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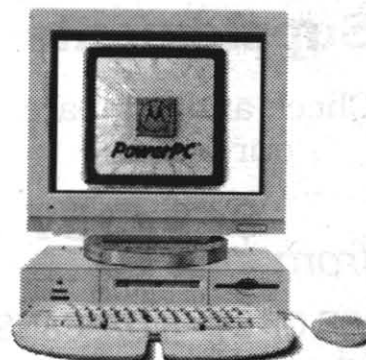
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THE ROCKETEER

THURSDAY, MARCH 10, 1994

NAVAL AIR WEAPONS STATION, CHINA LAKE

Vol. 50, No. 5



Photo by Peggy Shoaf

KAYAKING NETWORK—Enthusiasts from around the Southland use the China Lake Indoor Pool for practice. Those interested in kayaking can call Joe Chesney, 375-7395, or Marc Cope, 375-6711.

NAWCWPNS awards \$35M small business contract for Echo Range equipment support

By Peggy Shoaf
Staff Writer

Continuing its practice of giving small, disadvantaged businesses a helping hand, the Naval Air Warfare Center Weapons Division recently awarded a \$35 million contract to a Florida-based firm.

"The contract was the result of this command's commitment to Total Quality Management practices and procurement integrity requirements," said Lois Herrington, head of the NAWCWPNS Small Business Office. "That commitment allowed NAWCWPNS to take an innovative approach to identify eligible and capable contractors."

Management Technology Inc., located at Ft. Walton, Fla., received the contract for the operation and maintenance of mechanical and electronic equipment at the Electronic Combat Range, commonly known as Echo Range. The three-year contract, with two one-year options, was awarded under the Small Business Administration program that directs federal procurement work to small firms owned by socially and economically disadvantaged business persons. This program is commonly referred to as "8(a)."

"The previous contract for range maintenance was an 8(a), and NAWCWPNS wanted to continue to use the 8(a) program for this service," Herrington explained. To accomplish this, and to ensure the widest competition among the responsible 8(a) businesses, personnel from the NAWCWPNS Procurement and Electronic Combat Range departments, in conjunction with personnel from the NAWCWPNS Small Business Office, formed a team to create an innovative method to disseminate information about the proposed contract and to encourage participation by small disadvantaged businesses.

On Dec. 27, 1991, an announcement was placed in the *Commerce Business Daily* advertising an industry briefing to be held at China Lake on Feb. 12, 1992. All 8(a) contractors who felt they were capable of performing the advertised work requirements were invited to attend. Large businesses that didn't qualify under the SBA preference program were also allowed to attend, in case an eligible, qualified company couldn't be found.

This was the first Navy industry briefing of its type, Herrington said. It was not a pre-solicitation conference nor a pre-proposal conference, but one at which a

Please see **CONTRACT**, Page 13

GPS conference a success

Attendees praise first, look forward to next

5

Aircraft donated to Fire Division

Aircraft Department transfers F-4 for training firefighters

6

Boggs receives Meritorious Award

Contributions hailed as 'major force in scientific knowledge'

8

Ozone protection work earns EPA kudos for Fischer

By Barry McDonald
Editor

By the end of 1995, use of ozone depleting substances (ODSs) will be illegal and their production will cease. This restriction stems from a document known as the Montreal Protocol that resulted from an international symposium on ozone depletion in 1987 and the 1990 Clean Air Act. The original deadline was moved up by the administration of President George Bush in 1992.

Perhaps one of the most common ODSs—certainly one most people living in the desert will be affected by—is the chlorofluorocarbon (CFC) Freon, the refrigerant used in automobile and other air conditioning systems. By 1996, all new air conditioners will use a new non-ODS known as HFC-134A, and any older air conditioners will have to be refitted with a different type of seals in order to use the new refrigerant.

This is just one example in one industry that demonstrates how widespread the effects of compliance to the requirement will be. But there are literally thousands of uses of ODSs, for which alternative substances must be found. Many are used in the manufacture, rework and repair of weapons systems and other military equipment.

That's why Dr. John Fischer, head of the Materials Engineering Technology Branch in the Engineering Department, has been looking for alternative substances for electronics fabrication processes since 1991. His efforts have already met with success, in that two Navy depots and several contractors who produce weapons developed at NAWCWPNS, are now using a post-assembly water wash system instead of a ODS-solvent wash system.

Fischer's work was recognized at the 1993 International CFC and Halon Alternatives Conference in Washington, D.C., last October, when he received the 1993 Stratospheric Ozone Protection Award from the Environmental Protection Agency. He was recognized locally in early February at a small ceremony, when the late Dr. John Wunderlich read and presented a letter of appreciation from VADM. William C. Bowes, commander of the Naval Air Systems Command. Fischer was one of 78 individuals and organizations from 11 countries to receive the ozone protection award.

Fischer's branch is continuing the effort and is currently working on two hands-on projects and two others to review and correct documentation.

One of the hands-on projects, funded by NAVAIR, seeks to find a process using water or a non-ODS to replace one that uses the ODS, CFC-113. The other project, being conducted in collaboration with Georgia Tech and funded by the Advanced Research Projects Agency, is developing analysis and test methodologies for new non-ODSs. These projects are complementary and some data generated is useful in both.

The branch also stays in touch with groups conducting

Please see **FISCHER**, Page 11



Weather

	High	Low	Gusts	Humidity
February 23-March 1				
Wed	67	30	8	77-20%
Thurs	74	31	8	72-12%
Fri	78	34	10	—
Sat	79	46	20	—
Sun	75	46	13	—
Mon	77	46	24	46-13%
Tues	80	39	11	52-15%
March 2-8				
Wed	85	39	10	55-14%
Thurs	87	42	11	55-13%
Fri	87	45	16	55-15%
Sat	78	42	16	—
Sun	62	46	19	—
Mon	80	46	21	48-17%
Tues	82	34	9	65-12%

China Lake Calendar

Monday, March 14

•Traveler telephone inquiry times to the Travel Branch change from 1 to 5 p.m. daily.

