



The Challenge



Sierra Army Depot, Herlong, Calif.

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Senior members within Department of Defense tour operations at Sierra Army Depot

By Lori McDonald
Public Affairs Officer

Senior members for the Department of Defense, Pentagon Joint Staff and the TACOM Life Cycle Management Command were given an impressive welcome on July 10, when they toured Sierra Army Depot (SIAD).

Among the distinguished visitors were the Honorable Alan Estevez, Assistant Secretary of Defense for Logistics and Material Readiness; Lt. Gen. Brooks Bash, Director for Logistics, Joint Staff (J4); Mr. James A. Hawkins (SES), Deputy Director of Strategic Logistics, Joint Staff (J4); Mr. Michael Viggato (SES) - Deputy to the Commanding General, TACOM LCMC; COL Joe D. Dunaway, Military Assistant to Hon. Estevez; and Mr. Tim Pollard – Army Materiel Command (AMC) G4, NS-E Manager.

Lt. Col. Christopher Dexter, SIAD Commander and Mr. Donald Olson, SIAD Deputy to the Commander began the day with the depot overview and short discussions on the areas to be visited during the tour. The main focus for the visit was the Depot's retrograde process (in support of the SWA theater) and the Non Standard-Equipment (NS-E) support to the National Association of State Agencies for Surplus Properties (NASASP). Dexter stated that SIAD provides NS-E (which includes a variety of equipment from fire fighting to all terrain vehicles) to the various states upon direction from HQDA G4 and AMC).

The first stop of the tour was the End of First Life Center (EoFLC) or the ground combat vehicle staging and distribution center. Mr. Michael Winters explained the process the depot uses for shipping and receiving ground combat vehicles. Another area he talked about was the pilot program for the new Passive RFID program, Asset Pulse.

Olson explained the Asset Pulse program will eventually provide on-line asset visibility to Army leadership, enabling them to make informed management decisions for the excess items at Sierra. A demonstration was given to showcase all the special features that can be captured within this program. Olson continued to say that SIAD's workforce will also utilize this system to dramatically reduce the time it takes to perform critical inventory management functions of the assets we have in custody. Incorporating this state-of-the-art system is one more critical component to establishing Sierra as the Army's End of First Life Center.

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Mr. Donald Olson, second from right, describes the type of list used within the OCIE Reserve component mission to customize a Soldiers clothing request to (left-right) Lt. Gen. Brooks Bash, Hon. Alan Estevez, Mr. James Hawkins (back to camera), and Lt. Col. Christopher Dexter.



Mr. Donald Olson shows a piece of equipment, a bomb disposal suit, that falls within the Non Standard-Equipment, to Mr. James Hawkins (SES) and Mr. Michael Viggato (SES).

Commander's View

I'd like to start out this month's column by thanking each and every one of you. During the month of July, we hit the milestone of going over 100 days (as I write this we're over 114 days) without a lost time incident. I'm very proud of this organization for that accomplishment; something we hadn't done in the past year. Let me stress, that doesn't mean we can let our guard down. It does show that we can accomplish our mission safely and the principals of looking out for one another and situational awareness do work. This accomplishment didn't happen by 'accident' and I need each of you to continue to maintain your safety focus. Our next goal is to go 200 days without a lost time incident.

This month, on the 27th, we will host MG Terry, our Commanding General (CG). MG Terry is very focused on process, standards, discipline, protocol, safety and training. As we visit your areas later this month ensure that you share the hard work that we invested into establishing standard processes through the use of desk top guides and process maps. Additionally, show the CG how hard you work to maintain and how important Safety is to the success of our business.

Recently, the CG stressed the importance of enforcing safety standards and ensuring that our employees adhere to safety rules. He went on to emphasize the importance of not texting or using a cell phone while driving. If you have to send an important message or make an equally important phone call, pull over. The laws on



Lt. Col. Christopher E. Dexter

Depot and of Nevada and California are in place to protect all of us, a message is not worth your life or the life of another. The CG went on to mention something we've recently discussed on the depot, stopping at stop signs and at occupied cross walks and for pedestrians to utilize cross walks. Finally, MG Terry stressed the importance of utilizing seat belts. Even if you do everything right, a seat belt can save your life.

