



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

Information Bulletin

Topographic Engineering Center

*2002 Army Research and Development
Organization of the Year*

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OFFICIAL

Elaine Polk Returns to TEC

While awaiting deployment with the Virginia National Guard's 1710th Transportation Company in support of Operation Iraqi Freedom, Elaine Polk, Systems Division, missed many things: family members, friends, hot showers and the Engineer Day ceremony on June 11, 2003, which recognized her as the 2002 Director's Award recipient for Secretarial Excellence.

On duty since March 16, 2003, Elaine returned to work on July 28, and Mr. Burkhardt presented her with the Director's Award plaque. In addition, she also received a 5-year Length of Service certificate and a certificate and key chain for her participation in the Combined Federal Campaign.



Departure

| <u>Name</u> | <u>Losing Organization</u> | <u>Gaining</u> | <u>EOD</u> |
|--------------|----------------------------|----------------------|------------|
| Linda Bryson | Research Division | ERDC Programs Office | Aug. 22 |

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 Aug. 21.

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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.

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

Family Needs Clothing

Earlier this summer, Sandy Caldwell, the wife of Doug Caldwell, Research Division, met a family from a small county south of the metro area, which had fallen on hard times. There are 10 children in the family. The county in which the family lives has limited resources, so Sandy is working with others to help this family and is trying to find clothing for the upcoming school year.

“If I could afford to outfit the entire family in all new clothes, I would,” Sandy says. “They are heartbreakingly grateful for the smallest of kindnesses bestowed on them. I’m asking my friends, family and colleagues to help me help this family.”

So, here’s an opportunity for you to extend a helping hand to a family in need. As you clean out your child’s closet and ready his or her clothes for the coming school year, think about making a contribution to this family. Used clothing is fine as long as it has been gently used, is in good repair, and is clean.

“My deadline for collecting contributions is Aug. 17. This will give me time to purchase any items not donated before I take the clothes to the family some time around Aug. 21.” If you have questions, contact Sandy at (703) 922-8725 or <mailto:caldwellinva@cox.net>. **(A donation box has been placed in the Snack Bar.)**

Clothing Drive Sizes

Men's Clothing

Jeans/Pants size 34-waist/32 inseam, 30/32
XXL shirts, sweaters, jackets, sweatshirts

Boys' Clothing

Jeans/Pants in sizes 14, 12, 8, 6, 4-5, 2T
Large, Medium, and sizes 12, 7, 4-5, and 2T for shirts, sweaters, jackets, sweatshirts

Girls' Clothing

Sizes 8, 5-6, and Medium for all items.

Women's Clothing

Size 8 or Medium for all items.

(I also would like to purchase one under-the-bed roller container for each of the 10 children so they can keep their clothes separate. The Sterility brand at Wal-Mart seems the most reasonable. If you would like to donate one, please let me know.)

New Grandfather

Congratulations to new grandfather Bobbie Kerns, Management Support Group. His daughter Barbara Powell, a former summer hire gave birth Aug. 4 to twin boys: Andrew Joseph, 7 pounds, 3 ounces, 20 inches and Christian Scott, 7 pounds, 19 inches.

CEFC Atlantic City Trip

The Civilian Employee Fund Council (CEFC) is sponsoring an overnight trip to Atlantic City, Sept. 28 and 29. The cost of the trip is \$80 per person and includes a room (two persons per room) at a Quality Inn. Each person receives one buffet dinner, one continental breakfast and \$20 in coins. Ticket sales are from Aug. 5 thru Sept. 12 unless sold out sooner. The trip is limited to the first 42 persons signing up. Each authorized federal civilian employee may bring one guest (minimum age 21 years old.) Signup at the CEFC (basement of Building 210).

Pickup/drop-off points: Route 17 commuter lot and Sosa Recreation Center at Fort Belvoir. The bus departs Route 17 at 7 a.m. on Sept. 28 and the Sosa Rec at 8 a.m. and departs Atlantic City at 4 p.m. on Sept. 29. (The bus will take the group from the hotel to the casino and return.)

For more information, contact Ms. Pumphrey at (703) 805-4126.