Wednesday, March 16

•Home buyer's seminar, 11 a.m. to 1 p.m., Room 203 of the Training Center. Military will have priority.

Friday-Sunday, March 25-27

•NAWS China Lake's first racquetball tournament, start times to be listed, China Lake Gymnasium.

Saturday, March 26

•Bluejacket of the Year Award Dinner, 6 p.m., Seafarer Club.

Tuesday-Friday, April 12-15

•Transition Assistance Program workshop for military personnel who are six months to one year from separating from service, NAWS Conference Center. Call 939-3785 for more information.

THE ROCKETEER

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From the Top: a two-part series

Planning our transistion

Along with change comes uncertainty

By VAdm. W. C. Bowes
NAVAIR Commander



We have all had our share of questions about what lies ahead. By now, most of us are past the denial stage and have accepted that change is imminent. Now we must determine how to deal with it in a way that ensures our continued success, while avoiding negative impacts on our people and our customers. I can assure you we will not merely "ride this one out." We will take an active role in shaping our future.

We have a plan — and with it, a clear direction. Although this "transition plan" will not be the final word, it is a solid start. You can rest assured that the plan was a product of serious consideration and research by some of the most experienced, talented and visionary leaders of this organization. It has the unified support of our field and headquarters executives, and it is an important step in our evolution, as it will put us all on a common ground of understanding. And that is where we must be in order to work together toward a common goal.

You will have a voice in how our transition is implemented. But along with that opportunity comes responsibility. In order for you to make a real and positive impact, you must first have a firm grasp of the fundamentals of our new organizational structure. You must understand what it means to be aligned by competency, to support programs over their entire life cycles, and most importantly, to work as a member of a unified TEAM with a common vision. I am committed to establishing a two-way communication process and providing you the information you will need to make a valuable contribution. It is your responsibility to reciprocate by keeping an open mind and actively seeking out as much information as possible. Remember, change is upon us, and that change will affect each of you, to some degree. It is in your best interest to stay informed. The transition plan is one medium available to you. I urge you to utilize it.

In past "From the Top" articles, I have provided you with a picture of the general principles upon which we will model our new organization: We will be a smaller, flatter organization, free of geographic boundaries. We will be customer and product focused. We will sustain our core capabilities. We will operate around defined and managed processes. And our people will be empowered with increased responsibility and accountability.

With the transition plan, the real details will become apparent. It will answer some of your questions and will probably generate even more. It provides a framework to guide change, but is a living document, which will be updated periodically to keep you informed as we progress through the transition. Planning is an evolutionary process. And you will have a role in that evolution. It is the responsibility of our managers to discuss the plan with their staffs, not only to explain its principles, but to actively solicit ideas. It is in turn your responsibility to do something with that information — to provide your ideas and questions to management. Your input will influence our decisions. If you stay informed and genuinely wish to make a contribution — you will be heard.

Editor's Note: In the next issue, VAdm. Bowes further explains the competency aligned organization and integrated program teams.

New hours for travelers phone line

Beginning March 14, traveler telephone inquiry times to the Travel Branch, 939-2144, will be from 1 to 5 p.m. daily. Emergency calls may be made before 1 p.m. and will be answered that same day, based on their urgency. All other calls will be returned after 1 p.m. that same day.

Letters

Dear Naval Air Weapons Station,

Thank you very much for the donation of food to help with earthquake relief here in Fillmore and Piru. The need is great, and wonderful people have responded to help. May God bless you abundantly.

Sincerely,

St. Francis of Assisi Church

Rev. Norman A. Supancheck, Pastor

Sister Guadalupe Zozaya, Pastoral Associate

Pages From The Past

March 2 & 9, 1984

Six China Lakers, Eva Bien, Jeff Meriam, Mickey Strang, Eloise Burkland, Gerald Austin and Cynthia Cram, were honored at the Los Angeles Federal Executive Board awards program last month. . . LCdr Doug Henry of VX-5 was interviewed by NASA officials as an astronaut candidate. . . YNI James Kelley of NWC Reserve Unit 0176 was named Sailor of the Year by the command. . . Gary Morton, new director of Navy labs, visited China Lake.

March 8 & 15, 1974

Eighteen Civil Air Patrol cadets from Idaho made a day-long visit to the Naval Weapons Center. . . CLOD, a digital computer simulation facility, has been developed by a Systems Development Department team headed by Alfred Pratt. . . EO1 Carl A. Nyholm was named Seabee of the Year by the local reserve detachment. . . China Lake Community Council heard a presentation on the cable television potential.

March 6 & 13, 1964

NOTS Commander Capt. Charles Blenman and William McLean, technical director, were among 11 China Lakers who had dives in a new French diving saucer near San Clemente Island. . . Frank Osanka, a former U.S. Special Forces paratrooper, now a China Lake employee, is teaching a guerrilla warfare course for the University of California Extension Program. . . The oldest original homesteaders in the IWV are Mr. & Mrs. Vernon Carr, who moved here in 1909. . . Ray Miller and John Carroz were commended by NASA for development of the tail rocket in the MR-2 flight vehicle.

March 5 & 12, 1954

Capt. D.B. Young, NOTS Commander, announced plans to close the Salt Wells Pilot Plant production facilities because of external budget cuts. . . Mary Tate is the new president of the Enlisted Wives Club. . . Lt. R.W. Wingo presented the first funds of the annual Red Cross drive to local Red Cross officials. . . Eight-year China Lake veteran, Dr. Robert Van Dolah, is leaving the Research Department for a Bureau of Mines job.