When this paper hits the streets, we'll have less than two months left until the end of the fiscal year (FY). We have accomplished so much this FY and

have earned over \$165M in revenue. However, in order to meet our revenue goals for this FY, we still have to earn another \$40M over the next two months. This is very reasonable goal, but will require everyone to come in and accomplish all tasks assigned by our leadership.

Employee Appreciation Day (EAD) is scheduled for Aug 23. This year's theme is tied to our 70th anniversary and is titled, "Sierra's Gone Platinum." The day will begin with some safety training with a focus on our Voluntary Protection Program (VPP) Star journey and then we will transition to the EAD portion of the day. This year, we will have a number of vendors that will provide several different food choices, the show and shine where our employees will show off their cars and motorcycles, the banner contest, several sporting events, and many prizes to be given away. I look forward to seeing all of you at the EAD.

In August, the Department of Defense celebrates Women's Equality Day; this year's theme is Celebrating Women's Right to Vote. Some trivia for the month of August includes: MTV's debut on the 1st in 1981, Congress enacted the first income tax on the 2nd in 1861, Columbus set sail on his first journey on the 3rd in 1492, the Coast Guard was established on the 4th in 1790, the US dollar was created on the 8th in 1786, Hawaii was annexed to the US on the 12th in 1898, Japan surrendered in WWII on the 14th

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THE UNION'S POSITION- AFGCE LOCAL 1808

Know your rights about Family and Medical Leave Act (FMLA)

1. Is it mandated by Law?

The Office of Personnel Management (OPM) issued final rules regarding expanded use of sick leave for family purposes on June 13 and 21, 2000. These rules are currently in effect and modify the regulations regarding sick leave use found at 5 CFR 630. Federal employees were already entitled to use family friendly leave of up to 104 hours (13 days) of paid sick leave to care for a family member's general health or bereavement (hereinafter, general health). Federal employees are now entitled to use up to 480 hours (12 weeks) of paid sick leave to care for family members' serious medical condition. Although there are now two entitlements in the OPM regulations regarding sick leave for family purposes – one

for general health and one for serious medical condition – the employee is only allowed to use up to 12 weeks total per leave year of paid sick leave for family purposes.

These revised regulations are a direct result of a May 24, 1999 executive order in which President Clinton directed OPM to establish an Interagency Family Friendly Workplace Working Group. The group's goal was to promote additional family friendly initiatives, such as permitting federal employees to use up to 12 weeks of accrued sick leave annually to care for a seriously ill family member.



2. What does FMLA stand for?

FMLA stands for the Family and Medical Leave Act of 1993. FMLA leave entitles employees to 12 weeks of unpaid leave under certain conditions.

3. Who is covered?

Federal employees with leave benefits. Federal employees who have worked 12 months for the agency. The 12 months do not have to be consecutive or recent. Part time employees and employees with uncommon tours of duty are also entitled to pro-rated amounts of sick leave for family care, based on the number of hours in their regularly scheduled workweek.

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The Challenge

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Photographer _____

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4. For what reasons may an employee use this leave?

The care for a family member who is incapacitated by a medical or mental condition (up to 13 days); to attend to a family member receiving medical, dental, or optical examination or treatment (up to 13 days); and the care for a family member with a serious health condition (up to 12 weeks).

Also the birth of a son or daughter and care of the newborn, the placement of a son or daughter with and employee for adoption or foster care; The care of a n employees spouse, son, daughter, or parent with a serious health condition; and employees own serious health condition that makes the employee unable to perform the duties of his or her position.

5. Does the agency have to grant this leave?

Yes. If the employee complies with the Agency's notification and medical certification requirements, the agency must grant sick leave. Example 65 Federal Register 37235 (June 13, 2000).

The FMLA does not contain the specific language "provide care" although it does permit an employee leave for the "care of specific family members. Under the FMLA, an employee has the right to unpaid leave to attend to specific family members who have a serious health condition.

6. How much leave may an eligible employee take?

Full-time employees may use 40 hours (5 days) of sick leave each year to care for a family member's general health or serious health condition without regard to their current sick leave balance. If the employee requires advanced sick leave, the agency may only advance these initial 40 hours of sick leave.

