

# Depot army housing - going, going, gone

By Terry White and Karen Cervantez, DBS

What happened to the army family housing at Sierra Army Depot? The army family housing units built in the 1940's and 1970's that were still located on the base after the Base Realignment and Closure (BRAC) of 1998 have for the most part been demolished.

In 2009, there were ten duplex units, five single-family homes and the apartment building (unaccompanied family housing containing six two-room units). All told, that made for thirty-one rentable units. In 2013, one of the single-family homes was demolished and replaced with A Leadership in Energy and Environmental Design (LEED) certified commander's quarters. In 2014, three of the duplex units were

demolished and not replaced. Now, in 2016, the other seven duplex units and four single-family homes have been demolished. This leaves only the commander's quarters and the apartment building (now configured as twelve one-bedroom units).

Why were all these buildings demolished? Like so many things in life, it comes down to money. The army family housing units were up to 74 years old and the maintenance and repair costs were becoming prohibitive. In fact, army regulation AR 420-1 states that if maintenance and repair cost more than \$20,000 to repair a dwelling unit, then the installation is required to conduct an economic analysis to validate that the cost will be offset by the income generated. It was determined that in order to bring the duplex and single-family homes up to current

codes, it would have cost more than Sierra Army Depot would generate in income. In other words, Sierra Army Depot would essentially be paying people to live in the few army family housing units that were being consistently rented.

Since the apartment building has always had a 100 percent occupancy rate, an economic analysis was able to justify keeping it as a viable rental.

Some may be wondering, "What will be built in place of the buildings that were torn down?" Currently there are no plans to have anything built in this area. The army is committed to having a smaller footprint on the land, and demolishing these buildings is a perfect fit to make that happen. Removal of the ten duplex units, four single-family homes with their associated garages and replacing one single-family home with the

commander's quarters had a net effect of reducing the footprint on the land by 38,668 square feet, or ±0.89 acre. A few other superfluous buildings around the base (e.g. buildings 203 and 598) are also slated to be demolished. When these buildings are demolished the footprint one the land will be reduced even more.

Others may be wondering about the swimming pool, which is located next to where the army family housing units were. Is it going to be demolished as well? At this time, there are no plans to demolish the pool or its ancillary buildings.

The parade grounds will remain and continue to be used for change of command, employee appreciation day and other activities; they will just be more open than previously with only Circle Street, trees and the commander's quarters surrounding them.



Above, a excavator was used to tear down the army houses that had become cost prohibitive to maintain.



Above is the vacant land where family housing units used to stand until they were demolished.





# Commander's View

The holiday season is upon us! As we enter the holiday period and the end of 2016 I find myself, probably like you, reflecting on all that has happened during the year.

In some respects it passed all too quickly while in others it seem it could not go fast enough. I guess these mixed feelings are a part of human nature. I offer my sincere appreciation to every one of you for your outstanding contribution to the depot. Time and again you have shown a true dedication to the mission of Sierra Army Depot. It is because of you we achieved so much.

I would ask each employee to take a moment to reflect on all of the blessings we enjoy as Americans.

We have been blessed with more freedoms than the citizens of any other country. We are blessed with a bountiful nation, where opportunity is unlimited. We are blessed with our families, friends and loved ones.

Please take the time during this Christmas season to reflect on everything we enjoy and the sacrifices being made by our servicemen and women around the world. For the families who are apart, this time of year is especially hard, and it's a reminder that our troops aren't the only ones who serve and sacrifice. Their families do too.

Congratulations to everyone! The first two months of the fiscal year started off great for Safety – No Accidents! However, that doesn't mean we can let down our guard and stop being cautious of our surroundings. We are into the



LTC Brian D. Kuhn

winter months with icy roads and walkways, so be extra attentive to help avoid slips, trips, and falls.

During my town halls I talked about seatbelt safety and how using them is the most effective way to save lives and reduce injuries – not to mention it is the law. I instructed the Law Enforcement Division to start checking drivers on depot for seatbelt usage, not just in government vehicles/equipment, but POVs as well. For the month of November, 14 tickets were issued to

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## OSHA Voluntary Protection Program (VPP) and how it relates to SIAD employees

By Donny Lafferty  
Occupational Safety and Health Specialist

I have been given the pleasure to support the Voluntary Protection Program Manager Robert DeMartini in keeping up the momentum for the OSHA Voluntary Protection Program (VPP) segment of phase two here at SIAD. I will be working closely with DeMartini, to complete the phase two within the next few months and moving onto phase three. While this distinction will bring many benefits to the command, it is often easy to forget the impact of VPP in relation to the employees and how it relates to the overall safety culture here at SIAD.