Tonight, at 7 p.m., the China Lake Photography Society will sponsor a lecture/demonstration on "Computers and Photography" at the Maturango Museum. Adam Taggart and Ron Gregory from Computing Technology will provide an in-depth presentation on modern electronic technology used in photography. The demonstrations will include

computer enhancement of photographs, computer "morphing" using floppy disk cameras, downloading shoot data to personal computers, software for photography and color printing options available in Ridgcrest.

####

"Vanities," a Community Light Opera and Theatre Association three-character

comedy, will launch a three-weekend run Friday, March 11. Deb Haydu, Cathy Stiles and Danicle Horgan will portray 1960s and 70s Texas girls maturing from high school cheerleaders into young women confronting the serious life-challenges of building careers, relationships and families. This dinner theatre offering will be held at Farris' at the Heritage. "Vanities" will play March 11, 12, 18, 19, 25 and 26, with a brunch presentation Sunday, March 20. The buffet dinner for the Friday and Saturday shows starts at 6:30 p.m., with a 7:30 curtain time. The Sunday buffet will open at noon, with a 1 p.m. curtain. Tickets must be purchased in advance and may be bought at The Village Bookshelf (901 N. Heritage Drive, Ridgcrest).

####

Vasa, a Scandinavian cultural group, meets March 19 at the Ridgcrest Library. For information on the group, call 371-3078.

####

On March 21, an immunization clinic will be held at the Kern County Health Department, 250 W. Ridgcrest Blvd., from 9:30 to 11 a.m. and 1 to 2 p.m. A parent or legal guardian must accompany persons under 18 years of age to sign consent forms. Records of previous immunizations should be presented at the Health Department clinics. The charge for each immunization required for school entry and for Hib and Hepatitis B vaccine is \$3, with a maximum charge of \$15 per family per visit.

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1981 TOYOTA long bed pickup truck. Good reliable transportation. Only 118,000 miles. Well maintained. \$1800.00/OBO (Note: SMOG Cert. included) Call Gerry 375-1519 evenings/ Fridays/ weekends or 939-9012 other. Leave a message, if necessary, and I will call back.

'91 TOYOTA 4RUNNER, fully loaded w/Kenwood radio/cass., 10 disc CD changer, Clifford alarm system, low miles. Asking \$18,000. Call Ed at 446-7650 after 5 p.m. (0310)

1987 AEROSTAR XLE, 92K miles, A/C, pwr. windows/locks. Book \$5900, asking \$4500 OBO. See at base lemon lot. Good deal on a nice vehicle. 446-8918. (0310)

71 CAMERO, straight 6, \$800. Double oven range \$125, works. Dryer \$50 works. Large tool box for trucks. 384-4111. (0310)

1965 MUSTANG E89, all original. Second owner. \$4,000 obo. 805-386-4430. (0310)

40 MISC. FOR SALE

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Anyone can have problems—family problems, economic difficulties, marital problems, emotional distress or other difficulties which can adversely affect your mental health. The Civilian Employee Assistance Program (CEAP) offers counseling and therapy aimed at solving such problems and keeping them solved. The CEAP will pay for two visits to a private counselor.

Now when employees seek assistance on their own initiative (self referral), they can choose the mental

health professional they prefer to see. A list of counselors is available for review in the CEAP office. Employees may select a counselor or clinic from this list.

Confidentiality is observed at all times when you seek help through the CEAP program.

The CEAP program consists of both self and management referrals. Management referrals are initiated by managers or supervisors to assist employees who

are experiencing problems that are impacting on job performance.

The current CEAP contract is with the Advance Counseling Center in Ridgecrest, which will continue to provide assistance in management referrals.

Employees can personally seek help by calling the CEAP office at 939-3892 or 939-2574. Counseling will normally be scheduled within a week of the telephone call.

Correction—new DoD smoking-ban policy goes into effect April 7

According to the American Forces Information Service, the article regarding banning smoking in all DoD buildings was in error. The AFIS article, "Tougher smoking regulations go into effect for the Department of

Defense," (*The Rocketeer*, Feb. 10) indicated the ban was already in effect.

The DoD instruction implementing the policy banning smoking in DoD-owned or leased buildings was

just signed Tuesday by John Deutch, under secretary of defense for acquisition and technology. The policy will go into effect April 7.

AFIS will release an updated story in the near future.

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Pair relieves Debby Asbridge

Cook and Rockey take over ombudsman duty

Webster defines "ombudsman" as "one who investigates reported complaints, reports findings and helps to achieve equitable settlements."

At NAWS and NAWCWPNS China Lake, the new Navy ombudsmen do much more than that for military members and their dependents. Vicki Cook and Lamecia Rockey, who will fill the vacancy left by Debby Asbridge, say their job encompasses just about any type of domestic or business assistance a family or individual might need.

"Mainly we are a source of information for where to go and what to do to meet their needs," said Rockey.

Cook went on to explain that, while they do respond to and attempt to mediate dependents' complaints about services such as housing or health care, they also provide information about how to contact the Navy Marine Corps Relief Society, Family Advocacy, the local CHAMPUS representative, child care services, the chaplains office, MWR services and a variety of off-station resources. They also provide information on recreation and hobbies.

"My husband laughs when I say this," said Cooks, "but an example I like to give is that, if someone needs a quilting part-

ner, we'll try to find one. We provide hospitality kits for people who have recently arrived, but may not have their personal belongings. We can even loan them some furniture until their own furniture arrives. And on the other hand, if someone who is leaving has to ship their personal property first, we'll loan them items they need until they leave. We even take calls and answer questions from people who are on their way here and want information on services or recreation...anything really."

The ombudsman job is a volunteer position held by a Navy spouse. Candidates are interviewed by the command master chief, who supervises the position, the XO and eventually the CO of the given command.