An additional 64 hours (8 days) may be used to care for a family member's general health if a balance of at least 80 hours of sick leave is maintained in the employee's sick leave account. Similarly, an additional 440 hours (11 weeks) may be used to care for a family member's serious health condition if a balance of at least 80 hours of sick leave is maintained in the employee's sick leave account.

Remember, the total combined entitlement to leave is 480 hours (12 weeks) per leave year. Therefore, if an employee uses 96 hours (12 days) to care for a family member's general health and then in the same leave year needs to take sick leave to care for a family member's serious health condition, the employee can take up to 384 hours of sick leave (i.e. 12 weeks minus 12 days).

Federal employees may take a total of 12 administrative workweeks of unpaid leave (leave without pay) during any 12-month period. The 12-month period begins on the first day that FMLA leave is taken.

In an April 11, 1997 memorandum for the heads of executive departments and agencies from President Clinton, the President asked supervisors to consider granting leave without pay in order to (1) participate in school activities directly related to the educational needs of the employee's child including but not limited to parent-teacher conferences, interviewing for a new school or child-care facility, or participating in volunteer activities within the school; (2) provide routine medical or dental care for the child; or (3) provide for the health or care needs for elderly relatives. While this Memorandum did not create any entitlement to this leave, it did ask that agency officials and supervisors be flexible and open to the family needs of their employees.

7. Does it have to be used all at once?

No. An employee may request to use only
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New Hires at SIAD

As you go about your day to day operations, in some type of fashion you have probably come in contact with one or several new employees. Take a few minutes to welcome these individuals to the Depot. Here are a few more names to be added to the welcome list.

Chad Alexander	Anthony Mallams
Katana Barton	Gena Mattingly
Roger Bennett	Shawn McMullin
Rodney Blanchard	Juan Ramirez
Carlton Blaser	Rosemary Rios
Lindsay Bortle	Lee Ritola
David Boyd	Lindsey Robertson
John Brodie	Robert Roy
James Burnett	Thomas Rudesill
Joshua Callaway	Paul Ryan
Gunner Clark	Efrain Scott
Michael Crawford	Peter Seuss
Wayne Crocker	Mark Shepard
Brent Cullison	John Skutt
Scott Cummings	Jacob Smith
Keith Freeman	Benjamin Steele
Calvin Gore	Brian Stevens
Brittany Guffie	Lorin Stradling
Matthew Hanson	Jon Swift
Sean Harnes	Michael Trone
Cody Heckenliable	Richard Tweddell
Victor Hranac	Anthony Tyrrell
Larry Hunt	Patrick Vaxter
Gregory Jacobs	Freddy Villasaldo
Shane Jacobs	James Walker
Donna Jerue	Breanna Weire
Johnny Johnson	Keith Widemon
Daniel Kishpaugh	Robert Wright
Richard Magarrell	Joan York

Commander (From Page 2)

in 1945, the Transcontinental Railroad was completed on the 15th in 1869, the first picture of the earth from the moon was taken on the 23rd in 1966, Amelia Earhart flew across the US on the 24th in 1932, Women's Equality Day celebrates the anniversary of women getting the right to vote-the signing of the 19th Amendment on the 26th in 1920, Martin Luther King Jr. gave his 'I Have a Dream' speech on the 28th in 1963, and Justice Thurgood Marshall became the first African-American appointed to the US Supreme Court on the 30th in 1967.

Pride in Excellence!

Army Strong!

LTC Christopher E. Dexter

#38



You're Invited!

What: Employee Appreciation Day 2012
When: Thursday, August 23rd
Where: Sierra Park
Time: 1200-1700

"Sierra's Gone Platinum"

70th



TOUR (From Page 1)

The tour progressed on to the next stop - the Retrograde and Redistribution (R&R) area that encompassed shipping, receiving; Organizational Clothing and Individual Equipment (OCIE); and NS-E. Mr. Jason Tong began the tour with explaining the processes used from beginning to end. Tong stated that containers come in via either rail or ground transportation from post camps and stations, and at that time are identified and segregated brought to the respective owners receiving plant (NSE/R&R/OCIE).

Tong talked about how each container's contents are ran down individual lines and each item is thoroughly checked for the five key elements (Nomenclature, Unit Issue, Condition Code, Quantity, and NSN) then processed in to the system SARSS for the R&R equipment, Property Book Unit Supply Enhanced (P-BUSE) for the NS-E equipment, and Central Issuing Facility (CIF) for the OCIE material where appropriate. The group walked through the process lines to see the variety of items that are received and the attention to detail that is given by the workers.

