



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

Kingman Building Roof Repair Precaution

Repairs to the Kingman Building roof began On Sept. 10. The repairs are expected to be completed on Oct. 31, 2001.

The following are basic safety instructions:

1. Keep clear of the Kingman Bldg loading dock area.
2. Do not walk near cranes.
3. Maintain awareness of falling material.

The repair involves the spreading of "hot roofing tar". This will produce odors that may be brought into the building through the ventilation system. Such odors are not considered harmful, but may cause some discomfort to some employees. (David Breeden, HECSA Safety Officer, (703) 428-7004)

Bank of America Travel Card Changes

Effective at the close of business Aug. 10, 2001, Bank of America implemented a new ATM fee of 3%.

Bank of America has advised that they will not implement the \$20.00 charge for expedited travel card delivery until Oct. 1st in addition they have waived the pay-by-phone charge until October 15. After October 15, the pay-by-phone fee will be \$10 per transaction. (Diane C. Baysore (217) 373-7262, ERDC Agency Program Coordinator, Internet: diane.c.baysore@erdc.usace.army.mil)

CPAC Representative Listing

The civilian personnel function has changed over time. A Personnel Management Specialist in the local Civilian Personnel Advisory Center (CPAC) has been assigned to assist you by providing general information over the full range of the civilian personnel function. The CPAC assignments are based on the ERDC's structure, and you will find your CPAC representative listed to the left of the organizational assignments below.

CPAC PERSONNELIST

Joan Pugh - (603) 646-4484
Amy Miller - (217) 373-6772
Colleen Hughlock - (603) 646-4132
Joyce Gwyn - (703) 428-6445
Mary Logan - (601) 634-7344

ORGANIZATIONAL ASSIGNMENTS

CRREL, LMO, PAO, EEO, Programs Office
CERL, OC, RMO
EL, DPW
TEC
GSL, Audit, Security, Safety

Jim Klein - (601) 634-5141 ITL
Richard Murdock - (601) 634-5167 CHL, Executive Office

The Army Benefits Center - Civilian (ABC-C) has been assigned the benefits portion of the civilian personnel function. While the Personnel Management Specialist assigned to your organization provides general advice and assistance. The ABC-C provides specific and individual benefits counseling, including retirement counseling.

The ABC-C is staffed with 60 employees whose job it is to provide retirement counseling and to process the retirement paper work through the personnel system. As experienced counselors, they are better able to provide current, up-to-date information on the changing face of all benefits issues.

The ABC-C web site is <https://www.abc.army.mil> and their telephone number is 1-877-276-9287. Your Personnel Management Specialist is available to assist with any problems you may have with accessing the web site or the toll-free telephone number.

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 ACTING DIRECTOR

JACKIE L. BRYANT
Public Affairs Office