

The Challenge

Sierra Army Depot, Herlong, Calif.

April 2009

Vol. 65 No. 4

First four-star female general amazed by Sierra's unique capabilities, strategic location

By Lori McDonald
Public Affairs Officer

Sierra Army Depot had the opportunity to show off their unique capabilities on April 2, 2009 to the Department of the Army's highest ranking female officer.

Lt. Col. Lee H. Schiller, Jr., SIAD Commander, and Mr. Donald Olson, SIAD Deputy Commander, greeted General Ann E. Dunwoody, Commanding General, US Army Materiel Command, after her plane landed at Sierra's Amedee Army Airfield. From the moment Dunwoody's boots hit the ground the visit was in a fast pace motion in order to cover as much ground as possible in a short amount of time.

Her visit began with a trip to Sierra's newly-established "End of First Life Center", to view the thousands of combat tracked vehicles currently on site. Mr. Michael Winters, LTS supervisor, briefed Dunwoody on the processes used within the area and also talked about how he and his crew have embraced Continuous Process Improvements and the Lean Process throughout his area of responsibility. Winters gave a break-out of the makeup of the 7,000 plus combat vehicles: over 4,500 were from the M113 family, 1,850 tanks (includes 1,530 M1A1), and 121 Bradleys.

Dunwoody was impressed with the sheer volume and diversity of the vehicle fleet, the availability of room to grow in support of Army needs, and the readiness successes realized with a relatively small investment. She commented that the time was right for Sierra to provide increased support to the Item Managers (the vehicle owners); but that it was apparent there was a significant void in overarching long-term Enterprise fleet strategy for final disposition of these platforms. Olson explained whether harvested and scrapped, or preserved and stored with a deliberate intent to refurbish for resale, the Material Enterprise must collectively decide how to capitalize on the value of this stagnant stock.

Schiller commented the Depot has already realized substantial cost avoidance by staging this equipment at Sierra instead of a Defense Logistics Agency facility (\$22 million in DLA storage fees avoided), and the time is ripe to further capitalize on these successes by formalizing and expanding the effort - like the Air Force did with their Aerospace Maintenance and Regeneration Group operation at Davis-Monthan AFB in AZ. Designated by the SECDEF in 1964, Davis-Monthan AFB serves as the consolidation point for the storage, disposal and reclamation of aircraft and aircraft components. Olson informed Dunwoody



Gen. Ann Dunwoody, center, listens to Mr. John Dingman as he talks about receipt and storage of containers as they arrive on depot. On the tour with Dunwoody are from left to right, CSM Jeffrey Mellinger, Mr. Donald Olson, Mr. Jon France, Mr. Bruce Hamilton and Lt. Col. Lee Schiller.

we believe the Air Force model should be adapted to ground equipment at SIAD - to fill a critical void for the Army now and into the foreseeable future.

Olson further explained a critical component to this mission includes harvesting usable parts from these stagnant vehicles. The process currently starts when Item Managers direct Sierra to inventory the individual components in each end item (288 separate components inventoried in each M1 series tank), and provide that data electronically back to them for visibility of the status of their fleet. The Item Managers then direct Sierra to remove a select group/number of those components and ship to a repair facility. In the past 5 years, over \$64 million in harvested parts were shipped to meet urgent demands at the supporting maintenance activity. The vehicles are then placed back into long term storage for further disposition.

Olson told Dunwoody this initiative needs to be managed through an automated process (visible

across the Enterprise), with a clear requirements-based methodology - to optimize and exploit this substantive capability (the cost avoidance will grow dramatically). Sierra is currently bringing the parts to record in SDS Ammo (which provides item managers visibility) and is also the system Item Managers use to direct movement through a Material Release Order. Before leaving the vehicle parts reclamation area, Dunwoody heard that planning efforts to map processes and align requirements with the core competencies resident at Sierra will enable AMC to fully exploit the Depot capabilities.

After leaving the LTS area, the group traveled to the Skedaddle Inn for a working lunch where Schiller showed Dunwoody the depot video followed by a command overview briefing. Schiller stated with over 30,000 buildable acres for open storage or expansion, 41 warehouses and magazines, almost 800 earth covered igloos, an experienced workforce that has embraced Con-

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Commander's View

I want to thank everyone for their efforts and dedication in preparing for this past month's visit by the Commanding General for Army Material Command, General Ann Dunwoody. On her first visit to Sierra, she praised the employees for their hard work and commitment to the Soldier in the field. Continue to maintain that winning spirit and attitude!