Ms. Paula Hammers was on site to discuss the entire OCIE Retrograde receiving process to include what documents OCIE used to receipt material versus what is used in SARSS. Hammers walked the group through the Enhanced Small Arms Protective Insert (ESAPI) process from beginning to end covering the receipt, recall verification, external material defect (EMD) determination, segregation and preparation to go through the Non-Destructive Test Equipment. Hammers elaborated about the pack out process and what it entailed including NATICK's visits to determine the Army-wide pack plan, labeling, pack lists, lot list and proper packing procedures based on the results from NATICK's tests. She continued to say that SIAD's packing standard is now the standard Army-wide and the importance of preserving these plates while in long term storage and during the shipping process.

The group then walked through the area where the ESAPIs identified as Non-Serviceable through NDTE, are stamped with a heat press labeling them "Training Purpose Only". Mr. Archie Zapanta explained in lieu of these plates having to become demil, can be utilized for Soldiers to get the feel of carrying plates in their vest before deployment. Zapanta pointed out the on-going Plate Repair operation. He described when plates are considered to have an EMD are moved over to the warehouse where the repair operation is set up and patches similar to the fabric of the plate are applied where holes and separation of fabric may be. It is then burned to the plate using a soldering type heat gun so the fabric will not tear apart. After they are repaired, the plates will go through the NDTE for the final label to pass as Serviceable.

The tour moved over to the OCIE Reserve Component mission where Mr. Daniel Narreau provided a short narrative how this operation is tailored directly to the Soldier. Narreau showed the group a sample of a list of items to be pulled for a Soldier and then sent to the unit completely

packaged for him/her. He also showcased limitless potential SIAD possesses to overcome any obstacles that head our way and ensure the mission succeeds.

The next warehouse along the tour route was shipping and packaging. Mr. Chris Sheets talked about small and large packaging processes along with the cost savings involved in the bubble wrap machine and the packing paper maker the Depot utilizes. Sheets reiterated that all material brought in is checked with the "Five Key elements" and then they are prepped, packed and labeled in new boxes in accordance with military standards.

The final stop of the tour was given by Mr. Riley Junk where he briefed Estevez and Bash on the processes of receipt, storage, and shipping of Non-Standard Equipment. He explained the process of using P-BUSE, as well as the functionalities of the Army War Reserve Deployment System (AWRDS).

Concluding the visit, both Estevez and Bash expressed some concerns about what equipment is being retrograded from theater. Additionally, they stated that they would like to have some of the leadership in theater; responsible for equip-



Mr. James Hawkins, SES, looks through a telescope which is a type of Non Standard-Equipment that is brought to record in a new P-BUSE accountable system in order to make the assets visible to potential users – and redistribute the assets to any location in the world to meet their urgent demands.

ment retrograde, come out to visit Sierra to see this end of what they are doing in theater. Dexter and Olson expressed to both Estevez and Bash the Depot is always willing to host visitors at any time.

Overall the visit was very positive and both Estevez and Bash were impressed with what we do at Sierra. They complemented our workforce and stated that they thought we were accomplishing our missions extremely well.



Mr. Jeremy Utter, center, gives a demonstration to Lt. Gen. Brooks Bash, far left and Hon. Alan Estevez on the pilot program for the new Passive RFID program, Asset Pulse.

Employee Recognition



David Foxworthy
35 years of federal service



Brian J. Waits
20 years of federal service



CFC Key Workers: Back row (l-r) Kristie Jones, Sunnee Winnegge, Dawn Huckins, LTC Dexter, Christina Cuevas, Kathleen O'Hern, Dorothy Brown, Jessica Everett. Front Row (l-r) Michelle Walker (CFC Rep), Tyrone Long (CFC Rep), April Sieben, Amber Jones, Misty Rice and Heather Boatright. Key workers missing are Tinisha Viera and Karla Holmberg.



