource Systems Analyst (DP-301-3/4). The incumbent will be selected and the assignment directed by the Office of the Executive Director (Code 00B000D). The incumbent will remain in the home code throughout the assignment.

Summary of Duties. This is a 364-day developmental position located in the NAVAIR Corporate Business Office (CBO). For additional information, contact Linda Andrews at 939-2984 or 939-3409 (DSN 437-2984 or 437-3409) or Mike Chan at 939-2344 (DSN 437-2344).

The incumbent will be assigned to one of the CBO Teams (Strategy/Planning/Execution) for a period of 364 days. The CBO is chartered with assisting senior NAVAIR management in balancing TEAM resources to produce TEAM products and effectively meeting the needs of customers' requirements. It is in the process of defining TEAM business processes for the entire NAVAIR organization.

Apply by submitting a current SF-171, OF-612, or resume (see OF-510) to Code 730000D (Saundra Wydra, Bldg. 2335, Room 202, 939-2434) or Code 731000E (Lillian Cabello, Bldg. 211, 989-3347) by COB Thursday, 12 June.

related to weapons acquisition is essential. He/she will be required to formulate, lead and manage a multidisciplinary and multiorganizational team toward the efficient and successful accomplishment of stated goals and objectives within the constraints, and must function effectively as a member of the Weapons Systems Engineering Division management team. Incumbent will effectively communicate and coordinate with other organizations within and external to the Navy, including other government agencies and private industry. Selectee for the position will be required to meet the mandatory DAWIA requirements for training, experience, and education for Level III of the Program Management Career Field within 18 months of entering the position. The incumbent must be able to obtain and maintain a Top Secret clearance and will be subject to testing for the use of illicit drugs. The full performance level of this position is DP-4. **Note:** Interested candidates should send an updated application to Gail Bigelow, Code 731000D.

Notes 2, 3 and 4 apply.

No. 473-002-RP7, Supervisory Interdisciplinary (General, Chemical, Mechanical, Aerospace Engineer, Physicist, Chemist), DP-801/893/830/861/1310/1320-4, Code 473400D—Area of Consideration: NAWCWPNS. **Location of Position:** China Lake. **Opening Date:** 5-29-97. **Closing Date:** 6-5-97. **Selecting Official:** John Robbins, (760) 939-7200. **HRD Contact:** Robert Peoples, (760) 939-8120. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** This position is located in the Airframe, Ordnance, Propulsion Division, Energetic Materials Branch. The incumbent serves as Head, Energetic Materials Branch and will be responsible for a multidisciplinary organization consisting of approximately 65 scientists, engineers, and technical support personnel located at China Lake and Point Mugu. The Branch is responsible for the technology advancement of solid rocket propellants, explosives (including volumetric explosives); medium caliber guns and ammunition; the planning and conduct of small- to very-large-scale detonation tests; and the provision of consulting expertise in the described technical area; and in liquid propellants, high-temperature insulators. The incumbent must demonstrate knowledge of energetic materials (propellants and explosives), warheads, fuzes, solid and airbreathing propulsion, and airframes; knowledge of weapons, and the weapons technology and development process. As a supervisor, incumbent must demonstrate knowledge of affirmative action principles including a willingness to implement EEO practices, policies, and procedures. The incumbent must have the ability to meet the mandatory DAWIA requirements for training, experience, and education for Level III of the

Systems Planning, Research, Development, and Engineering Career Field within 18 months of entering this position. Selectee must be a member of the Acquisition Professional Community (APC) or become an APC member prior to assignment. Incumbent must be able to obtain and maintain a Top Secret clearance. **Note:** Interested reassignment candidates should send an updated application to Robert Peoples, Code 731000D. **Previous applicants need not reapply.**

Note 2, 3 and 4 apply.

No. 473-004-RP7, Supervisory Interdisciplinary (General, Chemical, Mechanical, Aerospace Engineer, Physicist, Chemist), DP-801/893/830/861/1310/1320-4, Code 473200D—Area of Consideration: NAWCWPNS. **Duty Station:** China Lake. **Opening Date:** 5-29-97. **Closing Date:** 6-5-97. **Selecting Official:** John Robbins, (760) 939-7200. **HRD Contact:** Robert Peoples, (760) 939-8120. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** This position is located in the Airframe, Ordnance, and Propulsion Division, Propulsion Branch. The incumbent serves as Head, Propulsion Branch and will be responsible both technically and administratively for five Branch Sections, two Project Offices, Senior Scientist, and the Systems Application Office. The Branch provides the capability to develop or direct the development of high quality propulsion and power systems for the Navy's present and future weapons. Incumbent is responsible for identifying need, developing designs, analyzing, building and testing potential propulsion and propulsion integration systems. Industry and government organization are utilized in this process. The incumbent must demonstrate knowledge of and proficiency in the development of propellants, rocket motors, propulsion systems, weapons system design, and integration. As a supervisor, incumbent must demonstrate knowledge of affirmative action principles including a willingness to implement EEO practices, policies, and procedures. The incumbent must have the ability to meet the mandatory DAWIA requirements for training, experience, and education for Level III of the Systems Planning, Research, Development, and Engineering Career Field within 18 months of entering this position. Selectee must be a member of the Acquisition Professional Community (APC) or become an APC member prior to assignment. Incumbent must be able to obtain and maintain a Top Secret clearance. **Note:** Interested reassignment candidates should send an updated application to Robert Peoples, Code 731000D.

Note 2, 3 and 4 apply.

NAVAL AIR WARFARE CENTER WEAPONS DIVISION ANNOUNCEMENTS

ALL NAWCWPNS SITES GENERAL ANNOUNCEMENTS

TSP RATES OF RETURN

TSP rates of return were

	C Fund %	F Fund %	G Fund %
April 1997	6.00	1.49	0.58
Last 12 months:	25.02	1.49	6.97
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	(2.96)	7.22
1995	37.41	18.31	7.03
1996	22.85	3.66	6.76

Percentages in parentheses are negative.

TSP Open Season begins 15 May and runs through 31 July. Changes are effective at the beginning of the first pay period in July (6 July). TSP-1s are available from your Administrative Office or from HRD. Updated pamphlets have been mailed and you should have received one.

TSP now has a web site: "www.tsp.gov". Here you will find current TSP interest rates and downloadable publications and forms.

The interest rate for loans approved in May is 6.875%. For funds to be disbursed in June, the complete package must reach the TSP Service Office by 5 June.

Account balances will be available through the ThriftLine after the seventh business day of the month. Call them at (504) 255-8777.

Note: The Program Manager for TSP for both sites is Peggy Topham, who can be reached at Point Mugu, 989-3323, and at China Lake, 939-2574.

SCHOLARSHIPS FOR MAIL HANDLERS HEALTH INSURANCE ENROLLEES AVAILABLE

If you are enrolled in Mail Handlers health insurance, you had to pay a fee to become an associate member of this postal union. If you are an associate member and have been for at least 2 years, your dependents may qualify to apply for educational scholarships they sponsor.

Qualified applicants must (1) be a legal dependent of

UNIVERSITY OF TENNESSEE MASTERS DEGREE PROGRAM

The summer term for the University of Tennessee Space Institute (UTSI) master's degree program begins on 5 June. If you are not enrolled in the program, now is the time to complete that process. A master of science degree in aviation systems is offered to individuals who have a bachelor's degree in engineering or science. If your bachelor's degree is in another field, you can be admitted to the program on a probationary status. Videotaped courses are available to students enrolled at China Lake and Point Mugu. The tapes can be viewed by students in the comfort of their homes.

Test pilot school graduates receive up to 12 hours of credit, enabling a student to complete a master's degree by taking four to five courses and 6 thesis hours to complete degree programs. The following is the tentative summer schedule:

AS 510A	Special Topics: Introduction to Aircraft Structures. By: Dr. Solies
AS 510B	Special Topics: Meteorology. By: Dr. T. Dwayne McCay
AE 422	Aerodynamics. By: Dr. F. Collins
IE 405	Engineering Economy. By: Dr. Montadelli (UTK)
EM 536	Project Management. By: Dr. Claycombe (UTK)
EM 542	Design of Experiments. By: Dr. Hailey

For more information, text titles, or registration forms, contact the area representative at (760) 927-8874 or (760) 499-9101. You can also stop by our office in the Family Service Center, Office C, on Tuesdays and Wednesdays from 0900 to 1200.

the member, (2) have graduated or will graduate (current semester from an accredited high school or attending an accredited college), (3) have maintained a grade point average of 2.5 or above in academic subjects, and (4) have been accepted at an accredited institution of higher education or presently attending college.