Cook, who is the wife of AD1 Chris Cook, is the "official" ombudsman. Rockey, who is married to MAC Loren Rockey, is technically the assistant. But Cook says, "I don't care about titles; we're going to share the duties, so as far as I'm concerned this base just has two ombudsmen."

Rockey still needs to attend ombudsman academy, which will be roughly a week of training at NAS Miramar, but Cook has already had the training, having served previously as ombudsman at NAS Adak, Alaska, the couple's last duty sta-

MILITARY NEWS



Photo by Margie Hammett, TID

ANSWER LADIES—New ombudsmen Vicki Cook (left) and Lamecia Rockey.

tion. She held the position there for nine months, before coming to China Lake in June, 1992. The Rockeys arrived last May after the chief served a sea duty tour aboard *USNS John Ericsson*.

Any NAWS and NAWCWPNS military members or their dependents who have need of their services are urged to contact Cook at 446-6399 or Rockey at 446-7247.

Bluejacket profile—

AT2 (AW) John H. Linzer

Born in Plainfield, N.J., Avionics Technician Second Class (AT2) (AW) John H. Linzer completed recruit training in 1986 and began his fast climb to second class petty officer. He is competing for Bluejacket of the Year honors after being named Senior Sailor of the Quarter for the Naval Air Weapons Station China Lake.

A 1980 graduate of Hunterdon Regional High in New Jersey, Petty Officer Linzer went on to graduate from Somerset Community College before joining the Navy.

After boot camp at Recruit Training Center Great Lakes, Ill., he completed "A" school and advanced avionics training at the Naval Aviation Technical Training Center, Millington, Tenn.

Following even more specialized training, AT2 Linzer reported aboard *USS Independence* at the Philadelphia Naval Shipyard. He deployed aboard *Independence* in 1990 and participated in Operation Desert Shield as a night check supervisor in the calibration work center.

In August 1991, Linzer returned to Tennessee where he graduated second in his class of the Advanced Avionics Integrated Computing Systems Maintenance Course. Just prior to assignment to NAWS China Lake, he completed specialized training in advanced microwave calibration procedures in Colorado.

At China Lake he is assigned to the AIMD Calibration Laboratory as a work center supervisor. He manages the tracking and periodic calibration and repair of test equipment essential for the evaluation and maintenance of aircraft and weapons systems.



Please see LINZER, Page 4

Bluejacket profile—

AO1 (AW) Brian S. Fierro

Aviation Ordnanceman First Class (AO1) (AW) Brian S. Fierro has two Navy Achievement Medals along with numerous letters of commendation and letters of appreciation to his credit after 14 years service, including the last two at China Lake. This is his second tour of duty at China Lake.

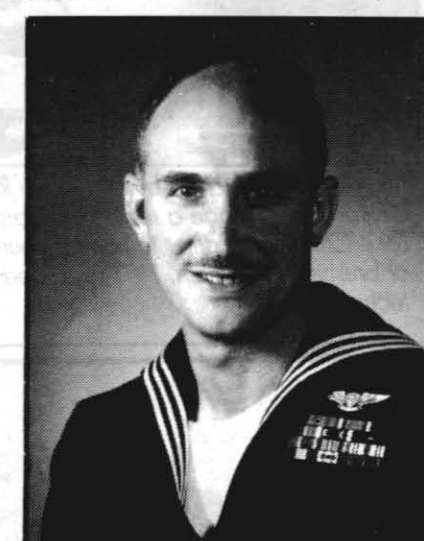
Since graduating from Boot Camp in 1982, he has made four Western Pacific deployments and been a part of the closure team for NAS Cubi Point in the Philippines after the eruption of Mount Pinatubo.

Petty Officer Fierro is a native of Johnson City, N.Y., and a graduate of Maine-Endwell High School. After boot camp he completed aviation ordnance "A" school in Memphis, Tenn. His first permanent duty station was aboard the *USS Enterprise* where he worked in the Bomb Assembly and Flight Deck Ordnance divisions.

AO1 (AW) Fierro's first shore station was at the Naval Weapons Center working in the Ordnance Division and later in the Quality Assurance Branch. During this first China Lake tour, he earned his enlisted aviation warfare specialist designation.

From China Lake it was back to sea in 1988 with VFA-25. After two WEST-PAC cruises he transferred to Cubi Point where he demonstrated outstanding leadership skills in working the withdrawal of the Navy from Cubi Point.

Since he had completed only 10 months of his shore tour before the volcano forced the relocation, Petty Office Fierro was reassigned to NAWS China Lake as leading petty officer for the Ordnance Division.