Jason Tong
Achievement Medal for Civilian Service
(signed by Gen. Ann E. Dunwoody)



Paul Mizeur
20 years of federal service



James Arnold
Commander's Award for Civilian Service
(signed by Gen. Ann E. Dunwoody)



CYSS Monthly Update

The Child Development Center (CDC) has finally received their visit from the National Association for the Education of Young Children (NAEYC)! We will not receive official word on accreditation until a later time. We feel confident in all that we do and in all that we have prepared for! Thank you to everyone who has contributed in this process.

On Jun. 14, School Age and Child Development children celebrated the 237th Army Birthday with some special Army guests. We would like to thank Spec. Dennis Watts and Spec. Jeffrey Bulle of the 483rd Quarter Master Battalion, from Marysville WA for taking the time to read to the children. Not only were the children treated to a special book reading of the Army Birthday book, but we also got to share an



Army Birthday cake.

Also on Jun. 14, the CDC hosted a Teddy Bear Picnic. The event was

a huge success with over 60 youth, parents, staff and special guests. Participants filled their bellies with sub sandwiches, potato salad and watermelon. The stuffed animals and their owners enjoyed a nice, sunny day on the lawn in a relaxing atmosphere. The picnic was a short event planned during the lunch time of many base workers, so it was easy for them to attend. Many were thankful for the opportunity to spend a little extra time with their little ones...and for the food! Parent Dylan Hamilton said the event was "fun, had good food...and it was good to get away from work to spend time with my son in his natural habitat."

CYSS had a jam packed summer with lots of special field trips for the School Age and Middle School/Teen youth. The kids had fun at Roller Kingdom, the Coconut Bowl, and the indoor trampoline park, all in Reno. They also experienced some outdoor activities with hiking, fishing, swimming and camping in various locations. When asked what the best field trip was, Kylee Tong said, "the fishing trip at Hobo Camp because I was the only one who caught a fish!" The final trip of the summer season is the Family Trip at the Aces Ball Park on August 11. All CYSS families are invited to attend. Please call 827-4696 for more information on this event.

CYSS said good-bye to our Sports Director Billy Womble in early July. He will now be working at Fort Campbell as a director of an intramural sport program for soldiers. We wish him the best of luck!



EEO/Diversity Update

Workforce recruitment program (WRP) for college students and recent graduates with disabilities



Lynette Hall
EEO Manager

By Sherie' Trone
EEO Specialist

What is the WRP?

The Workforce Recruitment Program (WRP) is a government-wide program co-sponsored by the Department of Defense (DoD) and the Department of Labor (DOL). The goal of the program is to increase the representation of persons with disabilities, especially severe disabilities, in the Federal workforce.

Annually, Federal recruiters conduct over 2,000 interviews during visits to 200+ college campuses across the United States. Participants must be currently enrolled or have graduated within the past year. Current students must be enrolled in a full-time, post-secondary, degree-granting program: associates, bachelors, masters, doctorates, law degrees, etc.

Students and recent graduates are rated on the basis of communication skills, maturity, direction and qualifications, in addition to an overall rating. In order to be included in the program, participants must have been assigned an overall rating of "3" or higher. As part of the interview process, participants indicate whether they are interested in working permanently, working in the summer, or both.

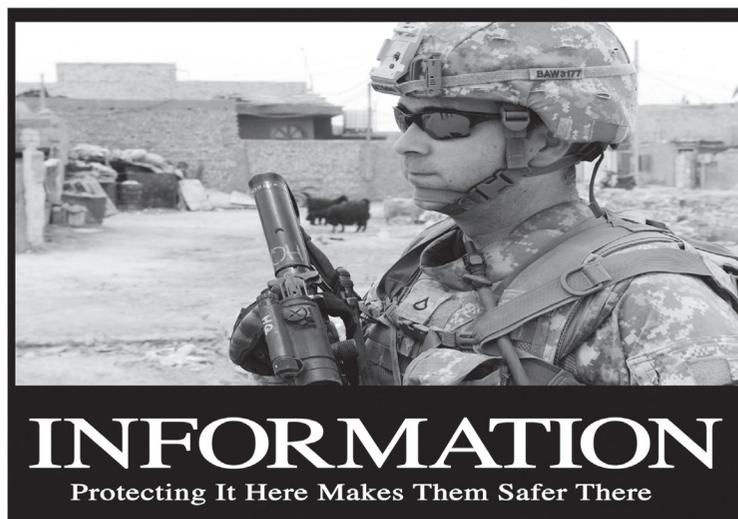
Although we are in an isolated area, we are still hoping that Sierra will be able to find a WRP student who would be interested in coming here and learning what we do here at Sierra. For more information on the Workforce Recruitment Program, go to <https://wrp.gov>.