I am proud to announce the start of the New Employee Orientation Program. A program such as this is important to new employees whether they are transferring from another agency or new to federal service. This program allows employees the opportunity to complete required training, paperwork, and acquire safety equipment if needed prior to starting in their prospective work areas. I expect leaders to adapt their new employees into their respective work place by observing work operations and ensuring they are properly oriented



Lt. Col. Lee H. Schiller, Jr.

to safety standards. Leaders will correct unnecessary or unwarranted actions before they become accidents or injuries. I am fully committed to maintaining standards for workplace safety and for all employees. For more information see article on page eight.

During my town hall I addressed

the topic of Personal Identifiable Information (PII) and stated there would be more to follow. Since that time, I have instructed the leadership to review all folders on shared networks within their respective areas that contain PII and delete or reduce the use of PII in stored documents. If documents must be retained with the PII, then they MUST BE protected. I have signed a new policy and standard operating procedure for the handling of PII that clearly identifies processes for proper safeguarding. The Directorate of Information Management will be scanning computers on a continuous basis to ensure full compliance. Read the article on page three for more information on PII.

As spring arrives, outdoor activity increases dramatically. As we venture outdoors, break out equipment that has laid dormant all winter and condition ourselves
See COMMANDER Page 7

New Hires at SIAD

The following are new employees that have joined the team since last month:

- Partida Arolda**
- Cheryl Fleury-Balmer**
- Andrew Beauchman**
- Tawni Berry**
- Paul Blacka**
- Christina Boon**
- Ryan Brussatoi**
- Michael Caldwell**
- Deanna Carlisle**
- Jeanene Carpenter**
- Susie Castillo**
- Amber Catron**
- Lance Child**
- Thomas Cutro**
- Joanne Dunivin**
- Zirla Echeverry**
- Larry Friend**
- Kelly Gilmore**
- Susan Gress**
- Jeffery Hall**
- Gerald Hammers**
- Robert Holland**
- Steven Hunter**
- Mark Hutchinson**
- Gloria Jackson**
- Jeffrey Kaetter**
- Sonya Lopez**
- Richard Martinez**
- Sammie McDougall**
- Terry Michael**
- Saunessa Miner**
- Daniel Morrow**
- Mike O'Suna**
- Harley Owen**
- Steve Pearson**
- Brian Pulizzi**
- Julius Reed**
- Robert Schaad**
- Angela Schultz**
- Michael Shoemaker**
- Joseph Strassman**
- Dave Thomas**
- Inman Ur-Rahman**
- Anthony West**
- Shawn Young**

The Union's Position - AFGE Local 1808

This month I wanted to start off by building the morale of all members and non-members of the Union, to include management.

I believe that through the daily rhetoric of our normal routine, we have forgotten what our purpose is here at Sierra Army Depot. We are here working at Sierra Army Depot for many different reasons; even so there is one common thread that intertwines us all. Can you tell me what it is? Yes that's it, we are all here to support the war fighter.

Remember when you signed the papers to work at Sierra Army Depot? I believe you signed an Oath of Office Affidavit which stated - "I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely; and without any mental



Mr. Christopher Turek

reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God".

This is something that I think we have forgotten and need to remember. The Soldiers in the field are in need of our support. Will you remember the men and women that fight for freedom? Please think of them when you are doing your daily duties.

There are several things that

I would like to inform all of my brothers and sisters about regarding some policies and procedures. On page 27 of the AFGE 1808 union contract, there is a form which I have had put on the Sierra Army Depot web page under the forms section of the intranet. The form number is SIAD 475. It is important that all requests for Union representation be submitted using this form. This form is a simple, but necessary tool to enforce accountability upon all parties involved.

Remember, if it's not in writing there is no proof that you ever requested Union representation. Both management and the Union agree that Union representation is your right as a bargaining unit employee. Using this form will help document your request to seek representation, as well as management's confirmation.

