



Information Bulletin

**US Army Corps
of Engineers**
Engineer Research and
Development Center

Topographic Engineering Center

*U.S. Army 1999 Research & Development
Organization of the Year*

March 16, 2000
Number 00-11

OFFICIAL

Ballard to retire

Lt. Gen. Joe N. Ballard recently announced that he would retire from the Army with more than 35 years of service to the Nation. Lt. Gen. Ballard's retirement ceremony is set for June 9, at Fort Myer, Va.

Environment and Public Works Committee Hearing

A videotape of Lt. Gen. Joe N. Ballard's appearance before the Environment and Public Works Committee will be shown in Conference Room 3 on March 22 and 23 at 9 a.m. and 1 p.m. The videotape is 1 hour and 35 minutes.

Revenue Recovery Fees (RRFs)

In December 1999, we were advised each airline ticket issued for official travel would be assessed a RRF. This was a result of reduced commissions being paid to the Commercial Travel Office (CTO) by the airline.

We were recently informed, effective March 6, 2000, Military Traffic Management Command (MTMC) implemented new procedures in which Army will pay the RRFs, rather than each installation. Headquarters, Department of the Army established one Line of Accounting (LOA) for MTMC to use to pay the RRFs. MTMC will assume the responsibility of coordinating with the CTO and the Defense Finance and Accounting Service for weekly payment of the RRFs.

You will no longer be assessed the RRF for each ticket issued and should not increase the amount of the airline ticket to reflect this fee any longer. If you have any questions you may contact your local Travel Specialist. (Terri Norman Team Leader, Travel Section, Champaign Site (217) 373-6708)

TEC's Women's History Month Celebration

On March 28, a celebration of Women's History Month "Write Women Back into History" will be held in Conference Rooms 2 and 3. This potluck event will begin at 11 a.m. with personal histories from 11:30 a.m. until 1 p.m. (Carol Werle, 428-6714 or ICOM 2202)

MDW Area-wide Woman's History Month Observances

PERSCOM

Event: *Stress Management*

When: March 21, 10:00 – 11:15 a.m.

Where: Room 552, Hoffman Building I

Event: *“How to Become an SES”*

When: March 23, 9:30 a.m. – 12:30 p.m.

Where: Room 7N15, Hoffman Building II

*Please contact SFC Cottingham at the EO Office, (703) 325–5275 by March 20 to register for the *“How to Become an SES”* workshop

Pentagon

Event: Keynote Speaker Lt. Gen. Claudia Kennedy,
the Deputy Chief of Staff for Intelligence

When: March 22, 10:30 a.m. – Noon

Location: Pentagon Dining Room Lounges 2 and 3

Women's Memorial, Washington, D.C.

(Bring a brown bag lunch)

RSVP (703) 533-1155 for guaranteed seating

Event: Harriet Woods, former president of the National Women's Political Caucus and Lieutenant Governor of the State of Missouri, talks about her new book “Stepping Up to Power: The Political Journey of Women in America.” Book signing to follow.

When: March 21, 12:30 p.m. – 1:30 p.m.

Event: Ruth Rosen will talk about her new book, “The World Split Open: How the Modern Women's Movement Changed America.” Book signing to follow.

When: March 28, Noon – 1:00 p.m.

Additional questions?? POC SFC Cottingham, EO Advisor, (703) 325-5275

Travel update

Here is the current schedule for approving travel in CEFMS:

March 20-24 Vicki Ray (601) 643-2378

March 27-31 Betty O'Donnell (603) 646-4355

As always, if you have a question please contact your local Travel Specialist. In the event she is not available you may contact any ERDC Travel Specialist. (Terri Norman, Team Leader, Travel Section (217) 373-6708)

Commander's mailbox

ERDC team members are reminded that an electronic mailbox has been established to allow employees to send questions and/or comments to the Commander. If an employee wishes to remain anonymous, his or her name will be deleted from the question before it is forwarded to the Commander for comment. Employees' questions will be answered via return e-mail. Answers to anonymous and frequently asked questions will be posted in the Employee Information Bulletin.

The address in Outlook is, "ERDC Commander." Again, all information is kept strictly confidential and all questions are addressed directly by the Commander.

ERDC publications on Internet

The ERDC Publication Bulletin serves as the official notification of new ERDC forms and publication, as well as rescissions or changes to existing forms or publications. As of Sept. 10, 1999, ERDC official publications ceased to be printed (i.e., Center Regulations, Circulars, Pamphlets, or Commander's Policy Memoranda). All ERDC official publications are now distributed in electronic format on the ERDC web site located at <http://erdc.usace.army.mil/pubs/index.htm>.

Open Announcements:

Contract Specialist
GS-1102-12

Contracts Office

OPEN: March 10, 2000
CLOSED: April 10, 2000

FOR THE DIRECTOR

JACKIE L. BRYANT
Public Affairs Office

U N O F F I C I A L

Blood Drive

The next Blood Drive is scheduled for April 21.