My experience as an EEO Summer Hire Assistant

By Angelique Owen

My name is Angelique Owen and I was a clerical assistant for the EEO office at Sierra Army Depot. During my training, I learned about classified and unclassified documents and how important PII is to keep safe and secured. In my day to day duties, I learned techniques such as how to make mailing, case, and file

folder labels, how to create 1042s and maintain a document register, how to put together EEO case files, and much more. My skills as a clerical assistant have greatly increased my clerical abilities and will help me throughout my future. This experience was life changing and I recommend it to anyone. I would like to thank Lynette Hall and Sherie' Trone for passing their knowledge and skills down to me.



Suspect Insider Threat? Contact Your Facility Security Officer

LEAN into my CORNER

What's the difference between an organization that is Lean and one that just uses a few Lean tools? The answer has more to do with the way we think than with what we actually do. To answer this question, we'll consider a couple of the tools we use here at Sierra.

Let's take a look at our 6S event. We use this in many areas to set things in order. But if you think that the reason for conducting a 6S event is to clean the place up, then you are missing the point and the event's value as a Lean effort will be lost. Of course, we clean up the shop during a 6S and this is a good thing. From a Lean perspective however, we do it so that when something goes wrong, it's easier to see. Problems can be identified (and corrected) much more easily. What's more, a sustained 6S effort will make sustainment of any other Lean efforts in your work area much easier. It's easy to spot a pile of dirt on a clean floor.

I have seen a lot of successful Lean efforts here. I have also seen some that appeared to be successful initially, only to watch them wander off track as participants lost interest. This usually happens because supervisors and managers assume that when the event is over, their work is done. This is never true. The reason we have managers is that they manage their areas of responsibility—personnel, processes, supplies, and all the other things that make up a successful operation. When we conduct a successful Rapid Improvement Event there is nearly always a measurable gain, sometimes merely operational but often financial as well. Unfortunately, if the responsible manager doesn't approach the effort with a Lean mind-set, these gains are only potential. They will almost certainly be lost over time if Lean thinking stops when the event is closed. Lean is a process but—much more



William Deming
QEO Director

importantly—it's a frame of mind.

Most of our industrial areas have an excellent Lean visual management tool. Our "PIT" boards are a great resource, if we elect to use them. Unfortunately, they are sometimes neglected until they become just another wall covering. A typical PIT board will display a 6S chart, safety information, and often production data. If these are kept up to date they provide feedback on our work performance, not just to managers but also to the workers that make the wheels turn. It's a little like the speedometer in your car. If used properly, it can help you drive fast enough to get to your destination in time but not so fast that it costs you a three-hundred dollar ticket. It allows you to drive more efficiently.

There are a lot of tools out there that are effective at improving processes. We use Lean, but nearly any of them will work, at least temporarily. However, unless we apply these tools in the context of a process improvement mind-set, they can't be fully effective. The most effective tools we can use to improve our processes here are our minds and our attitudes.

Internal customer feedback and the value it adds

By Christine Giese

Customer feedback is typically associated with customers outside of an organization however internal customer feedback is a value adding tool not to be overlooked. We've all been frustrated before with inter-organization hands off, service providers, and inefficient practices. Legitimate feedback that can be analyzed for trends, efficiency of programs, and clarification of misunderstandings and needs is valuable information that when collected and acted on stands to improve operations.

We all want easier more efficient ways to complete our work. Implementing a tool for improvement seems like a no brainer but isn't always the easiest thing to do. Below are few tips for internal service providers and internal customers to get started with collecting and giving customer feedback.

Internal service providers are responsible for going beyond just merely knowing their job and making it a point to know their customers' needs. Including customers' in on the setting of expectations benefits the provider of the service as this is a great time to explain your workflow, processes and priorities to the customer. A great understanding of your processes should help clear up unrealistic expectations the customer may have. An open dialogue creates understanding. Sierra is an organization of many branches and processes that interlink. When we widen our knowledge beyond our assigned branch to the organization as whole we gain a greater understanding of how our process affects other processes and how the organization works. Our contribution to the big picture becomes clearer which enables us to better provide to departments outside of our own, getting our organization to its goal more efficiently.