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The Challenge

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Public Affairs Officer/Editor _____	Lori K. McDonald
Photographer (Contractor) _____	Lloyd Gubler



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What You Need to Know About Protecting Personal Identifiable Information (PII)

By Rhonda Brantley
Internal Review

Personal Identifiable Information (PII) is the information which can be used to identify a person uniquely and reliably, including but not limited to name, social security number, private phone number, address, driver's license number, place of birth, mother's maiden name, etc. As the commander of SIAD, Lt. Col. Lee H. Schiller is seriously committed to protecting all employees and their personal information.

As employees, we play a very important role in safeguarding and protecting our information from unauthorized disclosure. A breach of PII can be very harmful, embarrassing, inconvenient or unfair to those whose information has been compromised. Additionally, a breach can lead to identity theft which can be extremely costly to the Government and the individual.

So what are the specific responsibilities for each employee?

- **DO NOT** collect personal data without authorization.

- **DO NOT** distribute or release personal information to other employees unless they have an official need-to-know.

- **DO NOT** be afraid to challenge "anyone" who asks to see Privacy Act information for which you are responsible.

- **DO NOT** maintain records longer than permitted under records disposal.

- **DO NOT** destroy records before disposal requirements are met.

- **DO NOT** combine information about different individuals in the same file.

- **DO NOT** transmit personal data without ensuring it is properly marked. Use "**FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE.**"

- **DO NOT** use interoffice envelopes to mail privacy data.

- **DO NOT** distribute recall rosters to those who do not have an official need-to-know.

- **DO NOT** place privacy data on shared drives, multi-access calen-

dars, the Intranet or Internet that can be accessed by individuals who do not have an official need-to-know.

- **DO NOT** create a new system of records without first consulting your Privacy Officer.

- **DO NOT** hesitate to offer recommendations on how to better effectively manage privacy data.

If you are going to collect PII, you must protect it! Always think privacy!

- Think about ways to ensure that PII is properly protected.

- Think about your computer, blackberry, or data storage device and what PII information you store on it. What would you do if they were stolen?

- Think about emails – if you receive emails that contain PII – are they properly marked alerting you to treat them as **FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE** – Do you properly mark your emails?

- Think about privacy when you create documents, do you need to include the entire SSN or will the

last four digits work?

- Think privacy and do not include PII in the subject line of an email for all to see.

- Think privacy and do not place PII in public folders for others to see.

Remember, take privacy protection seriously. If you suspect an inappropriate disclosure of PII, immediately notify your supervisor and the SIAD Privacy Officer.

Be aware that privacy data may not always be marked as such. If you have any questions about whether data is protected under the Privacy Act, ask your supervisor or the SIAD Privacy Officer.

Again, remember the importance of protecting and respecting the privacy of employees. Failure to comply with the Privacy Act may result in civil and criminal penalties and/or disciplinary action.

For more information, please refer to the Depot Standard Operating Procedure for PII or contact the Privacy Officer, Bill Beddingfield, extension 4849.

UNION (From Page 2)

tion of notification. Denial of such right is against the law and is grounds for an Unfair Labor Practice, or more commonly referred to as a ULP.

I believe there are many new employees that have not been properly educated on various Depot policies. Most of these problems will be resolved with the new hire orientation program now in effect. I have been informed that all employees that have been hired within one year of the start of this new hire orientation program will be filtered thru as soon

as possible. This orientation will cover everything that a Depot employee needs to know from medical benefits, Depot policies and procedures, safety, environmental training, chain of command, incentive programs, and much more. This will be a welcome addition to the ongoing training for new employees.

Up and coming events for AFGE: The National convention will be held on Aug. 24-28, 2009 in Reno, Nevada. During this event there will be ballots available to vote on several national issues to include possible dues increases, and elections for national president. AFGE Local 1808 will be sending two delegates,

two alternates, and me to represent Local 1808 and its members. There will also be District 12 training on Oct. 5-10, in Phoenix, Ariz. We will be sending as many stewards and leaders to this training as we can possibly afford.

Many of you have stated that you would like more training for union stewards. In response to this request, I have tasked our Union Chief Steward Garry Garret to come up with a training schedule. We have agreed that training will be held on quarterly basis. Dates and times will be further discussed during our monthly meetings.

My fellow Union members re-

member to read your Union contract and become familiar with the rules of engagement. Would you like to know the proper procedure for disciplinary and adverse personnel actions? Read your contract on page 24 Article XVI. How about performance appraisals? Look on page 44, Article XXIII. Remember knowledge is power, exercise your power, It's your right!!