Applicants must provide transcripts, write an essay and provide letters of reference, etc.

For more information, please call Peggy Topham at Point Mugu at 989-3323 or Leora Fields at China Lake at 939-2018. We will send you an announcement from Mail Handlers with more details and information on how to request the application. The application and all required documentation must be postmarked by 11 July.

CHINA LAKE

HEPATITIS "C" SUPPORT GROUP

The Employee Assistance Program (EAP) at China Lake recently began a Hepatitis Support Group, which meets weekly on Center. Anyone interested in participating or wanting further information can contact Bernard Maki, Group Facilitator, at the EAP Office at 939-2480.

On 25 March, USA Today reported that "almost 4 million Americans are carrying a little-known, sometimes deadly disease, and most of them don't know it. Hepatitis 'C' Virus acquired years before it causes symptoms, can lead to debilitating fatigue, cirrhosis, liver cancer and death. Doctors can't predict with certainty how it will progress in any individual but about 80% of patients develop chronic liver disease. It may be mild and progress slowly or be serious and progress rapidly. Only about 25% respond to even the best treatments available. There is no vaccine."

TUITION SUPPORT POLICY FOR CERRO COSO

Civil service employees at China Lake taking courses at Cerro Coso Community College and expecting to obtain tuition support must submit to Code 733000D via department channels prior to registration a DD Form 1556

(Off-Center Training Request) with a job order number supplied by their competency and an "objective" statement explaining how the course is mission related. Employees MUST SIGN the appropriate statements on the back of copy 1 of the DD Form 1556, including the one whereby they promise to reimburse the Government if a satisfactory grade (i.e., "C" or better) is not obtained. Code 733000D will return a copy of the approved DD Form 1556 to you. You must turn this copy in to Cerro Coso when you register for NAWCWPNS to pay your tuition. If you register in person, turn in the approved form to the registrar. If you register by telephone, mail this approved form back with the bill you receive.

Requests for tuition support (DD Form 1556) must be received by Code 733000D at least 2 weeks prior to the employee's registration at Cerro Coso. This requirement will allow the request to be processed and returned to you in time for registration. **The approved DD Form 1556 must be turned in to Cerro Coso when registering or when returning the bill received for NAWCWPNS to pay the tuition. EMPLOYEES WHO PAY TUITION WILL NOT BE REIMBURSED.** To obtain further information or ask questions, call Cecil Webb at 939-0878 (Code 733000D).

RETIREMENT

DR. LLOYD SMITH

Dr. Lloyd Smith, Code 471J00D, is retiring after 33 years of federal service. An unconventional retirement dinner party will be held in his honor at the Kerr McGee Center on 19 June at 1830. Tickets are \$25 per person and will include dinner catered by Food for Thought. A no-host wine and cocktail bar will be available and beer will be provided by Lloyd. For tickets, presentations, and donations, contact Cherie Seavey at 939-3518 or Diana Feist 939-3416 by 16 June.

CHINA LAKE TOASTMASTERS COMMUNICATIONS AND LEADERSHIP PROGRAM

Toastmasters is an ongoing program covering public speaking, preparing and giving presentations, organizing and conducting meetings, parliamentary procedure, impromptu speaking, and much more.

Start at your convenience and proceed at your own pace, because this program is conducted in a supportive atmosphere.

The program is held at the Training Center, Room 114, every Thursday from 1830 to 2000.

For more information, call Carl Von Elm at 377-5768.

The NAWCWPNS Announcements and Human Resources Department Information are published by the PAO on the Thursday before payday. Copies of the insert are provided to the Albuquerque and White Sands sites. Personnel at China Lake, Albuquerque, and White Sands may send items for the Announcements to Code 750000D, Attn: Barry McDonald, FAX 939-2796 (DSN 437-2796) or via QuickMail (CL NAWC WIDE NS name server in the CL MAINSITE zone). Personnel at Point Mugu may send items for the Announcements Section to Code 750000E, Attn: Pat Hollenbaugh, FAX 989-1785 (DSN 351-1785). Items included in the Human Resources Department Information Section are provided by the Civilian Personnel Division, Employee Development Division of the Human Resources Department. **The deadline for all submissions is Wednesday at 1700, 8 working days prior to the alternate Thursday publication date. Note:** All inputs MUST include the sponsor's code and phone number. Any questions or issues pertaining to this insert may be addressed to Ron Rogers at 989-3997 (DSN 351-3997), FAX 989-9846 (DSN 351-9846).

POINT MUGU

CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)

Getting help when you have a problem can be a problem. Do you know there is someone you can talk to if you or someone in your family is having difficulties? CEAP services are free and may be used before, during (on administrative leave), or after working hours. Family

members, self-referrals, and supervisory referrals are welcome. The program is located in Bldg. 211 (first floor). The CEAP has a separate exterior entrance on the Wood Road gate at the end of Bldg. 211. All interviews are confidential. For further information, call Paul Sanchez at 989-7708/8161 or Colleen Smith at 989-3225.

LABOR REPRESENTATIVE FOR BARGAINING UNIT EMPLOYEES

The exclusive labor representative for the bargaining unit employees of NAWCWPNs Point Mugu is the National Association of Government Employees (NAGE). The local R12-33 President is Rev. Louis W. Rogers, located in Trailer 10097; he can be reached at 989-1374 or at NAG R1233@AOL.com.

HUMAN RESOURCES DEPARTMENT INFORMATION

The Human Resources Department (HRD) Information Section is intended to provide timely HRD information to NAWCWPNs personnel. Any questions or issues pertaining to this section may be addressed to Ron Rogers, Code 733000E, (805) 989-3997 (DSN 351-3997), FAX 989-9846 (DSN 351-9846).

LABOR/EMPLOYEE RELATIONS TEAM NEWS

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 or medical emergencies and anticipate being in a leave-without-pay status for at least 24 hours. Employees who wish to help a leave recipient may donate annual leave to the employee by submitting a completed OP Form 630-A (Request to Donate Annual Leave to Recipient) and a copy of current Leave and Earnings Statement. OP-Form 630-A is available at Administration Offices at Point Mugu and Telmart at China Lake. Completed forms for Point Mugu may be mailed to Estela Padilla, Code 731000E; forms for China Lake may be mailed to Leora Fields, Code 731000D. For additional information, call Estela Padilla at (805) 989-3222, or Leora Fields at (760) 939-2018.

CHINA LAKE

Barbara Snyder, Code 240000D

Barbara has complications due to her pregnancy.

Sonya McWilliams, Code 200000D

Sonya is on maternity leave.

Karen Yates, Code 418200D

Karen suffered a back injury due to a car accident.

Al Dorfman, Code 841300D

Al is recovering from back surgery.

Pat Hamlin, Code 761100D

Pat is undergoing extensive physical therapy because of a stroke.

Darrell Ferguson, Code 462000D

Darrell is recovering from amputation of his right leg caused by complications of diabetes.

Nathan "Stu" Hannah, Code 834400D

Stu is caring for his wife, who has end-stage kidney failure and diabetes.

Kelly Newton, Code 460000D

Kelly has complications caused by her pregnancy.

Jenny Hazlewood, Code 474500D

Jenny has complications caused by her pregnancy.

Stan Wertemberger, Code 528300D

Stan is recovering from extensive back surgery.

Barbara Hurd, Code 523100D

Barbara suffers from bilateral upper-extremity tendonitis.

Sandy Watson, Code 335000D

Sandy is caring for her husband, who is waiting for a kidney and pancreas transplant.

Nancy Rodgick, Code 725100D

Nancy is recovering from a medical problem.

POINT MUGU

Lucia Nova, Code 4KK300E

Lucia is on maternity leave.

Wanda Lewis, Code 457300E

Wanda is under a doctor's care.

J. Fay Blunt Ingersoll, Code 529110E

Fay is undergoing chemotherapy and procedures at UCLA for cancer treatment.

Rosie Robledo, Code 837000E

Rosie is under a doctor's care—maternity leave.

Carroll Paul McDuffie, Code 475200E

Carroll is recovering from treatment of a degenerated spinal disk.

Janet Alvarez, Code 8F0000E

Janet is under a doctor's care.

Marion O'Brian, Code 4KL500E

Marion is caring for her daughter, who had a lung transplant.

Sally Rodriguez, Code 56CD00E

Sally is under a doctor's care.

Juanita Grant, Code 236000E

Juanita is recuperating from knee replacement surgery.

Gloria McGraw, Code 471V00E

Gloria is recovering from surgery.

Anita Retoms, Code 455330E

Anita is caring for her daughter, who is under a doctor's care.

