



Information Bulletin

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

Topographic Engineering Center

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OFFICIAL

Documentation for New Point of Entry (POE) Module

Effective Aug. 22, 2001, the new Point of Entry (POE) module will be placed into production. It is anticipated that the new design will make it easier for employees to create their POE account, thus reducing the number of calls that ABC-C and the SWCPOC Help Desk currently receive regarding POE account creation.

The module has been thoroughly tested. The email notification of successful or unsuccessful attempts to change a password is not available yet. The contractor is working on it. When it is available, we will notify all. The following advisory will be placed on the EBIS home page Aug. 22, 2001.

Web Advisory:

“Please be advised that a new log-on procedure has been implemented to allow access to the EBIS application. If you are a new user, you will need to create a Point of Entry (POE) account. Please ensure you are entering the correct information to identify yourself as a user of this application. Additionally, please follow the guidance provided in creating your password. Your password must contain 8-10 characters, cannot match any portion of your SSN, and must contain at least 3 of the following 4 characters: an upper or a lower case letter, or a number, or a special character. Please review the examples that are provided.

If you are an existing user, your SSN will replace the “USER-ID” field. The password previously created is valid.

The feature to receive email notifications is not yet available when a successful or unsuccessful attempt in a password change has occurred.

If you have problems creating your POE, please contact an ABC-C counselor at 1-877-276-9287 or call the SWCPOC Help Desk at DSN 856-2000 or commercial 1-785-239-2000 during normal business hours for assistance. A counselor is available from 6 a.m. to 8 p.m. CDT Monday through Friday.

New POE Module:

CHANGES

- (1) New screen designs have been created to provide examples of password combinations.
- (2) Eliminated the need to create a “USER-ID”. You will enter your SSN as the USER-ID.
- (3) SSN is masked. (The SSN does not appear on the screen - as it is typed, asterisks are seen vice numbers.)

- (4) If you forget your password, you can re-establish a new one.
- (5) You can choose to be notified of successful or unsuccessful attempts of a change to a password.

POE Functionality Remains the Same:

- (1) **An eight-day waiting period between password changes is still in effect. (Compliance with DoD security measures.)**
- (2) Expired passwords. You will receive a warning notice if your password has expired. You must reestablish your password. You cannot use the same password within a 6-month period.
- (3) Soon to expire. If you have a passwords between 80 to 89 days old you will receive a warning notice that you password must be changed every 90 days. You will be able to select, "Change password".

Emerging Leaders Conference 2001

Mr. Joseph Harrison, Terrain Analysis Branch, OD, attended the Emerging Leaders Conference (ELC) in Chicago from Aug. 3-10. "I found this Conference to be a beneficial learning experience and an opportunity to interface on a one-to-one basis with the Senior Leaders of the Corps, including Lt. Gen. Flowers, senior leaders of the ERDC Labs and Headquarters, and the Division Commanders and Directors," Mr. Harrison explained.

The first 3 days were occupied with the leadership development portion of the program. After 3 days of Emerging Leaders work sessions, which included situational leadership, psychologicals, team development, goal setting, project planning exercises, synergistic decision-making, and inter-personal/leadership skills, Mr. Harrison joined the Senior Leaders Conference (SLC) and interacted with them, while continuing Team project assignments. The Emerging Leaders presented a final project program to the SLC addressing People, Process, and Communication.

"The ELC provided an opportunity to identify and enhance leadership competencies and interact with others to improve these skills. Attendance at the SLC provided a broader perspective on the spectrum of command-wide responsibilities, vision, and issues being addressed at the executive level of USACE," Mr. Harrison said. "The conference also provided an opportunity to establish relationships and exchange ideas with all in attendance," he added.

The Emerging Leaders provided the SLC with a list of topics they believe should be addressed for the betterment of the Corps as a whole. Each individual from the ELC also provided a JDI (Just Do It) Plan to the Chief of Engineers for the achievement of goals in the near future. Mr. Harrison relates that he obtained insight into the vision and mission of the Corps as a whole and into the many services provided by the world's premier public engineering organization.

Briefing on SES for GS-14 and 15 Managers and Equivalent Employees Announced

The Office of Personnel Management (OPM) will hold special free briefings on the Executive Core Qualifications (ECQs) for the Senior Executive Service (SES). These briefings provide guidance on how the SES selection process works, tips on completing a quality application, and more. The briefings will be conducted by staff of OPM's Office of Executive Resources Management in Washington, D.C. throughout 2001 and 2002.

For more information, go to <http://www.opm.gov/ses/workshops.html>.

Women's Equality Day 2001

On Aug. 26, 1920, the 19th Amendment granting women the right to vote was certified as part of the U.S. Constitution. Referred to as the Susan B. Anthony Amendment, it states, "The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex."

The U.S. Congress designated Aug. 26 as "Women's Equality Day" in 1971 to honor women's continuing efforts toward equality.

Calendar of Events

Aug. 30	Tour for Col. John. W. Morris III, New ERDC Commander
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Arrivals

Charles McKenzie, SO and Duane Donnelly-Morrison, TS-G, are TEC's newest arrivals. Welcome.

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.