In closing, remember that we have regular Union meetings every first Tuesday of the month. If you need to contact a Union representative use your chain of command and fill out the Request for Union representation form 475 supplied by your same chain of command. In case you have any informal questions that need answering please fill free to call extension 5375.

Commander's Open Door Policy/ Hotline Number

The Commander, in conjunction with the Deputy Commander, is always available to help solve problems; as such, the door to the Command Group is always open. However, the employee should first attempt to resolve any issue with the first-line supervisor or through the regular chain of command. The complete SIAD Policy No. 1-1 is posted on Official Bulletin Boards throughout the depot. The Command hotline number, 4249, though not intended to take the place of the chain-of-command, is available to you 24/7



Employee Recognition



James Swistowicz - 25 years federal service



Tim MacDonald - 20 years federal service



Meg Hill - 10 years federal service



Bruce Gebbeken - 20 years federal service



Babe Fain - 20 years federal service



Lt. Col. Lee Schiller recognized the winners of the Biggest Loser Team Program. Left to right John Dingman, Carolina Dingman, Kathie Tavalero and Greg Tavalero were the two teams that tied for first place with both teams losing 47 pounds.



Paula Taylor - Recipient of the Commander's Civilian Achievement Medal

Around the Depot with General Dunwoody

DUNWOODY (From Page 1)

tinuous Process Improvement using Lean techniques - Sierra is uniquely postured to surge their operation along existing core capabilities to support the imminent draw down effort from SWA.

During the briefing, Dunwoody learned firsthand of Sierra's strategic location, excellent transportation network, remote-location (no encroachment), excellent climate for storage, and capable workforce is ready to support the war fighter. She stated these functions should be further developed and considered Core Mission responsibilities at Sierra.

Dunwoody received information on the overarching concept that Sierra has developed and briefed over the past two years, to designate Sierra as the Army's End of First Life Center, and serve as the Army's Center of Excellence for excess Material or Equipment Redistribution. Additionally, Schiller talked about a few critical growth areas Sierra has the capability and capacity of handling that the Army should consider placing here.

Schiller began by talking about the number of containers that are currently in SWA and where will they be positioned when the draw down begins. He said that Container Management and certification is definitely within Sierra's core competencies. Sierra has the capability to receive, secure, maintain, certify, store and ultimately ship "an unlimited" number of containers for the Enterprise. Some facilitation would be required to add additional hardstand space, and depending on the size of the mission, support for the consolidated container maintenance facility would be needed. However, the Depot's core capabilities in the area of material identification, classification, inventory management, weld repair, CSC certification, container modification, and shipment allow them to perform this function now.

Another area where the depot could grow is the receipt, identification, classification and processing to record all the Non Specific Equipment currently in use in Theater. The Depot would be able to provide visibility to some equipment manager, and store/ship based on direction received.

The next stop on the tour was the Southwest Asia (SWA) Reverse Pipeline Excess Equipment Redistribution mission area. Mr. John Dingman, AJ1 director, began the tour by informing Dunwoody that Sierra currently operates the Army's largest SARRS SSA operation focused solely on the receipt, processing and redistribution of previously issued stock back into the supply system. Since the Depot started receiving excess material from Qatar, to today's operation that receives excess material from all Classes of supply from posts, camps, and stations across the world - Sierra has continuously mapped, refined and Leaned their processes. Dingman stated the Depot has fully developed their processes to unpack containers, identify and classify the material, bring to an accountable record, perform inventory management functions, maintain visibility for the owner, and ultimately ship to an end user. He went on to say the Depot also has the capacity to flex operations to meet emerging demands. Dingman further highlighted the depot's ability to receive containers from SWA in support of the imminent draw down of our forces in Theater.

Dingman walked with Dunwoody to the final stage of the tour where he highlighted the Depot's recent designation as the consolidation and distribution center for the Clothing Management Office (CMO). Under this program, Sierra receives/identifies/classifies and brings to record new Organizational Clothing & Individual Equipment (OCIE) directly from DLA, "excess" OCIE from Clothing and Issue Facilities (CIF's), as well as returned items from SWA and posts/camps/stations - and subsequently ships reset "kits" to CIF's worldwide based on CMO direction. Since the program started in June 08, SIAD has shipped over 450,000 pieces of clothing/body armor/ heraldry items to 27 separate CIF's around the world - supporting critical reset activities for over 60,000 Soldiers, with a cost savings to the Army Working Capital Fund of over \$24 million.