Anita Retome, Code 455330E

Anita is caring for her daughter, who is under a doctor's care.

EMPLOYEE DEVELOPMENT DIVISION NEWS

ON-BOARD TRAINING COURSE SCHEDULE

Enrollments are accepted via On-Board Training Requests (NAWCWPNS 12410/2), call-ins, and QuickMail; however, check individual announcements for enrollment procedures.

SOFTWARE RISK MANAGEMENT WORKSHOP

June (Date TBD); Training Center, Point Mugu; Session 1

June (Date TBD); Training Center, China Lake; Session 2

By: TeraQuesta Metrics, Inc. (Dr. Joyce A. Statz and Joel Glittleman)

Prerequisites: None. It is recommended that students have some exposure to the Capability Maturity Model and working in an organization that contributes to software development.

Intended Audience: This course is useful for project managers, project technical leaders, Software Engineering Process group (SEPG) members, and all those who are responsible for assessing and managing the risk to a software project.

In this workshop, students learn a practical process to identify risks and to plan effective mitigation strategies, so that they can collaborate in minimizing the risk to a software development project in their organization. Topics covered include goals of risk management, industry models for software risk management, most common software risks, team-based risk management, risk identification—list, methods, and materials from industry and local sources—risk analysis techniques—informal techniques and formal techniques—risk management and monitoring, building a plan charts for monitoring, reviews, and communication techniques for risk avoidance and reduction, and starting a risk-management program. Students will learn the terminology, procedures, and practices for risk identification, risk analysis, and risk monitoring. Team exercises are integrated throughout the

course. Students use workshop materials to identify risks, analyze and prioritize them, and draft a risk management plan. Students are asked to use information about their current projects or one they worked on recently. In support of their project or organization risk management process, students tailor the risk management artifacts (forms, guidelines, and checklists) provided in the course for their later use.

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2) to Renee Riga, Code 4F0000D. For further information, call 939-7092 (DSN 437-7092).

and procedures. The incumbent must have the ability to meet the mandatory DAWIA requirements for training, experience, and education for Level III of the Systems Planning, Research, Development, and Engineering Career Field within 18 months of entering this position. Incumbent must be able to obtain and maintain a Top Secret clearance. Full-performance level is DP-4.

Note 2, 3 and 4 apply.

No. 4B-002-RP7, Interdisciplinary (Mechanical, Aerospace, Chemical Engineer, Research Chemist, Physicist), DP-830/861/893/1320/1310-3/4. Code 4B3A00D—Area of Consideration: NAWCWPNs. **Duty Station:** China Lake. **Opening Date:** 5-29-97. **Closing Date:** 6-12-97. **Selecting Official:** Thom Boggs, (760) 939-1083. **HRD Contact:** Julie Rodriguez, (760) 939-2693. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** This position is located in the Research and Technology Division, Engineering Sciences Branch, Scientific Staff. Incumbent serves as the TRIDENT Program Coordinator for NAWCWPNs. The incumbent is responsible for coordinating all program requirements including technical approach, progress reviews, and planning future efforts. The incumbent is responsible for the fiscal management of the Trident Program at NAWCWPNs, serves as reviewer of SOPs for all Trident-related safety procedures, and supports NAWCWPNs initiatives to expand or sustain EMOP efforts. **Quality-Ranking Factor:** Knowledge of energetic materials hazards, and missile or ordnance system safety. In addition to the QFR, the incumbent must have the ability to work effectively as the leader of an RDT&E team, and the ability to analyze technical and financial data in order to prepare technical proposals/statements of work. Incumbent must be able to obtain and maintain a Secret clearance. Full-performance of the position is at the DP-4 level.

Note 1 applies.

OXNARD PLAINS/CURRENT APPOINTABLE NAVY EMPLOYEES

No. 830-21-JS7, (1) Crane Operator, WG-5725-11, Shore Station Management, NAWS, Commanding Officer, Public Works Department, Transportation Division/Engineering Equipment/Rigging Shop, Code 839200E—Area of Consideration: Current appointable Navy employees in the Oxnard Plains. **Opening Date:** 5-29-97. **Closing Date:** 6-12-97. **Selecting Official:** Oliver Holder. **HRD Contact:** Julie Simental, (805) 989-3306. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** The incumbent must operate crawler cranes, truck and criser cranes from 20 to 60 to capacity, with booms affixed from 30 to 140 feet in length. Operates in areas congested with aircraft and test development vehicles, both inside and outside the hangers where heavy items must be relocated, loaded, held in position for assembly purposes, or moved short distances for area clearances. Work in hangers requires very close precision and ability to maneuver around obstructions that restrict both load movement and movement of boom. Operator is required to work inside various buildings to move heavy equipment and machinery or items tested. For example, operator may be required to work inside the Environmental Laboratory where working areas are brought down to subfreezing temperatures, and up to extremely high temperatures with regulated humidity. Operator must perform preventive maintenance on assigned cranes, including cable changing (with an assist from riggers) and lubrication as needed. Operator must make visual and operational checks on a continuing basis and report noted defects to his supervisors. Operator must possess thorough knowledge of crane capabilities at all angles and positions of operation. **Quality-Ranking Factor:** Ability to do the work of the position without more than normal supervision.

POINT MUGU/CURRENT APPOINTABLE CIVILIAN EMPLOYEES

No. 411-002-MP7, (1) Electronics Engineer, DP-855-3, Systems Engineering Department, Systems Engineering Management Division, EA-6B IPT, Code 41130EE—Area of Consideration: Current appointable civilian employees at the NAWCWPNs Point Mugu. **Opening Date:** 5-29-97. **Closing Date:** 6-12-97. **Selecting Official:** M. L. Schallheim, (805) 989-347. **HRD Contact:** Mike Pulliam, (805) 989-3226. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** The incumbent, as

the Block Leader for the Block 89A Upgrade program, directly supports the EA-6B IPT Site Leader in managing all aspects of development and support activities for the EA-6B Block 89A program as assigned by PMA-234. The Block Leader is directly accountable to the IPT Site Leader who in turn receives programmatic direction from and is directly accountable to the EA-6B Program Manager (PMA-234) for cost, schedule and performance requirements. IPT activities include integration of aircraft block upgrades to DOD's Joint Service Command and Control Warfare (C2W) aircraft, the EA-6B, and its associated weapons, postdeployment software support, C2W database engineering support, Electronic Warfare technique development and test, and general engineering support to the EA-6B program office, Class Desk, and Avionics Systems Project Office (ASPO). Duties include supporting PMA-234 as the central point of contact for Block 89A systems engineering and other technical operations at NAWCWPNs; planning, controlling, evaluating, coordinating and managing the technical efforts of multiple diverse government-industry product teams; and developing plans and schedules with defined milestones and metrics. The important and demanding components of this position is the technical leadership and coordination to new EA-6B avionics and weapons systems development and life-cycle software support. Incumbent must be able to obtain and maintain a Secret clearance. **Quality-Ranking Factor:** (1) Experience in systems engineering and management of EA-6B support jamming avionics and weapons systems, including stand-off jammers and receivers, High-Speed Anti-Radiation Missile (HARM), navigation, communications, cockpit displays, recording, and mission computer subsystems. (2) Ability to meet DAWIA mandatory training, experience, and education requirements for Level III Systems Planning, Research, Development, and Engineering Acquisition Career Field within 18 months of entering position. Promotion potential to DP-4, but is not guaranteed.

Notes 1, 4 and 5 apply.

NATIONWIDE/CURRENT APPOINTABLE NAVY CIVILIAN EMPLOYEES

No. 75-002-RS-97, (1) Public Affairs Specialist, GS-1035-11/12, Business Operations Group, Public Affairs Office, Code 750000E—Area of Consideration: Current appointable Navy civilian employees nationwide. **Opening Date:** 5-29-97. **Closing Date:** 6-12-97. **Selecting Official:** Phillis Thrower, (805) 989-8940. **HRD Contact:** Rosalie Sommer, (805) 989-3231. **PCS Authorization:** No. **Summary of Duties:** Assists the Public Affairs Officer in conducting the NAWCWPNs overall public affairs program, consisting of public information, internal information, community relations, and government affairs. Provides counsel to the Public Affairs Officer and other senior members of the NAWS and NAWCWPNs staff on all matters related to public affairs. **Quality Ranking Factors:** (1) Ability to communicate orally and in writing, including the ability to write speeches for Command-level personnel. (2) Ability to effectively interact with personnel both internal and external to the Command, including senior military officers and elected officials. (3) Knowledge of all public affairs functions including public information, internal information, community relations, and government affairs. **Note:** Readvertised to extend area of consideration; previous qualified applicants will still be considered and need not reapply.