Please see FIERRO, Page 4

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LINZER from Page 3

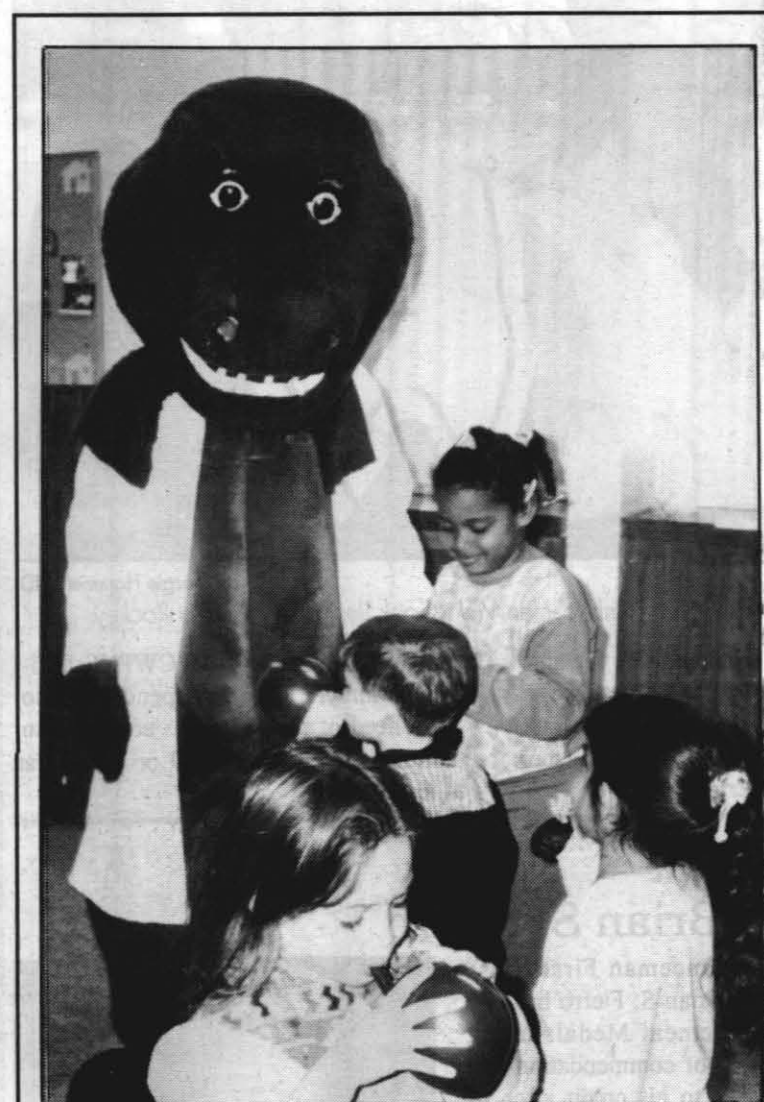
As sailor of the quarter, he was commended for his leadership and management abilities. His work center continues to meet its calibration requirements despite large reductions in personnel and funding.

Petty Officer Linzer volunteers as a member of the NAWS Auxiliary Security Force. He is a certified emergency medical technician who works first aid stations during charity and community events. He also looks to continue his formal education once work center manning permits.

FIERRO from Page 3

The veteran sailor also assumed command of the NAWS Color Guard and has led his team of 20 members to more than 80 funerals, parades, retirements and official ceremonies.

Petty Officer Fierro is married to the former Molly F. Oronia.



"BARNEY," played by D/N Jessie Rock from the Branch Dental Clinic, made a recent appearance at the NAWS China Lake Children's Center to remind youngsters of the importance of brushing their teeth. He was aided in this endeavor by fellow technicians.

Two officers honored at site meeting

Two NAWCWPNS officers received military honors at the China Lake Site Coordination meeting on Feb. 14.

LCdr. Daniel M. Lee received a Meritorious Unit Commendation for his service with Naval Air Pacific Repair Activity (NAVPRA) from Oct. 1, 1989, to Oct. 1, 1991. According to the citation by Adm. Frank B. Kelso, NAVPRA accomplished 64 Standard Depot Level Maintenance reworks on 15 different types of aircraft, incorporated 500 pieces of activation ground support equipment and overhauled or repaired in excess of 8,350 aero-components.

"NAVPRA distinguished itself by providing professional, timely and unfaltering fleet support, operating detachments and deploying over 60 field teams ashore and afloat throughout 17 countries and four oceans in the Western Pacific, Southeast Asia and Indian Ocean areas and by enhancing the Navy-Marine Corps team image within the host nation communities," Kelso wrote. "This exceptional level of service significantly enhanced the Navy's role in oper-

Recognition

Reenlistments**NAWS**

PR2 (FPJ) Ronald D. Clark reenlisted for four years on Jan. 5, with 1st Lt. Edward Schindler, USAF, serving as the reenlisting officer.

LN1 (SW) Richard A. Johnson signed on for four more on Jan. 13. NAWS CO Capt. Charles A. Stevenson was the reenlisting officer.

PR2 James C. Hays was reenlisted by Lt. Michelle Williams for four years on Jan. 24.

AD1 Terry Asbridge re-upped for three years on Jan. 25. Lt. Paul Matheson was the reenlisting officer.

AMH2 William A. Henderson reenlisted Jan. 27 for another four years. Lt. Williams was the reenlisting officer.

May reunions planned...

Las Vegas will host the first reunion of Harbor Clearance Unit One (VN). The reunion will be held May 22 to 26 at the Palace Station Hotel-Casino. The point of contact is Carl Craft, P.O. Box 579, Hastings, N.E. 68902-0579, phone 402-463-2471 or 462-6964.

ations Desert Shield, Desert Storm and Fiery Vigil."

Lt. Alan D. Beal received a gold star in lieu of a second award of the Navy Achievement Medal for service as ground safety officer with Attack Squadron 52 from December 1992 to June 1993.

"Lt. Beal's determined leadership created a remarkably successful command safety atmosphere and was primarily responsible for the squadron's injury- and mishap-free 1992-1993 combat deployment to the Indian Ocean and Arabian Gulf," wrote Cdr. J.H. Engler, in the citation. "He was key in the squadron's nomination for the Chief of Naval Operations Safety 'S' Award for 1992 by commander, Cruiser-Destroyer Group 5. His efforts resulted in a Flight Deck Safety Program that consistently maintained a near-100 percent qualification rate. He was personally responsible for dozens of 'Pro of the Week' and 'Bravo Zulu' Award nominations and numerous other submissions for safety magazine publication."

SK2 Orlando Ines reenlisted for six years on Feb. 14. CWO3 Dan Cruz was the reenlisting officer.

ABH2 Robert J. Hiller re-upped for three years on Feb. 24. Lt. Kenneth Frieders was the reenlisting officer.

Branch Medical Clinic

HM2 Lee Dionisio reenlisted for three years on Feb. 18. Flight surgeon, LCdr. Wallace C. Walker was the reenlisting officer.