Dunwoody concluded her trip to Sierra by telling Schiller he has a great work force and should be

extremely proud of the outstanding work and dedication displayed by his employees during her visit. Dunwoody looks forward to returning to



CYS Monthly Update

Ft. Sage Mentorship Club Read to Young Children at CD Home

Four members of the Ft. Sage Mentorship Club volunteered to visit with the CD Home children. They read to the younger children and afterwards escorted them to the park to play. The Mentorship Club is comprised of 6th and 7th grade youth from Ft. Sage Middle School. The youth in the club volunteer to help with different community projects and also participate in fund raisers for trips.

April is the Month of the Military Child

The Month of the Military Child is a special celebration established by former Defense Secretary Caspar Weinberger. Weinberger wanted to highlight the important role that children play in the Armed Forces community. All Army Garrisons plan numerous events throughout the month to recognize families and their children.

CYS Services will be applauding our children with different activities throughout the month.

April 2 : Ice Cream Social

April 3 : 5th-7th grade dance

April 7 : Mentorship Club reads to CDHome

April 13 : CDHome and School

Aged Services Picnic in the Park

April 15 : School Age Services Ranger Station Trip

April 16 : Middle School and Teen Disc Golf Trip

April 20 : School Age Services Self Portraits

April 24 : Middle School and Teen Dance

If you have any questions on these events, please contact us at: 827-4696

CYSS Sports, Health, and Fitness

FREE soccer clinic and league sign-ups on Saturday, April 18, 2009 at 9 a.m. to 12 p.m. at Doyle Park. This year we are attempting to have our own local soccer league. All the games will be held in either Herlong or Doyle.

Mark these dates on your calendar April 9 is Jr. Olympics Track and Field and April 23 is Jr. Olympics Tennis, both will start at 4 p.m. at CYSS. Winners of the competition go on to compete at a regional level in Sacramento, CA.

If you have any questions on any of the events or would like to volunteer to assist with upcoming sporting events please feel free to contact Marsha Olsen @ Child, Youth, and School Services, 827-4696.

D.A.R.E. Graduation

On Friday, March 20, 2009 at 10:00am, at the Skeddadle Inn, Sierra Army Depot in Herlong, Ca. a D.A.R.E. (Drug Abuse Resistance Education) graduation was held for the 5th grade class at the Sierra Primary School. The graduation marked the successful culmination of 17 weeks of instruction by D.A.R.E. officer, Lt. Robert Brent, Federal Police Officer with the Law Enforcement Division at Sierra Army Depot.

Students are taught a different lesson each week including, harmful effects of alcohol, tobacco and marijuana, consequences, response styles, self esteem, eight ways to say no, peer pressure, media influence, avoiding gangs and violence and positive alternative activities. Each student is required to write an essay on their promise to stay drug free. This years essay winners were Mia Castodio and Allison Primeau-Grib-each student won a medal and a mountain bike.