NAVYWIDE/CURRENT APPOINTABLE CIVILIAN EMPLOYEES

No. 30-001A-TS7, Supervisory Logistics Management Specialist, DP-346-4 (GS-14/15 equivalent), Logistics Competency, Logistics Management Department Code 310000D/E—Area of Consideration: Current appointable civilian employees navywide. **Opening Date:** 5-29-97. **Closing Date:** 6-28-97. **Selecting Official:** David Adams, (805) 484-6465 (DSN 351-6465). **HRD Contact:** Terry Smith, (805) 989-3322 (DSN 351-3322). **Permanent Change of Duty Station Authorized:** Yes. **Summary of Duties:** The incumbent serves as the Head of the Logistics Management Department. The position can be physically located at either the Point Mugu or the China Lake site. He/she supervises and directs operations, products, and services of the Logistics Management Department to provide specially trained and skilled personnel for assignment as local logistics team leaders to NAWCWPNs cognizant weapons, target, and other programs Integrated Program Team (IPT), Product Support Team (PST), or Externally Directed Team (EDT) throughout the weapon systems life cycle. Ensures that department personnel have the skills to provide site team leadership for financial budgeting and execution of assigned tasks; to provide the planning, development, acquisition, integration, and delivery of all Integrated Logistics Support (ILS) elements to design, support, and maintain highly complex missile, target, and conventional weapon systems; to provide affordable readiness and total cost accessing; to analyze and evaluate numerous sources of maintenance data to determine systems status; and to forecast, predict, and implement corrective actions to achieve the highest degrees of maintainability, supportability, reliability, and safety within program affordability constraints. Interprets guidance and policies from higher headquarters and develops local methods and procedures consistent with overall objectives of the Logistics Competency Site Manager and NAVAIR TEAM Logistics Management Department Head. Works closely with the Logistics Competency Site Manager to formulate, identify, and budget for required resources necessary to enable the department to successfully complete all assigned goals, tasks, and objectives. Allocates available resources and tracks execution of

Team (PST), or Externally Directed Team (EDT) throughout the weapon systems life cycle. Ensures that department personnel have the skills to provide site team leadership for financial budgeting and execution of assigned tasks; to provide the planning, development, acquisition, integration, and delivery of all Integrated Logistics Support (ILS) elements to design, support, and maintain highly complex missile, target, and conventional weapon systems; to provide affordable readiness and total cost accessing; to analyze and evaluate numerous sources of maintenance data to determine systems status; and to forecast, predict, and implement corrective actions to achieve the highest degree of maintainability, supportability, reliability, and safety within program affordability constraints. Interprets guidance and policies from higher headquarters and develops local methods and procedures consistent with overall objectives of the Logistics Competency Site Manager and NAVAIR TEAM Logistics Management Department Head. Works closely with the Logistics Competency Site Manager to formulate, identify, and budget for required resources necessary to enable the department to successfully complete all assigned goals, tasks, and objectives. Allocates available resources and tracks execution of budgets, expenditures of work hours, and other critical measures of business activity to determine earned value for investments. **Technical Quality-Ranking Factor:** Knowledge of Naval airborne weapons and targets acquisition and in-service logistics management policy, objectives, processes, and procedures. **Supervisory Quality-Ranking Factor:** Ability to supervise and manage a large dual site and multilayered organization providing acquisition and in-services logistics management services for Domestic/Joint and FMS missile, target, and conventional weapon system programs; apply EEO/affirmative action principles in making personnel/employment decisions; and ability to communicate and effectively deal with others. **DAWIA Quality-Ranking Factor:** Ability to meet the mandatory experience, education and training requirements of the Career Development Program for the Level III Acquisition Logistics Career Field in accordance with DOD Manual 5000.52M within 18 months of entering the position. (This is a Critical Acquisition Position.) The incumbent will be required to obtain and maintain a Secret clearance. **Note:** A supplemental narrative addressing your qualifications to each quality-ranking factor is HIGHLY RECOMMENDED. This position will be filled from either Merit Announcement No. 30-001A-TS7 or Merit Announcement No. 30-001B-TS7.

Notes 2 and 4 apply.

No. 30-001B-TS7, Supervisory Interdisciplinary Engineer (Supervisory Mechanical Engineer, DP-830-4/Supervisory Electronics Engineer, DP-855-4/Supervisory Aerospace Engineer, DP-861-4), Logistics Competency, Logistics Management Department Code 310000D/E—Area of Consideration: Current appointable civilian employees Navywide. **Opening Date:** 5-29-97. **Closing Date:** 6-28-97. **Selecting Official:** David Adams, (805) 484-6465 (DSN 351-6465). **HRD Contact:** Terry Smith, (805) 989-3322 (DSN 351-3322). **Permanent Change of Duty Station Authorized:** Yes. **Summary of Duties:** The incumbent serves as the Head of the Logistics Management Department. The position can be physically located at either the Point Mugu or China Lake. He/she supervises and directs operations, products, and services of the Logistics Management Department to provide specially trained and skilled personnel for assignment as local logistics team leaders to NAWCWPNs cognizant weapons, target, and other programs Integrated Program Team (IPT), Product Support Team (PST), or Externally Directed Team (EDT) throughout the weapon systems life cycle. Ensures that department personnel have the skills to provide site team leadership for financial budgeting and execution of assigned tasks; to provide the planning, development, acquisition, integration, and delivery of all Integrated Logistics Support (ILS) elements to design, support, and maintain highly complex missile, target and conventional weapon systems; to provide affordable readiness and total cost accessing; to analyze and evaluate numerous sources of maintenance data to determine systems status; and to forecast, predict, and implement corrective actions to achieve the highest degrees of maintainability, supportability, reliability, and safety within program affordability constraints. Interprets guidance and policies from higher headquarters and develops local methods and procedures consistent with overall objectives of the Logistics Competency Site Manager and NAVAIR TEAM Logistics Management Department Head. Works closely with the Logistics Competency Site Manager to formulate, identify, and budget for required resources necessary to enable the department to successfully complete all assigned goals, tasks, and objectives. Allocates available resources and tracks execution of

Filemaker Pro version 3.0 in creating and maintaining tracking databases. Additional **Quality-Ranking Factor for DG-3 Level Applicants:** Ability to track and report on contractor job performance. The full performance level of this position is DG-3.
Note 1 applies.

No. 76-005-NR7, Administrative Officer, DA-341-1/2/3 (Multiple Vacancies), Comptroller/Financial Management Department, Code 76D000D—Area of Consideration: China Lake. **Duty Station:** China Lake. **Opening Date:** 5-29-97. **Closing Date:** 6-12-97. **Selecting Official:** Jacqueline M. Jones, (760) 939-4745. **HRD Contact:** Nancy Robinson, (760) 939-8106. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** This position is in the Business Office, located within the Comptroller/Financial Management Department. Coordinates short- and long-range financial and administrative requirements of the department and plans for control and utilization of assigned resources in accordance with overall resource management guidelines. Coordinates/originates, as appropriate, responses to requests for data, information, and reports. Ensures that responses are accurate and represent the department's positions and needs. Plans, gathers, and analyzes information concerning budget and contract matters and tracks financial expenditures. Coordinates the utilization and maintenance of facility and equipment requirements. **Quality-Ranking Factor for DA-1:** Ability to implement administrative requirements and ability to communicate both orally and in writing. **Quality-Ranking Factor for DA-2/3:** Ability to plan, gather, and analyze financial data; knowledge of NAWCWPNS budgeting process; ability to implement administrative requirements; and ability to communicate both orally and in writing. Full performance level is DA-3. **Note:** Previous applicants need not reapply.
Note 1 applies.