January quarters, VX-5

ABH2 I.L. Dunnam was designated an enlisted aviation warfare specialist. **LI3 Kristen E. Slater** was authorized to assume the title and wear the uniform of a third class petty officer. **AE3 Paul Leslie King Jr.** received the Good Conduct Medal.

This year's reunion of the PBM Mariner-P5M Marlin Association (WWII/Korea/VN) will be held May 25 to 29 at the Golden Gate Holiday Inn in San Francisco. Point of contact for the reunion is M. Gitlin, 488 Arbuckle Ave., Cedarhurst, N.Y., 11516, phone 516-295-4363.

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Sunday Worship Service, East Wing 8:00 a.m.
Sunday Worship Service, Main Chapel 10:30 a.m.
Sunday School, 1008-10 Blandy & 1903-05 Mitscher 9:00 a.m.
(September thru May) 9:00 a.m.
Bible Study (East Wing), Wednesday (September thru June) 11:30 a.m.
Men's Prayer Breakfast, East Wing, Thursday 6:30 a.m.
Officers' Christian Fellowship/Christian Military Fellowships, East Wing, Thursday 7:00 p.m.

Jewish (446-3613 Messages)

Weekly Services, Friday, East Wing 7:30 p.m.
October through June
Hebrew Classes, Saturday, 1902 Dibb 2-5 p.m.
Adult Education, Saturday, 1902 Dibb 10 a.m. - noon
September through June
Religious School, Sunday, 1902 Dibb 9:30 a.m.-12:30 p.m.

Roman Catholic

Sunday Mass, Main Chapel 9:00 a.m.
Daily Mass, Blessed Sacrament Chapel 11:35 a.m.
Confessions, Sundays 8:15 - 8:45 a.m.
Confessions, Weekdays By appointment
Religious Education Classes, Sunday (September thru May)
1902 Dibb, 1002 Blandy, 1008-10 Blandy & 1903-05 Mitscher 10:15 a.m.
Adult Education Classes, Thursdays (September - May)
St. Ann's School Library 7:00 - 8:00 p.m.
RCIA, St. Ann's School Library 8:15 - 9:45 p.m.
Islamic
Jumaa Prayer, Friday (1002 Blandy) 12:00 p.m.

Hunter safety class

Last day to register is March 22

Members of the Sierra Desert Gun Club will host a hunter safety class March 26 and 27 from 8 a.m. to 4 p.m. at the club's rifle and pistol range and clubhouse facilities at NAWS China Lake. The two-day class is open to anyone over 12 years of age.

Upon successful completion of the course, students will receive a validated Hunter's Safety Certificate, which first-time buyers must present to the licensing

agent when purchasing a California hunting license.

Advanced registration is required. Registration will be held in the lobby of the Ridgecrest Kerr-McGee Community Center on Saturday, March 19, from 9 a.m. to 1 p.m. and on Tuesday, March 22, from 7 to 9 p.m. A registration fee of \$5 will be collected at that time.

For more information, call Bob Gould at 446-7475 or Cecil Daley at 375-3989.

MWR Calendar

Monday-Friday (only), March 9-22

• Youth soccer league registration, 6:15 a.m. to 5:45 p.m., Youth Center.

Friday-Sunday, March 11-13

• China Lake Golf Course Garage Sale, 7 a.m. to 5 p.m. Items to be sold include golf clubs, shoes, hats, clothes and more at garage sale prices.

Monday-Friday (only), March 15-21

• Roller hockey league registration, youth and adults, 6:15 a.m. to 5:45 p.m., Youth Center.

Tuesday-Monday, March 15-21

• Golf Tournament, Golf Course.

Saturday, March 26

• Alexander Art Class, 9:30 a.m. to 4 p.m., Craftech Center. Take home a completed oil painting. Cost is \$35 per student and \$15 for supplies. Reservations require a \$10 deposit, to be paid in advance.

Friday, April 1

• April Fool's Teen Dance, 8 p.m. to midnight, Seafarer Club. Open to all 7th through 12th graders. \$3 per person or \$5 per couple at the door.

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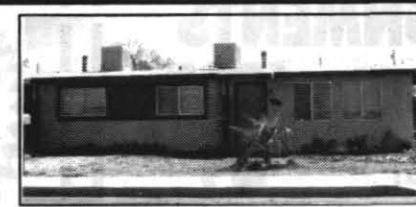
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Youth soccer season begins

Youth Activities at NAWS China Lake is once again sponsoring a Youth Soccer spring season. Registration is being taken at the Youth Center until March 22 for all youth five to 14 years of age and for a girls' league consisting of players 15 to 17 years of age.

Evaluations will be held from March 22 to 24.

Fees range from \$18 to \$23. There is a \$2 discount for additional players from the same, immediate family.

A mandatory coach and referee

meeting is also planned. It will be held at the Youth Center March 30, starting at 6 p.m.

For more information, call 939-2909.



NAWS plans roller hockey league

Registration for the spring season of the NAWS China Lake Roller Hockey League will be held March 15-21. The draft for all players will be held at 6 p.m. at the Youth Center. The Pee Wee League draft will be held March 23, while the Senior League draft will be March 24.

Cost is \$18, \$21 and \$23 for military,

DoD and all others, respectively. There is a \$2 discount for the second player in an immediate family.

A coach and referee meeting will be held at 6 p.m. March 22 at the Youth Center. This National Youth Coaches Association class is mandatory. Space is limited.

For more information, call 939-2909.

Tryouts for varsity softball team underway

Tryouts for the active duty military varsity softball team are underway at the NAWS Schoeffel Field during the month of March. The next infield tryouts will be from 7 to 9 p.m. on March 18, while

outfield tryouts will be held from 3 to 5 p.m. March 11 and from 10 a.m. to noon March 12 and 19.

For more information, call Manny on his beeper number, 371-6342.