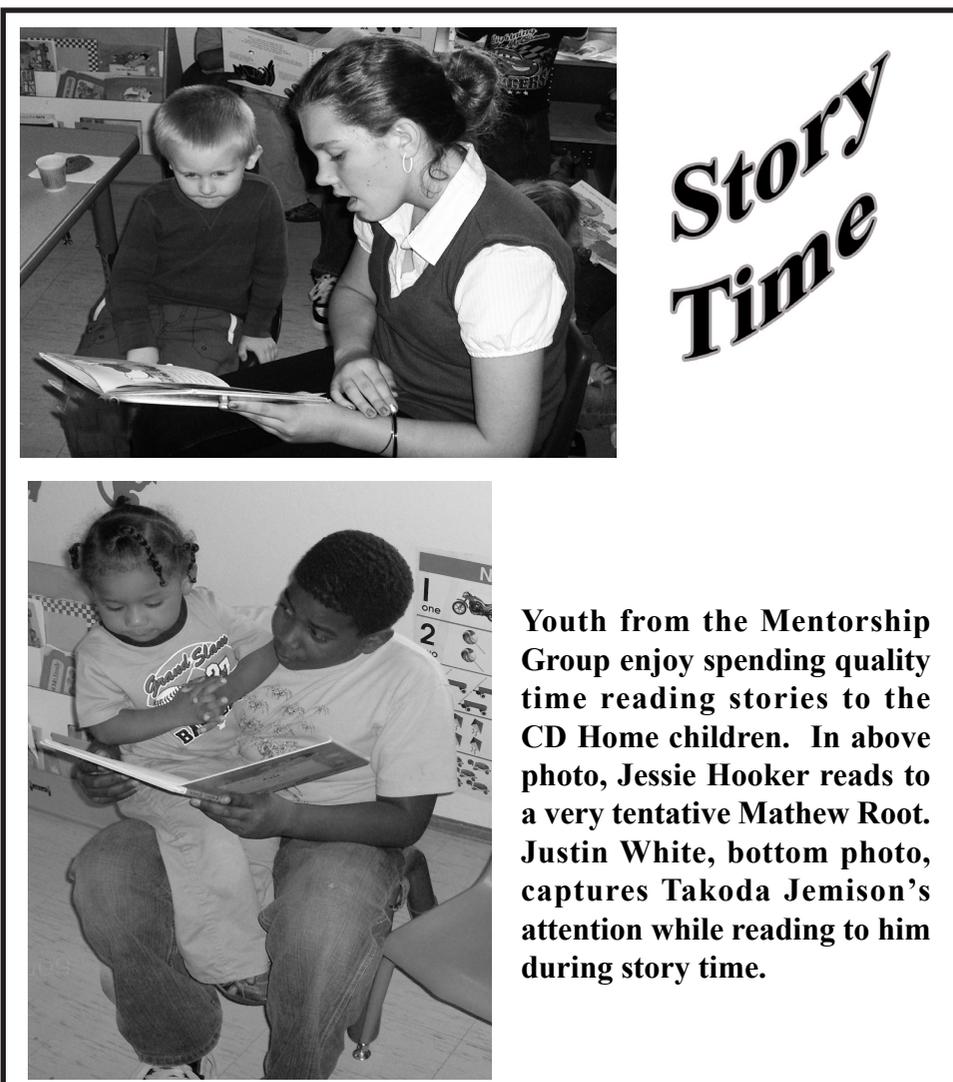
Dare essays:

I, Allison Primeau-Grib, promise to say no to drugs. I will keep that promise by staying athletic and keeping my choices smart. When Officer Brent visits us we are all happy. He teaches us to stay drug free and what would happen if we started or were doing drugs. He also teaches us consequences that would occur if we were to use drugs. That's why I will never start drugs. Drugs are a bad thing, they will get you in trouble and your parents in trouble.

But still some people still do drugs. I don't get it and plus why

would you want to do something that could hurt yourself or the ones you love? If you start there is no easy way to get out or go back. If you start with a friend you can't stop with a friend. Your so-called friend could hold it against you. Your friend could say "I'm going to tell on you" or your friend could hurt you. So with all these reasons, I would personally say not to start drugs. Even if did not know that drugs can cause you to loose your health, your family, your friends, your home and even your life, I would never ever start drugs. All in all, these are really good reasons why I will stay DRUG FREE.

I, Mia Catodio, promise to say no to drugs. I will keep that promise by not drinking or doing drugs. I have had a great time with Lt. Brent. He is an outstanding dare teacher. He made learning about drugs and alcohol fun, and interesting. I have learned how to say no to drugs. Another thing he had taught me is to solve my problems without violence. He also has taught me to be respectful when I say no to drugs or alcohol. He told us that we need to respect our self's and have self esteem. In order to make it easier for us to say no. He told us it was not important to hang out with the wrong crowd will get you in trouble. He taught us to say no thank you with reason and excuse. I personally enjoyed the skits we did. Now I feel I can and will with respect and intelligence and confidence, be able to say no to drugs, alcohol and tobacco successfully.



Youth from the Mentorship Group enjoy spending quality time reading stories to the CD Home children. In above photo, Jessie Hooker reads to a very tentative Mathew Root. Justin White, bottom photo, captures Takoda Jemison's attention while reading to him during story time.



Lt. Robert Brent congratulates winners Allison Primeau-Grib and Mia Catodio with new bikes for their winning essays during the D.A.R.E. program.