Service providers need to receive from the customer as well. Letting the customer know in an effective way what is needed to accurately provide service is no less important that knowing what the customer needs. Standard form's and standard processes for service requests helps the customer to better seek and employ services.

Internal customers have a role in harnessing the value of customer feedback as well. Customers need to check in with their service provide to make sure their expectations are realistic and that they are aware of anything they need to provide for the service to be completed in a timely and efficient manner. For instance knowing your service provide is typically booked up a week in advance lets the customer know to book in advance which in some cases prevents work stoppage.

Customer feedback good or bad is invaluable. Knowing what's working keeps us on the right track and knowing what's not working helps us improve. That's pretty simplistic and yet it gets overlooked. Mark A. Randig President of MAS Solutions contests, "Best-in-class organizations have realized that complaints form an

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part of FMLA leave. Under certain conditions, FMLA leave may be taken intermittently, or the employee may work under a work schedule that is reduced by the number of hours of leave taken as family and medical leave.

The employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin when foreseeable or as soon as is practicable when the need for leave is unforeseeable. Office of Personnel Management regulations issued on December 5, 1996 requires an employee to invoke his or her entitlement to FMLA leave, subject to the notification and medical certification requirements. An employee may not invoke entitlement to FMLA leave retroactively for any previous absence from work. An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

8. Does (disciplinary) leave restriction, still apply when this leave has been approved?

Leave restrictions still apply when an employee is taking sick leave. However, approved sick leave is not leave abuse and therefore not a basis for adverse actions. 65 Federal Register 37238 (6/13/00).

A supervisor or an agency's policies or procedures for notification of FMLA leave or medical certification may not be more stringent than required by OPM's regulations. If an employee who has been placed on leave restriction invokes his or her entitlement to FMLA leave, the agency must follow OPM's rules for notification and medical certification of FMLA leave. For example, an employee with approved (intermittent) FMLA leave cannot be required to provide medical documentation for each absence even though the employee was so required as part of a leave restriction before being granted FMLA.

For any further questions or if you interested in attending a meeting to voice your concerns about this or any other matter please attend the monthly Union meeting, held at the Union Office the first Tuesday of every month, less elections. Or you may call the Union President at (530)827-5375.

Feedback (From Page 7)

essential part of their relationship with their customers and understand the importance of this information in the improvement of their products and/or services. They understand that, for the complaint process to be effective there must be a “loop” – a process of communicating-receiving-action”.

Implementing a process that allows service providers and customers to openly communicate and act with the needs of the organization, overall process and, both the customer and provider in mind, makes for quality service and an improved program.

We are all responsible for the efficiency and quality of the service provided within our organization. Doing our part whether we are the customer or the provider is a value adding activity that we can all do.

Team development

By Jason Henderson

The development of the team is an essential part of any Lean Event and vital to the success of that event. The team usually has an average of 8-11 members and consists of three parts, the Process Owner, Team Leader and Team Members. One-third of the team needs to be from the event area, one-third needs to come from both upstream and downstream of process, and one-third needs to come from outside the area.

It is also required for the Process Owner contact any other support organizations if needed, such as Safety, Public Works, Fire Department, DOIM, Program Managers, etc. If they cannot do so, we can help. The team compilation is designed to generate more input, ideas, discussion

and solutions to make for a better end result.

It is important for the team to understand the Business Case of the event so they know why they are there. They also need to be aware of the Anticipated deliverables set by the Process Owner. Both of these can be found on the Event Profile that is completed by the Process Owner after the team is selected. Each member of the team is given a copy of the profile at the beginning of the event. Since it will be the team that will be making the changes and improvements proper communication is also important.

In order to implement an executable plan, it is necessary for all team members have a 100 percent buy-in. To have 100 percent buy-in, communication amongst the

team is required. But not just any communication, effective communication is the key. When holding the first group meeting, think about establishing what is called a “Team Agreement”. This is a set of rules put together by the team themselves that are non-negotiable and need to be followed during every meeting.