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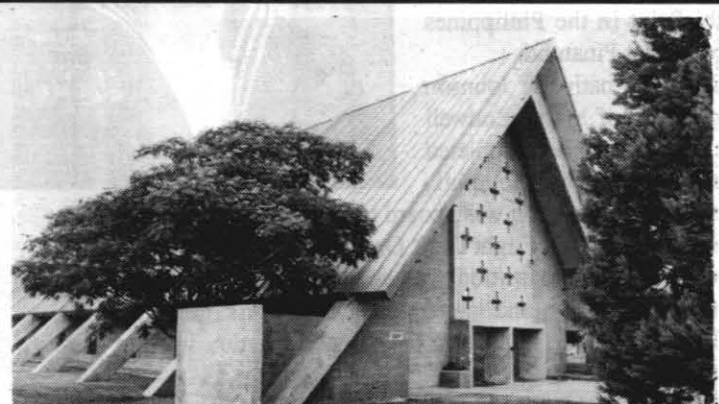
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939-3506, 939-3507, 939-2773, 939-2873

SPORTS

Racquetball tourney slated

On March 25-27, the Sports Branch will host its first Spring Racquetball Tournament.

The double-elimination competition, open to those 18 years of age or older, will be held at the NAWS China Lake Gymnasium. Entry forms are available at the gym. Deadline to enter is March 22.

Fees to participate in this tournament, which will follow AARA rules, are:

•Military: \$12 for the first event and \$7 for the second.

•DoD: \$14 for the first event and \$9 for the second.

•All others: \$16 for the first event and \$11 for the second.

Flyfishing club sponsors casting clinic

Due to the recent success of the February Casting Clinic, the Augabonita Flyfishers will be holding another on Saturday, March 12.

The clinic will be held at Leroy Jack-

Starting times will be posted by 6 p.m. Thursday, March 24, on the gym's lobby wall.

The tournament will utilize three courts with limited spectator viewing. For safety reasons, children 11 years of age and younger will not be allowed in the gymnasium. Children 12 to 17 years of age must be accompanied by an adult at all times.

Prizes will be awarded to the top three finishers in all categories. All entrants will receive a t-shirt with a design depicting the event. Closing the competition will be a barbeque on March 27 for all participants.

son Park, across from the fire station from 9:30 to 10:30 a.m. There will be club equipment available for people to use. For more information contact Chuck Newmeyer at 375-5810.

China Lakers place well

Legler, Foucher take six out of 10 matches in high power rifle match

Two local residents took six out of 10 matches in the Nevada Regional High Power Rifle Match held in Boulder City, Nev., Feb. 25-27, while two other locals earned additional honors. Ralph Legler, Rod Minnick, CWO4 Nelson Foucher and FCCS Jeffrey Mattick joined shooters from Alaska, South Dakota, Illinois, Idaho, Wyoming, Arizona, California and Nevada for the first U.S. regional match for 1994.

Legler and Minnick, Kay and Associates, Inc. employees, are retired Navy personnel and former members of what was then the NWC Rifle & Pistol Team. Foucher and Mattick are members of the Navy Reserves and are part of the NAWS China Lake Rifle and Pistol Team.

Legler won four of the six matches, while Foucher picked up two match wins.

Foucher explained that the competition is divided into matches, with an overall winner, and the matches are then divided into special class categories—High Master, Master, Expert, Sharp Shooter and Marksman.

Foucher took the 1000 Yard Any Rifle, Any Sight Match, with a 193-5x score, while Mattick took first in the Expert Class with a 188-2x mark.

While none of the four men took the 1000 Yard Any Rifle, Iron Sight Match, Foucher took first in the Master Class, with a score of 188-4x, and Mattick took first in the Expert Class, hitting 180-1x.

Foucher also took the 1000 Yard Grand Aggregate Match (381-9x), while once again Mattick took first in the Expert Class (368-3x).

None of the local men took the Regional Course Match, 80 Shots, but Legler took the 200 Slow Fire Standing Match with a 197-4x, and Foucher took first in that match's Master Class with a 187-4x.

Legler also won the 300 Yard Rapid Fire, Slow Fire Aggregate and Grand Aggregate of 80 Shots matches, with a 194-6x, 384-7x and a 773-19x, respectively. Foucher took first in the Master classes of the Slow Fire Aggregate and Grand Aggregate of 80 Shots matches.

None of the locals won the 600 Yard Slow Fire Match, but Mattick took first in the Expert Class with a 188-3x.

The four local competitors joined forces in the Team Match, and while they didn't win the overall match, the Navy team took first in the Master Class, with an 1860-35x.

Attendees rate GPS mini-conference a success

By Derwin "Dex" Hansard
and W. Mark Wonnacott

Based on attendee evaluations, the first NAWCWPNS Global Positioning System (GPS) mini-conference was a huge success.

The primary purpose of the conference, held Feb. 16 and 17 in Michelson Laboratory at China Lake, was to provide a professional forum in which GPS applications and ideas could be expressed in the traditional "desert casual" atmosphere. Engineers and scientists from various technical areas discussed with colleagues how GPS is being used in developing and testing applications.

Welcoming remarks were given by Sterling Haaland, deputy commander for research and development. While greeting over 200 conference participants, he emphasized the ever increasing role of GPS in helping to meet the NAWCWPNS mission—maintaining a full spectrum RDT&E and in-service engineering center that produces quality products for the fleet. He also emphasized the need for this type of forum, where sharing information will help reduce duplicity while maximizing efficiency. Many expressed that a conference of this type has been

needed and should be continued.

A "GPS Layman's Guide," designed to help the novice and expert better understand GPS, was the first presentation. Functionally, GPS is a satellite based system which allows users to determine current position, velocity and time (PVT) data. This all-weather, 24-hour worldwide positioning system is revolutionizing commercial, surveying, scientific research, test range time space position information (TSPI), aircraft system and weapon system applications.