What the Lean Rotation Program has meant to me

By Ricky Gotcher

Takt Time? VSA's? It was early on a warm August Monday that I was introduced to these and many other "Lean" terms. At first I asked myself, what in the world am I getting myself into? Coming from a production environment, this was like another language to me. One of the first things I learned was that there is a definite communication barrier between the Lean folks and the production folks. I myself was guilty of this because I thought Lean just got in the way of my doing things. I simply had a job to do and did it my way and as long as things got done it was all good. But by going through this training, I began to realize that Lean is our friend and not our enemy. Using the tools that were taught to me, I was able to understand change and basically not be afraid of it! Leaving our comfort zone to try and find a better way to do things really works if you give it a chance!

During my six months in the QEO office, I had the pleasure to work with a fine group of people

who really care about the success of Sierra Army Depot. I was able to attend a Lean event at Anniston Army Depot; I had the privilege of going to a facilitator workshop in Washington D.C.; and attended classes in Reno for Lean certification. I honestly feel that from what I have learned, I can go back to my regular duties and work with my supervisor and other leaders and make my work area safer, easier and just a better place to work. The challenge will be, in my opinion, to somehow close that communication gap and get everyone on the same page. To try and convince that change is good and that when used correctly, Lean just makes everybody's job easier and more importantly-safer. I feel that Lean is necessary for Sierra Army Depot to succeed. This rotation program has been a challenge and a lot of fun for me and I look forward to going back and sharing what I have learned to make my work area and the entire Depot a better place to work. As someone once said, "Remember when it is all said and done, we are all on the same team."

LEAN into my CORNER

By William Deming
QEO Chief



Over the past several years, Sierra Army Depot has made great strides in process improvement. In fiscal year 2008, we were able to account for approximately \$2.4 million in savings and cost avoidance through various Lean projects. This year, we are on track to exceed that number by a healthy amount. Our goal for fiscal year 2009 is \$2.8 million and as of 1 March, it appears that we will do better than that. Several areas have shown remarkable initiative and are beginning to develop their own Lean projects. This is a sure sign that we are on our way to being a Lean organization.

All this being said, we cannot afford to rest on our laurels. While we have come a long way, we are nowhere near the finish line. Process improvement is a continuous venture and new improvements build on older ones. You need only look around you to see the truth of this.

Process improvement requires that we approach our workplaces with fresh eyes. An objection that I hear often is "I can't save money with Lean. My work is purely administrative in nature and there just aren't any savings to be had." I see a couple of problems with this thinking. First, there can be a lot of savings in administrative processes. As an example, the Containerization and Assembly Directorate (C&A) completed a project in January that drastically reduced the amount of paperwork required for one of their administrative processes. I won't get into the details but by scanning required paperwork and storing it electronically, they reduced the number of copies needed by two-thirds and actually made the documents more accessible. They were able to save nearly \$100,000. There are substantial savings to be realized in

purely administrative processes.

The second point is that process improvement is not only about saving money; it's about improving the way we do business. We use savings as a convenient metric, but it's not our only goal. If we focus on making the improvements, the savings will follow.

At the risk of beating a horse that is not only dead, but at least partly fossilized by now, I also want to briefly discuss measurements. Again, we are improving in this area but we are nowhere close to being where we need to be. The key is to look at your individual process and determine what number will give you a reliable performance indicator for that process. Cycle time is usually a good place to start. It may be useful to know how many widgets you produced or how many shipments you made last week but these numbers are often determined by events beyond your control. For example, the number of shipments was likely determined by the number of orders received. It is much more useful to know how much time it took to produce one widget or to complete one shipment. With this information, you have an insight into the capability of your process and you can get valuable feedback when you make improvements to it.

As I said at the beginning, we have come a long way. We will never be a perfect organization but by constantly looking for a better way to do our jobs, we can at least get closer to perfection.

~ Stand Tall ~
~ Stand Proud ~
~ Be A Hero ~

Your blood can save LIVES . . .
it could even be someone you know!