Web Sites

Inside ERDC Intranet

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

ERDC Master Events Calendars

<https://erdcinfo.erd.usace.army.mil/exec/index.htm>

ERDC R&D Personnel Evaluation Process Information

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

Ethics Training

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

ERDC Awards

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

Local College and University Links

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

Lab Demo Statistics Available on Intranet

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

Site Bulletins Available on Intranet

<https://erdcinfo.erd.usace.army.mil/pao>

ERDC Travel Update

<https://erdcinfo.erd.usace.army.mil/lm/travel>

ERDC Publications on Internet

<https://erd.usace.army.mil/pubs/index.htm>

ERDC Job Vacancies

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

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

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

Proposed OPM Product Design for Long-term Care Insurance Program

<https://www.opm.gov/insure/ltc/design/introduction.htm>

Basic Financial Management (web-based) Training

<https://pdsc.usace.army.mil/>

FOR THE DIRECTOR

JACKIE L. BRYANT
Public Affairs Office

MEMORANDUM FOR All U. S. Army Engineer Research and Development Center Employees

SUBJECT: Equal Employment Opportunity (EEO) Policy

1. It is the policy of the U. S. Army Engineer Research and Development Center (ERDC) to ensure equal opportunity in all aspects of employment, regardless of race, color, religion, national origin, sex, age, and disability. As the Director of this Center, I firmly and unequivocally support the principles of equal employment opportunity (EEO).
2. I support the initiatives of the affirmative employment program and its related activities. Furthermore, I require that managers and supervisors undertake conscious and deliberate actions to overcome known adverse practices and achieve the goals of the ERDC Affirmative Employment Plan. In this regard, their performance standards will contain a critical element relative to their performance in the area of EEO. My endorsement of the EEO program also includes my commitment to the processing of discrimination complaints. I encourage the prompt and impartial resolution of discrimination complaints at the lowest level possible.
3. While managers and supervisors are specifically evaluated on their EEO performance, all employees are expected to comply with this direction by cooperating with and supporting EEO; and, maintaining a work environment free from discrimination. The Equal Employment Opportunity Staff (CEERD-EO) is responsible for ensuring vigorous enforcement of this policy and is available to assist in understanding and meeting your respective EEO and affirmative action obligations. Information and guidance may be obtained by contacting CEERD-EO at (601) 634-3743.
4. This policy statement will be posted on all official bulletin boards, and will be provided to all current and newly assigned ERDC personnel.
5. I am confident of your ongoing commitment in this area.

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JAMES R. HOUSTON, PhD
Director

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MEMORANDUM FOR All U. S. Army Engineer Research and Development Center Employees

SUBJECT: ERDC Prevention of Sexual Harassment Policy

1. Sexual harassment, whether overt or furtive, will not be tolerated. It not only violates the basis for mutual respect among ERDC employees, IT IS ILLEGAL!
2. Any supervisor or employee, military or civilian, who uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of a civilian employee, military member or applicant is engaging in sexual harassment. Similarly, any military or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexually explicit nature is also engaging in sexual harassment. Additionally, gender-demeaning graphic material will not be displayed or distributed anywhere on ERDC premises.
3. Sexual advances, requests for sexual favors, and other verbal or physical conducts of a sexual nature, constitute sexual harassment when: (a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; (b) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person; or (c) such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.
4. I ask that any employee who feels sexually harassed inform the offender that such behavior is unwelcome and illegal. Personnel requiring confidential or objective advice should report all cases of sexual harassment to either their supervisor, the Equal Employment Opportunity Office (CEERD-EO), the USACE IG, or to me. Complaints will be processed in accordance with the Equal Employment Opportunity Commission Guidelines and AR 690-600, Discrimination Complaints Processing Manual.
5. This policy statement will be posted on all official bulletin boards, and will be provided to all current and newly assigned ERDC personnel.

//s//

JAMES R. HOUSTON, PhD
Director

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Condolences

Condolences are extended to Cedric Key and family on the passing of his brother Marcellus Key. The viewing is at 11:30 a.m. and the service will be at 12:30 p.m. on Aug. 25 at the First Baptist Church of Highland Park, 6801 Sheriff Road, Landover, Md.

Blood Drive

The next Blood Drive is scheduled for Sept. 14 at the Casey Bldg. from 8 a.m. to 1 p.m. in Rooms 140 A and B. If you would like to donate, contact Connie Dutton via Outlook. Walk-ins are welcome. (Connie Dutton, TEC Blood Drive Coordinator, ICOM 2209 or (703) 428-7425)

Go West, Young Man

Former TEC summer hire Rick Muirragui heeded the words of Horace Greely (founder of *The New York Tribune* and a traveler) and headed west to Hollywood. Following graduation from Virginia Tech, Rick, a journalism major worked for a daily newspaper for approximately 4 years. He also worked as the Entertainment News editor for a well-known Internet company for a year before moving to the West Coast.

Rick made his move with hopes of breaking into screenwriting. He's completed one screenplay and is working on the second draft of another. "I'm hoping one or both of these will hit and get me more work as a writer," he said. Barbara Streisand's production company did look at his first screenplay about a year ago but passed on it. "It was exciting stuff for a few days," he said. Until his big break comes, Rick is working as a production assistant on the TV show "Roswell".

"I hope everything is going well at TEC. I loved working there and made a lot of good friends."

For Sale

1987 Chevy Blazer 4X4 (two tone Black and Tan), CLEAN, 6 Cylinder, 2.8L Engine
Selling Price: \$3,100 (neg.) **Never been OFF Road. Must see to appreciate. Call (703) 590-0065 if interested (leave message).