The following is an example of a set of rules::

1. No judgmental questions
2. When addressing a concern be specific and remain positive
3. Let others finish
4. There must be equitable participation

These are just a few examples that can get a team started in the right direction to creating their own Team Agreement. It is also important that everyone understands what the word “WE” stands for in the event; it is a term that is used loosely. It means that “WE” will support any decisions made no matter what. Now to support a decision you don’t have to necessarily agree with it but if it is the best decision generated by the team then it needs to be supported. We created this layout, We determined that wouldn’t work, We will support that decision.

When a Process Owner chooses his/her team they should address the expectations of himself/ herself, the Team Leader, and the Team Members. Once that is identified and written down it will be beneficial trying to come to a consensus and reach goals. Providing daily feedback to the team is also an effective way of communicating concerns, problems or changes. This feedback can come from any member of the team as long as it is kept professional. As Facilitators we will be providing feedback as well to help upkeep the team continuity and make sure everyone is participating.

In summary, team composition is thought to be an easy task but in reality it can be quite tedious. Although there is a lot that goes into the development of an event it is important to have fun and try to make it an excellent learning experience. Not everyone has had a chance to be part of a Lean event so try to encourage it amongst the employees. Remember some of our greatest ideas come from the floor level worker - help give them a voice. After all they are the ones who are directly affected by any changes that are made.

Army Materiel Command - 50 Years of Providing the Decisive Edge

Provide by STAND-TO!

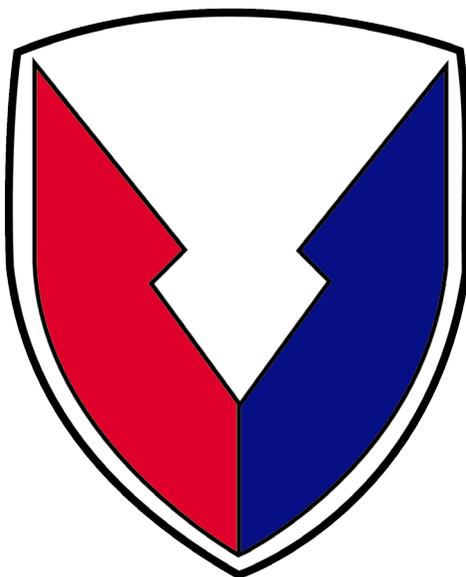
What is it?

On Aug. 1, 2012, the U.S. Army Materiel Command celebrates a half-century of service. From research and development to contracting, acquisition and manufacturing from supply and distribution to sustainment and resale from factory to foxhole and then back again, AMC touches every phase of the materiel life-cycle and is the Army's key player in support of the Department of Defense global supply chain. AMC has a presence in all 50 states and 144 countries, and is the single largest employer of civilians in the DoD.

Why is this important to the Army?

AMC has been a technology leader throughout its history, developing everything from rations and uniforms to body armor and weapon systems. In addition to producing ammunition, weapons and repair parts, our organic industrial base repairs, refurbishes, and overhauls every type of major weapon in the Army inventory. AMC has been a key player in every major U.S. military conflict. In the years fol-

lowing the terrorist attacks on Sept. 11, 2001, AMC sustained our nations warfighters on two fronts in Iraq and Afghanistan, some of the most difficult logistics environments imaginable. AMC has emerged as a Global Logistics Command - quickly matching resources with the evolving requirements of our Army



and our combatant commanders, engaging in actionable, predictive logistics that provide our warfighters the flexibility they need to conduct missions in an increasingly complex and uncertain environment.

What has the Army done?

In March 2011, the Secretary of the Army designated AMC Lead Materiel Integrator (LMI) for the Army's equipment requirements. A revolutionary approach to logistics, LMI allows AMC to provide comprehensive and responsive materiel management for our forces. Through LMI, we've been able to develop materiel distribution plans for units in Afghanistan in hours rather than the weeks or months it often took in the past. Because AMC is the center of gravity for the Army's global equipping mission, we can quickly match resources with the evolving requirements of our Army and our combatant commanders.

What efforts does the Army plan to continue in the future?

Throughout its history, AMC has rapidly adapted to sustain our men and women in uniform while researching and developing the equipment needed to confront future conflicts. From conflicts to contingency actions, AMC has always responded with bold, adaptive and innovative efforts to equip, sustain, integrate and enable our warfighters with the decisive edge.