NAWCWPNS

No. 471-010-GB7, Supervisory Interdisciplinary (General/Electronics/Aerospace Engineer/Operations Research Analyst/Physicist/Mathematician), DP-801/855/861/1515/1310/1520-3, Weapons/Targets Department, Systems Engineering Division, Code 471J00D—Area of Consideration: NAWCWPNS. **Opening Date:** 5-29-97. **Closing Date:** 06-12-97. **Selecting Official:** Joe Oliver, (760) 939-1187. **HRD Contact:** Gail Bigelow, (760) 939-8113. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** The incumbent, as Head of the Joint Standoff Weapon (JSOW) Project Office, and IPT Leader, is responsible for all aspects of assigned life-cycle technical support for JSOW. He/she receives programmatic direction from and is directly accountable to the JSOW Program Manager (PMA 201) for cost, schedule, and performance requirements associated with JSOW, and serves as a principle member of the PMA Leadership Team. The incumbent directs all government support functions nationwide, leading a multidisciplinary team which consists of scientists, engineers, and support personnel throughout the nation. Duties include serving as the central point of contact for JSOW financial and technical operations at NAWCWPNS; planning, controlling, evaluating, and coordinating the technical efforts of diverse functional task teams, multi-disciplinary product teams, and systems integration teams needed to satisfy customer requirements; developing plans and schedules with defined milestones and metrics for assigned JSOW tasks; monitoring cost, schedule, and performance and taking corrective actions as needed; and exercising direct supervision of personnel assigned to the JSOW IPT. Knowledge of the NAVAIR, OPNAV, and OSD program management infrastructure, along with a working knowledge of acquisition reform initiatives, and the related skills of business analysis, contract incentivization related to weapons acquisition, is essential. The incumbent will be

required to formulate, lead, and manage a multidisciplinary and multiorganizational team toward the efficient and successful accomplishment of stated goals and objectives within the constraints, and must function effectively as a member of the Weapons Systems Engineering Division management team. Incumbent will effectively communicate and coordinate with other organizations within and external to the Navy, including other government agencies and private industry. **Quality-Ranking Factors:** (1) Knowledge of strike weapons, and weapon system components, weapons integration, weapon-related technology and familiarity with development, evaluation and production of weapons as related to Navy, Air Force, and Marine operational requirements in Strike Warfare and have C4I experience. (2) Knowledge of affirmative action principles, including a willingness to implement EEO practices, policies, and procedures. (3) Ability to meet the mandatory DAWIA requirements for training, experience, and education for Level III of the Program Management Career Field within 18 months of entering the position. The incumbent must be able to obtain and maintain a Top Secret clearance and will be subject to testing for the use of illicit drugs. The full-performance level of this position is DP-4, but is not guaranteed.
Notes 1, 2, 3 and 4 apply.

No. 473-003-RP7, Supervisory Interdisciplinary (General, Chemical, Mechanical, Aerospace Engineer, Physicist, Chemist), DP-801/893/830/861/1310/1320-3, Code 473400D—Area of Consideration: NAWCWPNS. **Duty Station:** China Lake. **Opening Date:** 5-29-97. **Closing Date:** 6-5-97. **Selecting Official:** John Robbins, (760) 939-7200. **HRD Contact:** Robert Peoples, (760) 939-8120. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** This position is located in the Airframe, Ordnance, Propulsion Division, Energetic Materials Branch. The incumbent serves as Head, Energetic Materials Branch and will be responsible for a multidisciplinary organization consisting of approximately 65 scientists, engineers, and technical support personnel located at China Lake and Point Mugu. The Branch is responsible for the technology advancement of solid rocket propellants, explosives (including volumetric explosives); medium caliber guns and ammunition; planning and conducting of small- to very-large-scale detonation tests; and providing consulting expertise in the described technical areas; and in liquid propellants, high temperature insulators. **Quality-Ranking Factors:** The incumbent must demonstrate knowledge of energetic materials (propellants and explosives), warheads, fuzes, solid and airbreathing propulsion, and airframes and knowledge of weapons and the weapons technology and development process. As a supervisor, incumbent must demonstrate knowledge of affirmative action principles, including a willingness to implement EEO practices, policies, and procedures. The incumbent must have the ability to meet the mandatory DAWIA requirements for training, experience, and education for Level III of the Systems Planning, Research, Development, and Engineering Career Field within 18 months of entering this position. Incumbent must be able to obtain and maintain a Top Secret clearance. Full-performance level is DP-4.
Note 2, 3 and 4 apply.

No. 473-005-RP7, Supervisory Interdisciplinary (General, Chemical, Mechanical, Aerospace Engineer, Physicist, Chemist), DP-801/893/830/861/1310/1320-3, Code 473200D—Area of Consideration: NAWCWPNS. **Location of Position:** China Lake. **Opening Date:** 5-29-97. **Closing Date:** 6-5-97. **Selecting Official:** John Robbins, (760) 939-7200. **HRD Contact:** Robert Peoples, (760) 939-8120. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** This position is located in the Airframe, Ordnance, and Propulsion Division, Propulsion Branch. The incumbent serves as Head, Propulsion Branch and will be responsible both technically and administratively for five Branch Sections, two Project Offices, Senior Scientist, and the Systems Application Office. The branch provides the capability to develop or direct the development of high quality propulsion and power systems for the Navy's present and future weapons. Incumbent is responsible for identifying need, developing designs, analyzing, building, and testing potential propulsion and propulsion integration systems. Industry and government organizations are working cooperatively in this process. **Quality-Ranking Factor:** Knowledge of and proficiency in the development of propellants, rocket motors, propulsion systems, weapons system design, and integration. As a supervisor, incumbent must demonstrate knowledge of affirmative action principles, including a willingness to implement EEO practices, policies,

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ADMINISTRATIVE POLICIES AND PROCEDURES (32 hrs.)

2-3 and 9-10 June; Monday-Tuesday, 0800-1600; Bldg. 366, Point Mugu.

Note: This course is held for 2 days one week and 2 days the following week.

This course is mandatory for probationary supervisors. The following topics will be discussed: (1) organizational structure, (2) role of the PMA, (3) staffing and employment, (4) labor/employee relations, (5) training and development, (6) formal and informal complaint processes, (7) workers compensation, (8) security, (9) safety, (10) property-management-level transfer, (11) PARS, (12) the Demo Project, (13) awards program, and a (14) drug-free workplace, etc.

To enroll, submit an On-Board Training Request to Code 733000E. For more information, contact Marcy Acosta at 989-3992 (DSN 351-3992).

SYSTEMS ADMINISTRATION 4.X (NOVELL) (32 hrs.)

JULY (date TBD); Monday-Thursday, 0800-1600; 2901 Ventura Rd., Suite 100, Oxnard. By: ComputerFocus (805) 988-6600

Prerequisite: 100 DOS for Network Users, 101 Microcomputer Concepts for Network Users. Enroll only if you have met the prerequisite.

Intended Audience: New NetWare 4 administrators, CNE, and CNA candidates.

This course teaches the knowledge and skills needed to perform NetWare 4 network administration or system management tasks effectively. It teaches how to use NetWare administrative tools to set up, manage, and use basic network services, including file systems, network printing, security, and e-mail. Participants who complete this course will be able to accomplish basic and fundamental network management tasks in a NetWare administrator utility, file system management, NetWare directory services, Direct objects and resources, NDS security, server console commands, NetWare loadable modules, and administrative tasks.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

MOTIVATING EMPLOYEES (8 hrs.)

3 June; Tuesday, 0800-1600; Training Center, Point Mugu.

10 June; Tuesday, 0800-1600; Training Center, China Lake.

By: Marian Lapan, M.A.

This seminar is geared to assist managers and supervisors in keeping employees motivated in a downsizing workforce. Information on motivational theory will be presented, along with practical on-the-job techniques to sharpen supervisors' skills in this area. Demotivators that stifle employee productivity and brainstorming ways to rid the workplace of them will be discussed, as well as ways to identify internal motivators and external rewards that keep employees more involved, enthusiastic, and productive.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Marcy Acosta, Code 733000E. For further information, call 989-3992 (DSN 351-3992).

To enroll or to obtain further information, call Lori Ryser-Warrick at 939-2686 (DSN 437-2686).

INTERPERSONAL COMMUNICATIONS (16 hrs.)

10-19 June; Tuesdays and Thursdays, 0730-1150; Training Center, China Lake. By: Paulette Solberg

Recent studies indicate that when one communicates with another, 7% of the communication is verbal (words), 38% is vocal (tone of voice, inflection of voice), and 55% is nonverbal. Communicating, a primary function of every individual, entails getting information to those who need it and listening to what others are saying. This course provides participants with an opportunity to sharpen these skills. Topics include (1) verbal-communication processes and models, (2) nonverbal versus verbal communication, (3) effective-listening techniques, (4) positive

reinforcement versus punishment, (5) conflict-resolution strategies, and (6) solving communication problems.

Deadline: 6 June

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2), to Sue Murray, Code 733000D. For further information, call 939-2349 (DSN 437-2349).

INTRODUCTION TO MACINTOSH, (8 hrs.)

10 June; Tuesday, 0800-1600; Bldg. 366, Room 103, Point Mugu.

This class is designed for people who have little or no experience using the Macintosh computer and is a prerequisite course for anyone wanting to attend Macintosh application courses.

To enroll, submit an On-Board Training Request to Code 733000E. For more information, contact Marcy Acosta at 989-3992 (DSN 351-3992).

