



# 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*

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## OFFICIAL

### **ERDC Research and Development Personnel Evaluation Process Information**

A link has been developed from the ERDC Training and Professional Development web site to the ERDC Research and Development Personnel Evaluation Regulation, CR 690-1-4, and to the Office of Personnel Management (OPM) Research Grade Evaluation Guide (RGEG) and the Equipment Development Grade Evaluation Guide (EDGE). The web site is <http://erdcinfo.erd.usace.army.mil/training/careerindex.htm>.

If you are in a research or experimental development position, you should familiarize yourself with the appropriate evaluation guide, which describes expectations at the entry, mid, senior and expert levels. The CR 690-1-4 describes the ERDC's process for promotion of DB IV to V research and development personnel, and the appendices to this regulation describe the requirements for developing and maintaining your technical dossier. (Susan F. Koh, ERDC Training Program Coordinator, (603) 646-4500 or fax (603) 646-4695)

### **ERDC Sabbatical Program**

The Laboratory Personnel Demonstration Project contains provisions for sabbaticals for all ERDC employees, whether the employee's position is covered by the Demonstration Project or not. All sabbaticals are approved by the ERDC Director.

The objective of the ERDC Sabbatical Program is to develop the competence of employees in their official duties for maximum achievement of mission goals and objectives. The sabbatical must result in a product, service, report or study that will benefit the ERDC and increase the employee's effectiveness. This may be achieved through:

1. Advanced academic teaching, study or research.
2. Self-directed (independent) or guided study.
3. On-the-job work experience with a public, private, or non-profit organization.

Employees must have full career status and a current performance score of 2.5 or greater under the Demonstration Project, or a Fully Successful or better performance rating under TAPES.

The employee will submit the sabbatical proposal in writing through their supervisory chain to the ERDC Director, with a copy to the ERDC Training Program Coordinator. The proposal will indicate what specifically will be done, what product will result, what benefit will accrue to the ERDC and the employee, the proposed time period of the sabbatical and the location/institution/organization where the sabbatical will be performed. Cost information should be detailed in the proposal.

Salary and expenses for sabbaticals may be paid by ERDC, reimbursed to ERDC by an outside organization, or the work or study experience may be uncompensated. The employee must return to the same or similar position as occupied prior to the sabbatical. A Continued Service Agreement (CSA) for a period equal to three times the length of a paid sabbatical must be agreed to and signed by the employee.

The objectives of the sabbatical should be included in the employee's performance plan. The employee may receive a performance pay increase (if covered by the Demonstration Project) and/or a performance award while on sabbatical.

For additional information, contact Susan Koh, ERDC Training Program Coordinator, (603) 646-4500. (Reference: SR 690-1-11, Laboratory Demonstration Project, Chapter 6. Employee Development.)

### **National Take Our Daughters/Sons To Work Day**

April 26, 2001, is designated as "National Take Our Daughters/Sons To Work Day." Although the concept behind this day is to inspire career visions in young women, the Army has expanded the concept to include sons as well as daughters.

Army personnel are encouraged to take advantage of this opportunity to introduce their children to an actual work place environment. This will give sons and daughters the opportunity to see successful women and men working together in the wide range of occupations that exist in the Army. It is also an opportunity to set a standard for a vibrant diverse work force of the future.

The age of participating children should generally range from age eight to fifteen. The opportunity to participate should be viewed as an extension of a student's classroom education so that children may see how their educational achievements will lead to wider occupational choices in the future.

Employees wishing to bring their children to the work place on that day must make appropriate arrangements with their supervisors. (Linda Wilkinson, ERDC EEO Manager)

### **2001 U.S. Geological Survey Open House Scheduled for April 28**

The U.S. Geological Survey's (USGS) 2001 Open House: A Science Odyssey will be held at the USGS National Center in Reston, Va., April 28 from 10 a.m. to 6 p.m. Ms. Gale A. Norton, Secretary of the Interior will deliver the welcome address.

The Open House will feature exhibits (volcanoes, floods, earthquakes, maps, nature and dinosaurs); special events and demonstrations (hands-on activities, fish painting, games, videos and teacher resources); tours (visit the world's largest earth science library, see how maps are painted, discover messages hidden in tree rings and tour natural hazards worldwide); and much more.

For more information, visit: <http://www.usgs.gov/2001openhouse/>

### **Calendar of Events**

May 16	Tour for Lt. Gen. Robert B. Flowers and USACE Staff – Conference Rooms 1, 2 and 3 from 8:30-11:30 a.m.
June 20	Engineer Day – Conference Rooms 1, 2 and 3 - 9 a.m. to Noon
June 28	TEC Open House/Picnic – Veteran's Park - Woodbridge

## Web Sites

### **ERDC R&D Personnel Evaluation Process Information**

<http://erdcinfo.erd.usace.army.mil/training/careerindex.htm>.

### **Ethics Training**

<http://erdcinfo.erd.usace.army.mil/training>

### **ERDC Awards**

<http://erdcinfo.erd.usace.army.mil/training/awards/awards.htm>

### **Local College and University Links**

<http://erdcinfo.erd.usace.army.mil/training/collegelinks.htm>.

### **Lab Demo Statistics Available on Intranet**

<http://erdcinfo.erd.usace.army.mil/hr/labdemo/index.htm>

### **ERDC Intranet Notes: Personnel Directories**

<http://erdcinfo.erd.usace.army.mil>

### **Site Bulletins Available on Intranet**

<http://erdcinfo.erd.usace.army.mil/command/index.htm>

### **ERDC Travel Update**

<http://erdcinfo.erd.usace.army.mil/lmo/travel/index.htm>

### **ERDC Publications on Internet**

<http://erdc.usace.army.mil/pubs/index.htm>

### **ERDC Job Vacancies**

<http://erdcinfo.erd.usace.army.mil/hr/vacancies/index.htm>

<http://www.cpol.army.mil/va/scripts/public.html>

<http://www.usajobs.opm.gov/a9.htm>

### **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.

FOR THE DIRECTOR

JACKIE L. BRYANT  
Public Affairs Office

## **U N O F F I C I A L**

### **Condolences**

Condolences are extended to Kennetha King-Lee, TS-T and family on the passing of her brother on April 3.

### **TEC Golf Association Tourney Slated for April 26**

The TEC Golf Association 2001 Golf Outing "The Spring String Thing" is scheduled for April 26 at Lee's Hill Golfers' Club in Fredericksburg, Va. Cost for this event is \$45 per person and includes fees, cart and prizes. To register or for more information, contact Mike Collins at (703) 428-7424.

### **For Sale**

1991 Honda Civic Hatchback 4-Speed, Air Conditioning, AM-FM Cassette, New Timing Belt, Tune-up, Brakes, CV Boots and Paint. \$2350/OBO. Runs Great, Good Commuter Car. Must sell. (703) 680-2119 or 540-710-1904