To further define the Voluntary Protection Program (VPP), this program promotes effective worksite-based safety and health. In the VPP, management, employees, and OSHA establish cooperative relationships at workplaces that have implemented a comprehensive safety and health management system. In simple terms, VPP is a personal initiative to safety that takes ownership and responsibility in always doing the right and safe way while completing a job task. These are internal values that each and every one should hold to a high standard.

As SIAD employees, it is our duty and responsibilities to follow OSHA, DoD, and SIAD regulations, practices and procedures. The key to VPP principles is that employees must be involved

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## THE UNION'S POSITION- AFGE LOCAL 1808

To All AFGE Local 1808 Union Members:

This is just a reminder that AFGE Local 1808 is currently transitioning from Assurant Dental to the following plans listed below:

- Delta Dental
- Humana Dental & Vision

Should you require further assistance, please feel free to contact the union office at 530-249-6110 for details. We also ask that you please inform your chain of command/management prior to scheduling any and all appointments.

The **Union Ball** is just around the corner and will be held on December 17th, 2016, at the Peppermill Resort Spa and Casino in Reno, NV. Flyers have been posted and sent out to all areas on depot, but please feel free to contact the union office at your earliest convenience for more information regarding this event.

**DID YOU KNOW** that AFGE Local 1808 has a Facebook page? We sure do! If you're interested in finding out more about what's going on with our Local and have a current Facebook account, please feel free to visit our page.

**"Oh hear ye, oh hear ye!"**

From Dec. 12- 15, 2016, the AFGE Local



1808 will be conducting Metro lunches on depot and would like to invite any and all interested bargaining unit employees to join us during this time for sandwiches, chips, drinks and to hear various district representatives speak. This prestigious event will be held during normal lunch periods on these dates so please feel free to stop by for lunch and listen to some useful information, or to speak with your Local 1808 district representatives in attendance.

AFGE, Local 1808 monthly meetings are held on the first Tuesday of each month at 5:15 p.m. in the Union Hall unless it's an Election Day - meeting will then be held the following Tuesday. All members are invited to attend and voice their concerns. Union Office phone number is 530-827-5375.

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**The Challenge**

Depot Commander/Publisher \_\_\_\_\_  
Public Affairs Officer/Editor \_\_\_\_\_  
Photographer \_\_\_\_\_

Lt. Col. Brian D. Kuhn  
Lori K. McDonald  
Eric Shadowens

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## Notifications from USAJOBS

Ever wonder why you get so many email notifications from USAJOBS? Or maybe you're wondering why you never get any. Once an application package is submitted, applicants should receive a minimum of 3 progress letters from USAJOBS. The "Acknowledgement Letter," the "Notification Letter," and the final "Disposition Letter."

The Acknowledgement Letter is the first letter sent as a confirmation of the applicant's successful application package submission and is generated automatically from USAJOBS. If applicants don't receive this one, the application package is likely not submitted correctly and will not be considered. If this is the case, use the link: [USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL](mailto:USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL) located on all job announcements to submit an inquiry before the job announcement closes. This is one of many good reasons to APPLY EARLY. Give yourself enough time to work through glitches.

The Notification Letter is a form letter generated by the personnelist after creating a referral certificate/list. This advises all applicants whether or not they are determined qualified AND whether or not they are referred. The second notification is not as systematic as the first, and applicants

may receive several Notification Letters from one job announcement. Why so many? There can be countless reasons, but the most common reason on Sierra Army Depot's job announcements is that SEVERAL referral certificates/lists are issued to multiple selecting officials to fill jobs like Packers, General Support Helpers, and Material Handlers. Every time an applicant is placed on a certificate a new Notification Letter is sent.

Another common reason applicants may receive more than one Notification Letter is the way Delegated Examining Unit (DEU) referral lists must be issued. DEU certificates are issued Best Qualified, Highly Qualified, and then Qualified candidates. Because Veterans have preference on DEU announcements, oft-times a Veteran Only Best Qualified certificate is issued. A non-veteran will receive a Notification Letter stating that he is not being referred. Once the Veteran Only Best Qualified certificate is worked, a non-Veteran Best Qualified list may be issued. At this time the same non-Veteran who initially received notification he was not referred, receives a notification that he is referred. Confusing but good news none-the-less.