CULTURAL DIVERSITY (AMERICAN HERITAGE WEEK) (4 hrs.)

11 June; Wednesday, 0800-1200; Training Center, Point Mugu.

12 June; Thursday, 1230-1630; Training Center, China Lake.

By: A.I.M.: Partridge Garcia Group, Inc.

This course will address the value of cultural diversity in the organizational environment. Learning objectives will include increasing understanding of different cultures and the impact of cultural diversity in the workplace. An increased understanding of the values of different cultures and an increased ability to communicate with individuals of various cultures will be emphasized.

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

To enroll at China Lake or obtain further information, call Lori Ryser-Warrick at 939-2686 (DSN 437-2686).

MIL-STD-1553 PROTOCOL (24 hrs.)

18-20 June; Wednesday-Friday, 0800-1630; Training Center, Point Mugu. By: Evolving Technology

MIL-STD-1553 Protocol, Multiplex Bus is designed for managers, engineers, technicians, and other personnel

who have a general background in the electronics and/or systems engineering fields and require in-depth knowledge of the MIL-STD-1553 Protocol for military systems integration. The course provides hands-on training on the 1553 multiplex bus system hardware, including systems configuration, data protocol, and troubleshooting. This course will provide an overview of the MIL-STD-1553 with emphasis on definitions, and general requirements, and key elements comprising a 1553 communications system. Other topics will include specification comparison of the detailed uses of the standard, a review of the system design considerations, and discussion of remote terminal and bus controller designs. Finally, there will be a discussion of the types of hardware used to comprise a 1553 system, including bus controllers, remote terminals, and bus monitors. In addition, a discussion of software considerations for a bus controller will be addressed. Data protocol will be covered in depth. All lecture topics will be reinforced through hands-on training on the 1553 multiplex bus.

To enroll, submit an On-Board Training Request (NAWC-WPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

DIGITAL SYSTEMS TROUBLESHOOTING (32 hrs.)

23-26 June; Monday-Thursday, 0800-1600; Training Center, Bldg. 366, Room 100A, Point Mugu. By: Evolving Technology Institute (David Lynch)

Prerequisite: Completion of basic courses in digital electronics or the equivalent work experience.

Intended Audience: Electronic technicians who are required to repair and maintain modern Navy electronic weapons systems.

Troubleshooting modern Navy electronic equipment often appears to be a highly complex task. This course

CAREER TRANSITION AND PLACEMENT CENTER

Need help with future career plans? Unsure of how to prepare a resume or complete an SF-171? Confused about the demand for your skills and educational background in today's work environment? Visit the Career Transition and Placement Center (CTPC) at Point Mugu or China Lake for assistance with all your career planning needs. Both sites offer full-service career transition assistance daily and personal career counseling by appointment. Center resources include periodicals, brochures, and books on many topics including career planning, job search strategies and techniques, and retirement. IBM-compatible and Macintosh computers with laser jet printers and software are available to help you write your SF-171 or OF-612 and resume, determine your interests and values, or search available job listings via bulletin boards. For more information about the CTPC or to schedule an appointment, call 989-3997 (Point Mugu) or 939-2359 (China Lake).

lays the foundation for technicians to first understand the basics of digital systems; and second, how to approach and accurately troubleshoot any digital electronics systems, from the simplest to the most complex. The procedures developed in the course will not only correct systems defects, but the methodical approach developed will save time and, hence, cost in electronic maintenance. The techniques presented during the course are reinforced during the hands-on workshops, in which the student will learn to isolate and replace defective components and verify systems operation. A lab/workshop is provided for each of the following topics: (1) introduction to digital techniques, (2) review of troubleshooting and repair tools, (3) sequential logic circuits, (4) input/output circuits, and (5) system-level analysis and troubleshooting.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

SYSTEMS ARCHITECTURE (8 hrs.)

24 June; Tuesday, 0800-1630; Training Center, China Lake.

26 June; Thursday 0800-1630; Training Center, Point Mugu.

By: ATTRIDGE Electronics

The System Architecture course presents an overview of major computer architectures recently developed. These architectures include vector and parallel processors. Alternative approaches to computations will be presented for specific applications. The organization of the basic elements of the high-performance units, arithmetic units, and memories will be stressed. Learning objectives include providing an understanding of current computer architectures being developed for DOD systems such as image and radar systems.

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2) to Dorothy Wiederhold, Code 733000D. For further information, call (760) 939-2359 (DSN 437-2359).

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

FILEMAKER PRO 2.1 FOR MACINTOSH, INTRODUCTION (16 hrs.)

25-26 June; Wednesday-Thursday, 0800-1600; Bldg. 366, Room 102, Point Mugu.

Prerequisite: Students must be able to use a Macintosh computer.

This class is designed for people with little or no experience using Filemaker Pro 2.1 for Macintosh.

To enroll, submit an On-Board Training Request to Code 733000E. For more information, contact Marcy Acosta at 989-3992 (DSN 351-3992).

APPLICATION PROCEDURES

Applications must be received at the Human Resources Department (HRD) Reception Desk, at any site, no later than 5:00 p.m. on the closing date of the announcement. Applications must be submitted for each vacancy. LATE APPLICATIONS WILL NOT BE ACCEPTED UNLESS ON APPROVED LEAVE, TDY, ETC., THE ENTIRE TIME THE ANNOUNCEMENT IS OPEN. Please make a copy of your application for your own retention before you submit it. (Only applications with original signature and date will be accepted.)

Submit a copy of your latest narrative performance assessment/appraisal of record with any application filed against a vacancy announcement. If the assessment/appraisal does not clearly state the tasks/duties performed, attach a copy of your performance plan.

A supplemental narrative addressing your qualifications to each quality-ranking factor (QRF) is highly recommended. This information will be used to identify highly qualified candidates to be referred for selection. Additional information will not be accepted after the closing date of the announcement.

When multiple-grade levels are advertised, applicants will only be rated for the lowest grade level indicated on their application that will be acceptable and higher grade levels for which they qualify.

Applicants may review the X-118 Qualification Standards at the China Lake Technical Library; at the Point Mugu Directorate/Department Resources Offices; or at any NAWCWPNS Human Resources Department Office.

AREA OF CONSIDERATION INFORMATION

Applications will be accepted from current appointable employees at NAWCWPNS and, unless otherwise noted in the specific announcement, the tenant commands with approved cross-service agreements. These include employees with career or career-conditional appointments; temporary employees with Veterans Readjustment Act (VRA) eligibility or reinstatement eligibility; handicapped employees serving on an accepted Schedule (A) appointment; VRA employees, and temporary employees within reach on an OPM certificate (or equivalent). If a tentative selection is made from tenant, VRA, or temporary applicants, the selection process cannot be completed until a waiver to the hiring freeze is approved by COMNAVAIR. Appointable persons include those with reinstatement eligibility, those within reach on an OPM certificate, and those eligible for noncompetitive permanent appointment (e.g., VRA, handicapped).

NOTES

1. If selection is made below the full-performance level, the selectee may be promoted to the next higher level(s) without further competition provided the following conditions are met: (1) OPM requirements are met, (2) management determines the incumbent is performing at the higher grade level, and (3) there is work at the higher grade level to justify the promotion. **PROMOTION IS NOT GUARANTEED.**

2. First-time supervisors and managers are required to serve a probationary period of 12 months. Those who do not satisfactorily complete the probationary period will be returned to positions of no lower grade and pay than their former position.

3. **Drug Testing Designated Position.** An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to a final selection. (Exception: If the position change is for 30 days or less or the applicant currently occupies a DOD testing designated position (TDP), no applicant test is authorized.) The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all DON employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or unsafe practice. All individuals will have the opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test result will be provided to the selecting official and servicing Human Resources Office before a final selection is made. A verified positive drug test result of a current DON employee will also be provided to the employing activity/command.

4. This is a DAWIA (Defense Acquisition Workforce Improvement Act) Designated Position. PL 101-510 requires that all applications for DAWIA designated positions which are advertised be evaluated utilizing a quality ranking factor (QRF) to determine the best qualified candidates. A supplemental narrative addressing the DAWIA QRF is highly recommended. Applicants wishing more information on the DAWIA mandatory requirements and/or definitions of DAWIA career fields may contact the DAWIA representative within their Competency.

NOTE: Applicants selected for Critical Acquisition Positions will be required to sign a Tenure Agreement to remain in that position for at least a 3-year period.

5. **Merit Promotion Positions for Point Mugu Site Vacancies.** Applicants must meet all eligibility requirements (including, when applicable, time-in-grade and qualification requirements) within 30 calendar days of the closing date of the announcement.

