



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

Information Bulletin

Topographic Engineering Center

*2002 Army Research and Development
Organization of the Year*

April 3, 2003
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OFFICIAL

Monthly Events

- April 6 at 2 a.m. - Daylight Savings Time
- April 22 - Earth Day
- April 24 - Take Our Daughters and Sons to WorkSM Day

Visiting Security Officer

Officer James D. Forrester
from Vicksburg is assigned to TEC's
Security Force until April 12.
(Photo by Terri Stowell.)



Arriving

<u>Name</u>	<u>Organization</u>	<u>Losing Organization</u>	<u>Date</u>
Jackie Mills	HR	Fort McPherson	April 9

Bulletin Publication Change

With the establishment of an ERDC-wide Information Bulletin, which will be published every 2 weeks, individual site Bulletins will now be published in the "off" weeks. Please keep this in mind when submitting articles and information for the site Bulletin. The next Alexandria Site Information Bulletin will be published on April 17.

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Handling Calls from the Media

When you receive calls from media representatives (local reporters, technical, trade, or general news media), please refer the caller to the Public Affairs Office (PAO) before responding to any questions. PAO will work with you, the reporter, and our command staff to determine how TEC as an organization can best respond. PAO will arrange an interview between you and the reporter if appropriate, and will answer any follow-up calls. This procedure will help TEC personnel prepare properly for answering media questions.

The intention of this request is not to restrict anyone's freedom to speak to the press. It will, however, ensure all concerned, when speaking as representatives of TEC, have the big picture and a complete background on the issue at hand. It also ensures the coordination with our executive staff, which is ultimately responsible for the image portrayed by TEC to the press.

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:

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BOBBIE J. GALFORD
Chief, Public Affairs Office
Engineer Research and Development Center

U N O F F I C I A L

Condolences

Condolences are extended to the family of James Burke who passed away on March 31. Mr. Burke was formerly the TEC Security Officer. He served as the HECSA Security Officer until his retirement several years ago. The viewing will be on April 4 from 2-4 p.m. and 7-9 p.m. at Price Funeral Home, 9609 Center Street, Manassas, Va. (703) 257-6028.

There will be a Mass on April 5 at 10 a.m. at All Saints Church (directly across the street from the funeral home).

Spring Bake Sale and Silent Cake Auction

On April 17, a Spring Bake Sale will be held in the Snack Bar and a Cake Auction will be held in Conference 6 from 8-11 a.m. If you donate a baked good or goods, you will receive \$1 off your Picnic ticket for cookies/brownies and \$2 off your ticket for cakes/pies.

Contact Jennifer Hanson or Robin Cameron if you would like to contribute.

White Elephant/Silent Auction

The Picnic Committee is sponsoring a White Elephant/Silent Auction. Donations are being accepted from March 12 to April 23. Between these dates, bring donations to the following Picnic Committee members: Robin Cameron (Room 406), Jennifer Hanson (Room 428), Julie Kolakowski (Room 438) and Dan Visone (Room 465).

Bidding/showing will be from April 28-May 6 in Conference Room VI. Bidding will close at noon on May 6. Winners will be announced at 1 p.m. Items can be picked up from 1-4 p.m. in Conference Room VI.

“Murder Mystery Dinner” Trip Slated

The Fort Belvoir Civilian Employee Fund Council (CEFC) is sponsoring a trip to “murder Mystery Dinner” at the Blair Mansion Inn May 3 at 7:45 p.m. in Silver Spring, Md. Cost for the dinner and show is \$21. Sign up begins April 1 and will continue through April 29 or until filled. This offer is on a first come, first serve basis to Fort Belvoir DoD Civilian employees and one guest.

For more information, contact Mary Pumphrey, CEFC Office, (703) 805-4126, Bldg 210 (Basement), from 8 a.m. to 1 p.m., Tuesday through Friday.