Notification Letters do not allow for customization for the myriad of circumstances that may arise in a job announcement's selection process. Exercising patience during this progression

is necessary. All applicants may use the help link: [USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL](mailto:USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL) located on all job announcements to submit an inquiry if questions arise.

The Disposition Letter is the final notification that notifies applicants of their non-selection status. This letter is generated by the personnelist after selection is made and the selectee accepts the job opportunity. Periodically, the certificate may be re-used and an applicant who earlier received a Disposition Letter of non-selection, may actually get a job offer. Once again, confusing but good news.

Disposition Letters do not allow for customization for the myriad of circumstances that may arise in a job announcement's selection process. Again, exercising patience during this progression is also necessary. All applicants may use the help link: [USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL](mailto:USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL) located on all job announcements to submit an inquiry if questions arise.

After receiving the Acknowledgement Letter, the Notification Letter, and the Disposition Letter, you may still have questions. Applicants can use the inquiry link to ask questions regarding any piece of the application process: Veteran's Preference, Qualifications, Application Package Submission, and more. Human Resource Representatives will normally answer questions through the inquiry link within 3 business days.



### VPP (From Page 2)

in VPP in meaningful ways:

- Be a model of safe work behavior. Perform your work safely. Think and follow established procedures and work control documents.
- Be aware of all hazards in workplace and/or job tasks. Clearly understand that if, at any time, you deem an activity to be unsafe due to conditions or behavior, you have the obligation and right to stop work until the situation is resolved.
- Understand how hazards in your workplace are controlled.
- Be sure that you are fully trained and/or qualified to perform a task. If training or qualifications have expired, do not perform the work. (Remember it's your right!)
- Report safety and health issues/injuries/near misses to the Safety Office, your management team, and your CDSR. When safety concerns are minor and can be resolved quickly, then do so, and continue with your work (personally correct situations whenever possible).
- Participate in the following, as a volunteer or

by assignment: Safety Team (Committee), incident investigations, inspections, safety reviews, hazard analysis, behavioral observations, preparing and reviewing procedures/JHAs, etc.

- Be able to explain in general terms: VPP Principles, Commanders Safety Policy, Mission Statement, and unit Safety Goals and Objectives.
- Report retaliation by immediate supervision for exercising your safety and health rights to the next level of management any situations.
- Participate in SITE and/or unit Safety and Health Awareness activities.
- Be able to quote at least three meaningful ways you will participate in SIAD VPP Program.

Please remember that the VPP program here at SIAD is a team effort. Employees must hold their supervisors and managers accountable to ensure that they are working in a safe environment and that policy and procedures are being met and upheld to the highest degree. Supervisors and management, it's your due diligence to provide the training, manning and resources for our employees to be safe and successful at each and every job task that is asked of them to perform. VPP is our tool and resource for success here at SIAD.

### 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. Below is a list of employees who joined our team since the last edition of The Challenge was printed:

Blaser, Carlton	Johnson, Brian
Carroll, Joseph	Lopez, David
Dixon, Curtis	Lucius, Ricahard
Green, Shauntee	Manoli, Dominic
Huls, Kevin	Wood, Jeremy



### Commander (From Page 2)

individuals across the depot for failure to wear their seatbelt.

On behalf of the depot leadership and my family, I wish you a safe and joyous holiday season and a Happy New Year! May your homes be filled with the joy of family and friends this holiday season.



# LeMasters appreciates Depot support to the Soldier

By Lori K. McDonald  
Public Affairs Officer

The month of December usually brings about surprises because of Christmas, but Sierra Army Depot (SIAD) received one from a 2-star general on Dec. 12, 2016.

Maj. Gen. Clark LeMasters, Jr., TACOM LCMC commanding general, dropped in for his first visit here and to gain an understanding of depot operations. LeMasters began the visit by saying, "I do not really like structured visits. I like to surprise people." Command Sgt. Maj. Jesse Sharpe, Jr., joined LeMasters

on this visit.

Sierra commander Lt. Col. Brian Kuhn, showed the depot video followed by a command briefing and open discussions regarding the depot's goals, depot constraints, and future focus areas for the depot.