GENERAL INFORMATION

The Naval Air Warfare Center Weapons Division is an equal opportunity employer. Selection will be made on a fully equal basis without discrimination. Selection will not be made on non-merit reasons such as race, color, religion, sex, national origin, age, politics, marital status, physical handicap, or membership or non-membership in an employee organization.

All vacancies are subject to restrictions imposed by the DOD Priority Placement Program (PPP). Incumbent must hold or be able to obtain the appropriate security clearance.

As of 1 August 1992, mandatory direct deposit/electronic funds transfer (DD/EFT) became the standard payment within DOD for pay of certain civilian personnel. Newly hired civilian personnel and employees (not currently enrolled) who are selected for competitive promotion, reassignment, transfer, etc., will be required to enroll in DD/EFT within 60 days. An asterisk (*) preceding an announcement number indicates a modification has been made to the vacancy advertisement; please note indicated changes.

WINDOWS 3.1, INTRODUCTION (8 hrs.)

30 June; Monday, 0800-1600; Bldg. 366, Room 102, Point Mugu.

This class is designed for people with little or no experience using an IBM or IBM-compatible computer and the Windows 3.1 operating system.

To enroll, submit an On-Board Training Request to Code 733000E. For more information, contact Marcy Acosta at 989-3992 (DSN 351-3992).

WINDOWS 3.1, INTRODUCTION (16 hrs.)

1 July; Tuesday, 0800-1600; Bldg. 366, Room 102, Point Mugu.

This class is designed for people with little or no experience using an IBM or IBM-compatible computer and the Windows 3.1 operating system.

To enroll, submit an On-Board Training Request to Code 733000E. For more information, contact Marcy Acosta at 989-3992 (DSN 351-3992).

BUDGET ANALYSIS WORKSHOP (24 hrs.)

8-10 July; Tuesday-Thursday, 0800-1600; Bldg. 366, Point Mugu. By: Budgeting Associates

One of the most important responsibilities of federal managers and budget personnel is to continually review each phase of the federal budget process, which includes budget formulation, congressional action, budget execution, and review and audit. In this course, you will learn to analyze various budget situations and present recommendations based on your analyses.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Marcy Acosta, Code 733000E. For further information, call 989-3992 (DSN 351-3992).

MANAGING IN A TEAM ENVIRONMENT

10 and 17 July; Thursday (two half-day morning sessions), 0730-1130; Training Center, Point Mugu.

This course is designed for participants who are team managers. The focus is on developing specific skills in the areas of planning, guiding, coaching, and addressing challenges faced when managing teams. Participants will learn to more effectively perform the role of team manager and understand his/her relationship to the success of the team. Participants will also learn how to empower teams for success through clear communication and understanding of responsibilities and limitations as well as how to establish expectations, monitor progress, and take corrective actions.

To enroll at Point Mugu, submit an On-Board Training Request to Code 733000E. For more information, contact Marcy Acosta at 989-3992 (DSN 351-3992).

THREAT SIMULATION MODELING (8 hrs.)

15 July; Tuesday, 0800-1630; Training Center, China Lake.

17 July; Thursday, 0800-1630; Training Center, Point Mugu.

By: ADAMY Engineering

This is a practical course that presents technical insight into electronic-warfare (EW) threat-simulation modeling. The scope of this course is an overview of the subject area with special emphasis on the state of the art from both a threat and a simulation perspective. A description of hardware, software, and processes will be provided in a graphical rather than mathematical terms.

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2) to Dorothy Wiederhold, Code 733000D. For further information, call 939-2359 (DSN 437-2359).

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

PERSONAL SOFTWARE PROCESS (112 hrs.)

4 Sessions

14, 16, 18, 29, 31 July; 5, 7 August; 2, 4, 9, 11, 16, 18 September; 0800-1600; Training Center, Point Mugu. By: Jeff Schwab

The Personal Software Process (PSP) is a disciplined, process-oriented approach to software engineering. Its purpose is to help engineers improve their performance by

FSDB/BUSINESS OBJECTS

The FSDB Project Office will be presenting the following 8-hour courses at China Lake and Point Mugu. The courses will introduce participants to the Financial Summary Database (FSDB), which provides a streamlined, flexible, and powerful tool for querying and reporting financial information from the NIFMAS financial system. Participants will learn how to use the Business Objects query and reporting software to obtain the financial information they need. The class will also cover defining, organizing, and using the financial information available from FSDB.

Intended Audience: Administrative officers, business managers, budget/financial analysts, or anyone requiring knowledge of financial data.

Prerequisites: Highly recommended that participants purchase the Business Objects client software prior to attending the class. For assistance, contact Jessica Vincent at 927-1500.

Note: All classes are from 0800-1600 at the Training Centers.

June 9	China Lake	July 15	China Lake
June 17	Point Mugu	July 17	Point Mugu
June 23	China Lake	July 21	China Lake
June 24	Point Mugu	July 24	Point Mugu
July 1	China Lake	July 29	China Lake
July 8	China Lake	July 31	Point Mugu
July 10	Point Mugu		

To enroll, contact Carol Franich at 939-3968 or via QuickMail to FSDB Help Desk.

NAVAL AVIATION EXECUTIVE INSTITUTE (NAEI) FY97 SEMINARS

NAEI courses are designed for GM-13/Lieutenant Commanders (or equivalent) and above assigned to the Naval Air Systems Command. All Senior Executive Management Development Program (SEMMP) participants are required to attend certain classes and have priority for available billets. Program costs are funded by NAEI. Travel and per-diem expenses of nominees are funded by their organizations. If the course is residential, lodging and meal costs are provided by NAEI. Nominations must be submitted on an NAEI form, which may be obtained from Lori Ryser-Warrick, Program Coordinator, Code 733000D, China Lake, (760) 939-2686 (DSN 437-2686). **Note:** A DD 1556 is NOT required. Nominations must be submitted to China Lake by the deadline dates listed.

Course Title	Course Dates	Deadline Date to 733000D
Creating and Sustaining the High-Performance Organization	10-15 August 97	6 June 97
Contemporary Management Issues and Practices	18-29 August 97	29 May 97
The Politics of National Security	24-29 August 97	6 June 97

applying to their work the software-engineering, quality-management, and process-management concepts in the Capability Maturity Model (CMM) for software. They learn to use the PSP framework to manage their own processes—improving their productivity, schedule performance, and the quality of the products they produce. This course provides a step-by-step framework that demonstrates the methods of disciplined software engineering. Participants learn how effective the methods can be by using their own data. The course covers the PSP as described in "A Discipline for Software Engineering," by Watts Humphrey. The PSP is a scaled-down version of industrial-software processes based on quality-management principles and is designed to be used by an individual software engineer.

Prerequisites: You must know a programming language (do not use this course as an opportunity to learn a new language). You must also have a development environment available (a portable computer is recommended) that includes a compiler plus Microsoft Word and Excel.

Cost: Tuition fee is \$150 and includes the cost of the textbook and materials provided throughout the introductory and advanced portions of the class. Include a job order number on the training request to cover this fee.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Renee Riga, Code 4F0000D, 939-7092 (DSN 437-7092). For further information on course content and outline, call Jeff Schwab at 939-6226 (DSN 437-6226).

RESEARCH TRENDS IN RADAR (8 hrs.)

22 July; Tuesday, 0800-1630; Training Center, China Lake. By: ATTRIDGE Electronics

This course presents an introductory overview of recent advancements that may have a great effect on a wide range of important systems including LSI semiconductor

devices, RF systems, IR systems, LASERS, and systems analysis concepts.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Dorothy Wiederhold, Code 733000D. For further information, call 939-2359 (DSN 437-2359).

MIL-STD-1553 PROTOCOL (24 hrs.)

29-31 July; Tuesday-Thursday, 0800-1700; Training Center, China Lake.

By: Test Systems, Inc.

This seminar is designed to provide a solid base for interpreting and understanding the requirements of MIL-STD-1553. Students will be taught MIL-STD-1553 from the design through testing phases to help them understand a 1553 system in part and in whole. Students will gain practical experience with 1553 messages in the lab sessions and will also be introduced to currently available 1553 products.

The seminar uses a well-rounded approach of lecture, lab sessions, visuals, question and answer, and 1553 manufacture samples to communicate concepts in a clear and dynamic manner. Unlike a simple demonstration, the lab sessions give students "hands-on" experience in analyzing 1553 communication and troubleshooting 1553 remote terminal problems. Personal assistance by the instructor is provided during the lab sessions. However, the greatest value of these lab sessions lies in the personal involvement of the student with the concepts being taught. Interaction is accomplished by providing students with a view of the messages being sent on the 1553 data bus and allowing them to manipulate the messages. Using an oscilloscope, students can move from words on paper to actually seeing how bits are encoded, how word formats differ, and what a message sequence looks like.