Herlong Community Blood Drive
Thursday, 7 May 2009, @ the Gym, 1000 to 1500
Call Dan Hankins, X5223 for an appointment or Email
Please bring your ID United Blood Services

Employee Assistance Program

By George Mongar
ADCO/EAP Manager

Asking for help is difficult for most of us. Not knowing what to expect when you call the Employee Assistance Program (EAP), can increase anxiety about calling. Rest assured all calls and visits are confidential whether you are calling for yourself, as a friend/coworker or supervisor.

The services available are to assist employees and employers with the guidance and tools needed to resolve personal concerns, in-

cluding, but not limited to health, marital, family, financial, alcohol, drug, legal, emotional, stress or other personal issues that may affect job performance. This includes the primary functions listed below.

- Drug testing to support a drug free workplace.
- Stress Management
- Violence in the work place
- Grief and loss
- Suicide Prevention

Please feel free to contact the EAP Manager at 827-4190 or stop by his office, the back side of Building 150, across from the EEO office.

COMMANDER

From Page 2

for different jobs and recreational activities, we must all commit to managing the risks that are associated with these changes.

Keep safety in the forefront as you plan ahead for these activities – managing risk now will decrease the likelihood of a mishap later.

Pride In Excellence!

"PRAISE"

By Linda Newsham

Praise the women who fought for choice
Never forgetting they were born with a
voice.

Praise the women who toiled in fields,
To provide her children some healthy
meals.

Praise the women who dared to com-
pete
And have succeeded with no defeat

Praise the women who dared to venture
Into space, into politics and into sports

They are our mentors
Who even hold positions in our highest
courts

Today our environment remains healthy
and safe
Due to many women who work to pro-
tect our space

And lastly but noteworthy, I must men-
tion
The women who protect our country
from intervention.

The female soldiers, our daughters,
sisters, aunts and mothers
Who are safeguarding our country from
the tyranny of others!

NEO's Recipe for Success

By Mary Deming
Civilian Training Instructor

Take two newly hired trainer/instructors. Add in two 4" binders filled with briefing slides, weighing in at approximately 15 pounds. Then blend in a healthy dose of cooperation from Depot co-workers and supervisors and mix thoroughly over a period of two weeks. Finally, add 16 newly hired employees and you have the Sierra Army Depot New Employee Orientation or NEO for short.

Murray Schultz and I make up the current team of trainers for NEO. We both love the challenge of this new task, but we also have very personal reasons for wanting to make this a successful endeavor for the Depot. Both of us have spent a great deal of our working lives moving around, a lot. Murray spent 25 years serving with the Navy, and I have worked most of the past 20+ years working as a civilian for the Army, both overseas and within the States. As a result, we know what it's like to be the "new kid on the block." We've been on the receiving end where we were dropped into the deep end of the pool, not really sure of who our boss was, what our job was, or even where the restrooms were. This is our chance to make up for some of the less-than-stellar in-processing we have experienced in the past that we wish we could forget.

To achieve this goal, we shuffled through what seemed like an endless supply of briefing slides. We also solicited help since we knew there was no way we could become subject matter experts in everything and create a complete one-week

training program in just two weeks. This is where the cooperation came in. We asked for help, and help is what we got. Both Murray and I wish to extend our thanks to all of you that offered help, answered questions, and acted as presenters as we got the course up and running.

On March 30, we began our first class. The Civilian Personnel Advisory Center was ready and on hand in our classroom to in-process the new workers at the start of our training. This helped us to create a version of the one-stop-shop. They in-process and have their orientation all in one location.

Of course, we had a few obstacles along the way, but this was to be expected. By the end of the week however, all new employees had completed the paperwork for their security background checks, set up personal AKO accounts, and had been processed for permanent ID badges and vehicle stickers. They also were able to fulfill many of their obligations for mandatory classes that all Depot employees must take annually.

Our reception was great and our class evaluation sheets were returned with many positive remarks. Murray and I will be working on editing, fine tuning, and (of course) learning all this information so that we can continue to present a quality product to all new employees. We will also be putting together a leadership training curriculum, a sponsorship program, and much more.

Please join us in welcoming all the new folks to the Depot. And remember, when you see them, make them feel at home and help make them feel like part of the team here at Sierra.

First Group to complete the NEO Program



These employees are not only new to the Depot, but were the first group to be welcomed to Sierra through the New Employee Orientation Program. This program began to ensure new employees received the necessary training and tools needed before they were placed in the hands of their supervisor.



Administrative
Professional Day
April 22