The next part of the visit had Lemasters walking through several of the mission operations areas. The first stop on the tour was at our combat vehicle storage and management area, dubbed the "Army's Combat Vehicle End of First Life Center". Mr. Donald Olson, SIAD deputy to the commander, spoke about the inherent value returned to the Army

(Organic Industrial Base Reset activity and individual unit readiness, as well as dramatic cost avoidance to the Army) through recent combat vehicle parts reclamation efforts. He further went on to explain how the depot is working with the Defense Logistics Agency for the turn in of excess defense articles. Olson said the Army has yet to realize the extensive "goodness" Sierra is doing with this parts reclamation program.

Other areas toured included equipment retrograde and redistribution where LeMasters heard about procedures and capability to receive and manage retrograde assets; Or-

ganizational Clothing and Individual Equipment (OCIE) operation to look at the Army Reserve Component mission and the ballistic armor plate repair; water reset operations and the lean initiatives that have been implemented; paint and blast operations; and the re-kitting operation of add on armor.

LeMasters closed out the visit by thanking Kuhn and the employees for all their hard work and what they are doing to support our Soldiers in the field. He looks forward to providing the depot with any and all the support he can in the future.



Maj. Gen. LeMasters and Command Sgt. Maj. Sharpe look into a box that is part of the re-kitting of add on armor components.



Robert Wesch, left, explains to Maj. Gen. LeMasters and Command Sgt. Maj. Sharpe about a process improvement for tubing used on the reset of trailers for water buffalos.



Maj. Gen. LeMasters, Mr. Don Olson, and Lt. Col. Kuhn listen as Steven Jones, left, talks about the process being used to remove armor lining inside wheeled vehicles prior to vehicle being demilled.



Kitty Halstadt, right, explains to Maj. Gen. LeMasters about how retrograde assets are identified and then placed in a specified location until a requisition is received for reissue.



## Recognition around the depot



Depot commander Lt. Col. Brian Kuhn promoted Staff Sgt. Sharon Caffey to her current rank during a promotion ceremony before family and peers.



TACOMLCMC commanding general Maj. Gen. Clark LeMasters (left), presented Lori King with a 2-star note in recognition of her retirement from government service after 30 years.



Lt. Col. Brian Kuhn administers the oath of office to Gary Duncan, left, as he assumes the duties of Acting IG for Sierra Army Depot.



Lt. Col. Brian Kuhn took a few minutes after speaking at the Susanville Veterans Day ceremony to pose with Abigail Hemphill (left) and Laila Bustamante with the Lake 4-H.



Lt. Col. Brian Kuhn presented Kevin Pasley with his 30-year length of service award during a command staff meeting.



Lt. Col. Brian Kuhn presented a flag that was flown over the U.S. Capitol to Herman Lucero, during a retirement ceremony and in recognition of more than 38 years of federal service.



Leadership within R3 participated in a Pie-in-the-Face as part of the Combined Federal Campaign fundraiser.



## Child Youth and School Services Monthly Update

The CDC will begin their Parent/Teacher Conferences this winter. As a parent of our program we invite you to meet with your primary caregiver to discuss your child's growth within the program as well as goals to develop for the coming months. Parent/Teacher Conferences will be held again in the summer as well.

Since the 1980s the National Association for the Education of Young Children (NAEYC) has been helping programs meet professional standards for early childhood education programs. This helps families identify high-quality programs for their children. The NAEYC Accreditation process includes an assessment of everything from teaching strategies and relationships to family

involvement and classroom environment.

Our Child Development Center is currently going through this process to assure that our community has the best possible program available. We know that we will meet all program standards and accreditation criteria. Training for staff, administrators and trainers is ongoing so we can continue to provide quality services to parents and children.

We are expecting a pre-visit in January for our NAEYC accreditation. Then starting anywhere from February to July 2017, we will be getting our actual visit from NAEYC. We appreciate the community support and positive encouragement as we go through this process.



The Peret family, while waiting in line to see Santa after the tree lighting ceremony, posed for a family photo.



Little Abigail Kielak talks with CDC staff member Kat Martinez, while Santa takes a picture with some teens in the background.

## ISO 9001 external recertification audit results

By Kira Harris  
Quality Management

Congratulations Sierra Army Depot (SIAD) employees, for a job well done! Mr. Chris Spalding of Perry Johnson Registrar (PJR) visited SIAD from the Sept. 19-22, to conduct a recertification audit on the effectiveness of our International Organization of Standardization (ISO) 9001 Quality Management System (QMS). Sierra passed the audit with only one minor nonconformity (NCR), regarding our Records Holding process. The ISO 9001 department is working with the Mail-room personnel on updating the records holding standard operating procedure (SOP), which will outline the training requirements for all depot personnel requesting holding and destruction of their records. Training will consist of Records Management Training Course and Army Records Information Management System (ARIMS).