Students also gain experience in troubleshooting problems in remote terminals.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Dorothy Wiederhold, Code 733000D. For further information, call 939-2359 (DSN 437-2359).

AVIONICS INTEGRATION (24 hrs.)

19-21 August; Tuesday-Thursday, 0800-1630; Training Center, Point Mugu. By: ATTRIDGE Electronics

This course is designed to provide participants with an understanding of the steps taken in integrating avionic subsystems into aircraft. Details will be presented on approaches used to integrate avionics. An integral part of a successful integration is the system integration test stand (SITS), where hardware simulations are used to incrementally integrate hardware systems into the avionics suite. The SITS environment, description of tests conducted, and criteria for test success will be identified. Topics covered will include, but not be limited to, preintegration activities/documentation; integration buildup, elements of a SITS facility, simulation inputs for various missions, types of test performed, data acquisition and processing, and criteria for a successful integration of avionics.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

ELECTRONICS WARFARE: ESM/ELINT (8 hrs.)

26 August; Tuesday, 0800-1630; Training Center, China Lake.

28 August; Thursday, 0800-1630; Training Center, Point Mugu.

By: ADAMY Engineering

This is a practical course that presents technical insight into ESM and ELINT system specification design and application. The scope of this course ranges from terms and definitions to system descriptions to design criteria to state-of-the-art description and trend predictions. The course will include hardware, software, and processes described in a graphical rather than mathematical terms.

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2) to Dorothy Wiederhold, Code 733000D. For further information, call (760) 939-2359 (DSN 437-2359).

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

TECHNICAL WRITING (32 hrs.)

8-11 September; Monday-Thursday, 0800-1600; Training Center, Point Mugu. By: Communications Skills Company, Inc.

Note: This course is designed for technical personnel and is a required course for personnel entering the SEDP

in FY96 and for Junior Professional Program personnel hired in FY97.

This seminar will provide students with the skills and confidence to prepare technical writing assignments and will introduce them to the style and standards of technical writing. Through examples and exercises taken from writing situations that Navy engineers regularly face, participants learn techniques for analyzing, interpreting, and translating information into clear, readable letters and reports.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

BASIC SUPERVISION AND UPDATE (40 hrs.)

8-12 September; Monday-Friday, 0800-1600; Training Center, China Lake. By: Teri Mahaney, Supertraining

At the end of this 5-day course, participants will have experienced and developed competency in selected skills in the five functions of management: planning, organizing, staffing, motivating, and controlling. Participants will identify personal profiles of supervisors/followers (and their own); identify personal leadership characteristics; give feedback, both positive and negative; and identify organization change dynamics. This course meets the mandatory 40 hours training requirement for new supervisors as well as provides update information for more experienced supervisors.

To enroll, please contact Lori Ryser-Warrick at 939-2686.

CREATIVE THINKING AND PROBLEM SOLVING (16 hrs.)

15-16 September; Monday-Tuesday, 0800-1600; Training Center, China Lake. By: Teri Mahaney, Supertraining

Students will learn the current theories of how the brain "thinks" and will experience their own unique "thinking" style. They will learn and practice several creative problem-solving exercises to stimulate the thinking process and develop usable skills for everyday working and living.

To enroll, call Lori Ryser-Warrick at 939-2686.

EFFECTIVE TECHNICAL PRESENTATIONS/BRIEFINGS (32 hrs.)

15-18 September; Monday-Thursday, 0800-1600; Training Center, Point Mugu. By: Communications Skills Company, Inc.

Note: This course is designed for personnel in the technical community and is required for Junior Professional Program participants hired in FY97 and SEDP personnel entering the SEDP in FY96.

This course is designed to prepare the participant to meet the special demands of the formal professional presentation or briefing during which a presenter—usually

in a large conference room or auditorium setting—addresses a group of fellow professionals to give them detailed information about a problem, proposal, plan, research project, etc.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

SATELLITE COMMUNICATION (8 hrs.)

16 September; Tuesday, 0800-1630; Training Center, China Lake.

18 September; Thursday, 0800-1630, Training Center, Point Mugu.

By: ADAMY Engineering

This is a practical course that presents technical insight into satellite communication. The scope of the course ranges from applications to orbits, to system design to performance calculations. It describes hardware, software, and processes in graphical rather than mathematical terms. In addition, easy to use formulas nomographs, and calculation techniques that allow the tradeoff of application constraints such as information rates versus link performance will be addressed. In-class exercises will be used to calculate performance in two realistic communication satellite applications.

To enroll at China Lake, submit an On-Board Training Request (NAWCWPNS 12410/2) to Dorothy Wiederhold, Code 733000D. For further information, call 939-2359 (DSN 437-2359).

To enroll at Point Mugu, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

NAVY SYSTEMS ACQUISITION (32 hrs.)

23-26 September; Tuesday-Friday, 0800-1600; Training Center, Point Mugu. By AMI

This class was designed to provide the participants with a comprehensive understanding of how Department of the Navy (DON) conducts systems acquisition. The course introduces participants to the system acquisition environment in the federal government, Department of Defense (DOD), and DON. Building on that fundamental knowledge, DOD and DON system acquisition policy and procedures are discussed specifically. The course focuses on the unique way that the DON is organized to conduct systems acquisition. Case studies allow the participants to apply many of the concepts, principles, and procedures described during classroom presentation. The course gives the student the essentials of program definition and planning, acquisition strategy, and funds management including DOD and congressional activities, contracting, cost, and schedule monitoring and reporting, and the organizational execution of the program.

To enroll, submit an On-Board Training Request (NAWCWPNS 12410/2) to Felicia Nickelberry, Code 733000E. For further information, call 989-3980 (DSN 351-3980).

CIVILIAN PERSONNEL DIVISION NEWS**MERIT PROMOTIONS****CHINA LAKE SITE**

No. 473-006-RP7, Office Manager, DG-303-2, Code 473440D—Area of Consideration: China Lake. **Duty Station:** China Lake. **Opening Date:** 5-29-97. **Closing Date:** 6-12-97. **Selecting Official:** Ron Jones, (760) 927-2995. **HRD Contact:** Julie Rodriguez, (760) 939-2693. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** This position is located in the Airframe, Ordnance, and Propulsion Division, Energetic Materials Branch, Ordnance Engineering and Evaluation Section. Incumbent performs phone duties; makes travel arrangements; arranges meetings; coordinates official visits; electronically prepares Section correspondence, travel orders, timesheets, and training records; provides general personnel support and resource assistance as required. **Quality-Ranking Factors:** Knowledge of and

proficiency with the Macintosh computer and ability to plan, coordinate, and prioritize tasks. Incumbent must be able to obtain and maintain a Secret clearance. **Note 1 applies.**

No. 52-014-DWE97, Office Manager/Senior Office Manager, DG-303-2/3, Code 522600D, Metrology Branch, Metric and TSP Division, Pacific Ranges and Facilities Department, Test and Evaluation Competency—Area of Consideration: China Lake. **Opening Date:** 5-29-97. **Closing Date:** 6-12-97. **Selecting Official:** Dick Dickson, (760) 939-9262. **HRD Contact:** Diana Eggleton, (760) 939-8111. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** At the **DG-2 Level** the incumbent provides secretarial support to the Branch Head and Branch personnel. Performs the full range of secretarial and administrative support duties including originating and preparing correspondence; reviewing all correspondence to ensure appropriate content, grammar, and formatting; answering

phones; distributing mail; making travel arrangements, processing stubs, and completing timesheets. The incumbent is also expected to provide office management support to the Division and other branches as needed. SPEDI or Bankcard experience is desirable, but not required. **DG-3 Level** duties include all the above plus performing as a Contracting Officer's Representative (COR) for several branch contracts. Applicant must be a certified COR upon hire, and maintain this certification. As part of the COR duties, writing statements of work and reviewing contractor proposals for a variety of small scale procurement transactions will be required. The incumbent must be able to obtain and maintain a Secret clearance. **Quality-Ranking Factor for DG-2 Level Applicants:** Ability to plan and coordinate travel arrangements; compose correspondence and apply appropriate format guidelines; maintain and coordinate supervisor's schedule; communicate orally and in writing; and operate a Macintosh computer using PowerPoint, Meeting Maker, Excel, and Microsoft Word Programs and applying