The Depot is required to be in compliance with the latest released ISO 9001:2015 standard by September 2018. Going forward, the plan is to start transitioning into the new standard and schedule PJR to come back in September 2017 and do a gap analysis audit on our progression of our transition. There are no real major changes other than the 2008 standard had eight clauses and the 2015 now has ten. The 2015 standard calls for more management involvement, risk analysis, and strategic planning.

In order to better prepare your areas for this transition, it's extremely important that all personnel be aware of the importance of their activities and how they contribute to the achievement of SIAD's QMS. In doing so, ensure the following activities are in place:

**Document Control (7.5)** - There's a trend in uncontrolled SOPs. Please note that the library where all official SOP's are stored, can be found on the SIAD Intranet and the S:Drive (refer to your handy-dandy ISO 9001 cards, dated February 2016). If you are using an SOP that is not tracked in the SOP Library, please contact the ISO department as this is an NCR waiting to happen. Let's handle it at our level before the external auditor finds this issue. Also, ensure all personnel are trained on the SOP's in your areas, to include all depot SOP's (don't forget attendance rosters for the training conducted, as this is used for objective evidence). Any Work/Process Flows or Desk Guides that are used in your areas require control as well. The decision on how to control them is up to you but make sure that decision is communicated (training, show objective evidence) and standardized throughout your organization. Have a question and/or need assistance on controlling your documents, let us know.

**Records Control (7.5)** - Review all forms in your areas. If you are using a form that crosses other directorates, ensure that the form is being

See ISO on Page 7

## Things you can and can't do when using your government travel card

Your Government Travel Card is a valuable and simple means to manage your travel expenses. Along with the numerous benefits of having this card, there are certain responsibilities.

**... Now you do!**

In addition to your agency's travel policy, you should comply with the following guidelines:

- DO** use your Government Travel Card to pay for official travel expenses.
- DO** obtain travel advances for official travel through an ATM if authorized by your agency.
- DO** track your expenses while on travel so you have accurate information for filing your travel claim.
- DO** file your travel claim within 5 days after you complete your trip or every 30 days if you are on continuous travel.
- DO** submit payment in full for each monthly bill.
- DO** follow your bank's dispute process for charges which are incorrect.
- DO** contact your bank's customer service number if you have questions about your monthly bill.
- DO** be aware that misuse of the card could result in disciplinary actions by your agency.

- DON'T** use your Government Travel Card for personal use.
- DON'T** obtain travel advances through the ATM which exceed your expected expenditures for a trip.
- DON'T** obtain travel advances through the ATM unless you are on travel or will be on travel shortly.
- DON'T** allow your monthly bill to become overdue.
- DON'T** wait for receipt of your monthly bill to file your travel claim.
- DON'T** forget that the card is issued in your name and liability for payment is your responsibility.
- DON'T** make late payments because this could result in suspension or cancellation of your card.





# What are strategic planning offsites about?

By Laurence Rose

Management Analyst/Strategic Planning

On Nov. 16-17, Lt. Col. Brian Kuhn, Don Olson, Managers, Directors, and other key personnel held a Strategic Planning offsite meeting. The 35 attendants gathered at the Federal Correctional Institution Herlong, to set priorities and to allocate resources needed to achieve the Depot's goals for the future. Our mission has not changed. The Depot exists to provide rapid, expeditionary logistics support and long-term sustainment solutions to enhance Readiness for the Total Army and the Joint Force. Our goals are aligned with the priorities of our higher headquarters - TACOM Lifecycle Management Command (LCMC), Army Materiel Command (AMC), and the Army. To ensure that every Soldier is properly manned, trained, and equipped to fight and win our Nation's wars, and to do so as efficiently and effectively as possible.

The Strategic Planning offsite helps our leaders focus more clearly on priorities that were identified, while building commitment and promoting cooperation and innovation between all the Directorates. Four teams are dedicated to achieving the goals and objectives set during the offsite:

- The Operations team, led by Deb Browy, Mission Manager, aims to grow and sustain business diversity and CORE capabilities to remain a viable resource for the Soldier and our customers;
- The Processes team, led by Steve Balmer, Quality Management Director, works to promote a data-driven, process-oriented business culture to optimize our effectiveness and efficiency;
- The People team is led by Andrea Breyton, R3 Director. Its' goal is to help the Depot recruit and retain a trained and motivated workforce so SIAD is responsive to our customer requirements;
- And the Infrastructure team, led by Walt Zinko, Director of Base Support, ensures that

SIAD's infrastructure is built, refurbished, and maintained to provide a professional working environment.

These teams, under the guidance of LTC Kuhn and of Mr. Olson, develop specific goals and objectives that will enable the Depot to reach its vision for the future, which is to become the Army's End of First Life Center while continuing to provide expeditionary logistics support and long-term Readiness solutions. The teams provide Quarterly Performance Reviews to our Command group.

In these times of fiscal and other uncertainties, it is difficult to predict which programs SIAD will receive funding for in the future. On the one hand, the volume of our Retrograde and Non-Standard Equipment missions is declining; on the other hand, the Army continues to send equipment, materiel, and combat vehicles to SIAD. Our Business Development Office is actively exploring opportunities to augment and maintain our mission capabilities. The Strategic Planning teams are making certain that our infrastructure, IT capabilities, and workforce will be able to fulfill any future demands that ensure Army Readiness.

During the offsite, the People team presented one of their most critical initiatives: to establish and sustain a strong Leadership Development Program. As a direct result to the Depot employee surveys, and in cooperation with the Installation Prevention Team, and the Training Division, the People team created an extensive training program that will offer didactic and experiential learning to all current leaders and supervisors. It is scheduled to start in January 2017. Our workforce is our most important asset, and it is crucial for the Depot to provide individuals with the necessary skillsets that will expand their capabilities to be effective leaders, and to help us reach our vision.



Senior leaders and key personnel gathered for a two day strategic planning session at the Federal Correctional Institute Herlong, where they discussed priorities and goals for the Depot.

## ISO (From Page 6)

controlled by a SIAD number. To control the form, you need to follow the process flow chart, "SIAD Forms Process Flow", located on the P:Drive. If you have questions whether or not the form you're using requires a SIAD Form number, contact the ISO dept.

**Customer Feedback (8.2.1)** - ISO 9001 is huge on collecting customer feedback, to measure how well we are conducting business and that's both internal and external customers. Start using the Interactive Customer Evaluation (ICE) system, which is located on the SIAD Internet, and provide your feedback (all departments throughout the depot are listed on there, to include the ISO department). NOTE: Any negative feedback requires a root cause and corrective action.

**Training (7.2)** - It is a requirement for all employees to have an On the Job Training (OJT) form (SIAD 1194) on file within 30 days of reporting to an area supervisor (refer to SIAD OJT (TASI-CO: 0025) SOP).

**Meetings (7.5)** - It's required to take meeting minutes with action officers and suspense dates. Need guidance, go to the S:Drive\External\ISO\Meeting Requirements.

**Quality Policy (5.2.1 & 5.2.2)** - You all should have ISO 9001 cards dated February 2016, and a poster hung in your areas. All personnel should know where these posters are hung and have a current copy of the ISO 9001 card on them at all times. Make sure all personnel are prepared to answer: What does the Quality Policy mean to you?

**Internal Audits (9.2)** - Self-Identify problems in your areas. If there is a problem, document it on SIAD Form 1118. REMEMBER: If you write up the problem first, then the external auditor can't write it up.

**Quality Objectives (6.2)** - If you have an objective in your area that is being measured, ensure your data is posted in the folder, by the determined frequency collection times (refer to the S:Drive\External\ISO\Quality Objectives (Mission\Garrison).

**Nonconforming Product (NCP) Area (8.7)** - It's a requirement to have an area designated and clearly marked for NCP/Frustrated/Suspect Items/Bad Material.

The above are the most important topics, which if not checked and/or corrected at the lowest level, can jeopardize our certification. The ISO 9001 Department is here to support the team, we are here if you need our assistance.

If you would like to set up training for your areas, please do not hesitate to contact us. The ISO Department supervisor is John Cullen and can be reached at extension 5194.

Thank you all for your support and if you need assistance, please do not hesitate to contact the ISO department.

**Report**  
**SUSPICIOUS**  
**Activity**



# *Season's Greetings*

*Best wishes for a  
wonderful holiday  
and a very  
Happy New Year*



**See you back in 2017!**