After the introductory presentation 30 additional briefs were presented by personnel from China Lake, Point Mugu, GPS Joint Program Office (JPO), Range Applications JPO (RAJPO) and other Navy offices. These briefs included an overview and

miscellaneous applications and other topics within the categories of range applications, electronic warfare issues, aircraft applications and weapons applications. During the breaks various types of JPO receivers, RAJPO aircraft pods and survey equipment were on display with individuals available to answer questions and give demonstrations.

At the end of each day, time was allocated to identify and discuss GPS issues and requirements that are addressable within NAWCWPNS. Resolving these issues will help meet the requirement to produce quality products for the fleet. First day comments primarily dealt with how the test ranges can meet program testing requirements now and in the future. Second day comments centered on issues facing aircraft and weapon programs, how prob-

lems faced by one program were resolved by another program and similar problems simultaneously facing multiple programs.

Unclassified conference proceedings will be distributed to the attending branches within the next couple of weeks or they may be acquired from the Technical Library by calling 939-2566. Attendees interested in obtaining a copy of classified presentation material should contact the individual presenters. Unclassified and classified conference video tapes will be available within the next couple of weeks from TID's Video Projects Branch, 939-3697.

Owing to the significant interest and applicability of the subject, another conference will probably be organized in the spring of next year. In the meantime, the conference committee hopes individuals from across NAWCWPNS will form specific area-of-interest GPS user groups. Those with ideas or who want to help with NAWCWPNS GPS Conference 1995 should contact either of the conference co-chairs, Mark Wonnacott (939-1089) or Dex Hansard (939-6930).

The conference committee expressed its gratitude to everyone who was involved in making the conference a success and everyone who took part in the forum.



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Aircraft Department donates F-4 to Fire Division

Kay and Associates, Inc. employees assist in getting the plane into shape for realistic training exercises

By Peggy Shoaf
Staff Writer

Doing more with less is just what the Naval Air Weapons Station China Lake Fire Division is doing, thanks to personnel in the Aircraft Maintenance Division's Contractor Maintenance and Quality Assurance offices.

On March 2, contract employees of Kay and Associates, Inc. moved an F-4 aircraft to the Fire Division's training facility near the Range Control Center. The corroded plane will be used for realistic fire, crash and rescue training.

"It's real hard to get time on aircraft when everyone is busy performing their own jobs," said Larry Mills, crash captain at Fire Station #3, located at the airfield. This plane will give us some real hands-on training."

Mills added, "Generally crash firehouses get just a hulk. It's really not good for anything other than lighting a fire on it and putting it out. Now we have a training aid for egress training—getting people out of the plane. It will also teach us safety zones from all of the hazardous things on the aircraft, such as ordnance and the engines."

Mills noted the distance from the seats to the ground can pose a real problem. Without practice a lot of time could be wasted trying

to figure out how to get someone out of the cockpit and onto the ground.

Other uses for the plane will be to show new fire-fighters what they are talking about when they discuss intakes, afterburners and so on.

"What it boils down to is we need to train the way we are going to fight," Mills said. "This aircraft provides us with the opportunity to train that way."

"I'm glad we could help you out," CWO3 Mike

Edmiston, head of the Contractor Maintenance Office, told Mills. "There are lots of times there are things we can do for other people, but because they don't know what we can do, they don't ask. Whenever we can provide a service or an asset for training, we will. It not only helps you out, but it helps the aircrews out if you ever have to do an actual rescue."

Mills noted he had been searching for an old aircraft

Please see F-4, next page



TOWING the F-4 to the Fire Division's training facility involved some tight turns. China Lake Police assisted in the move.

Photo by Margie Hammett, TID

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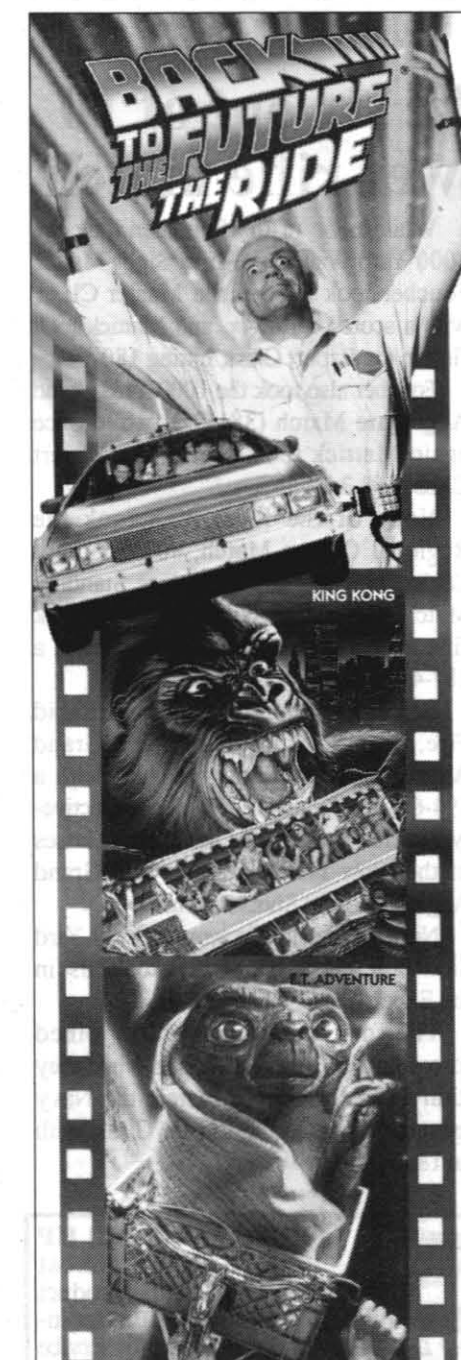
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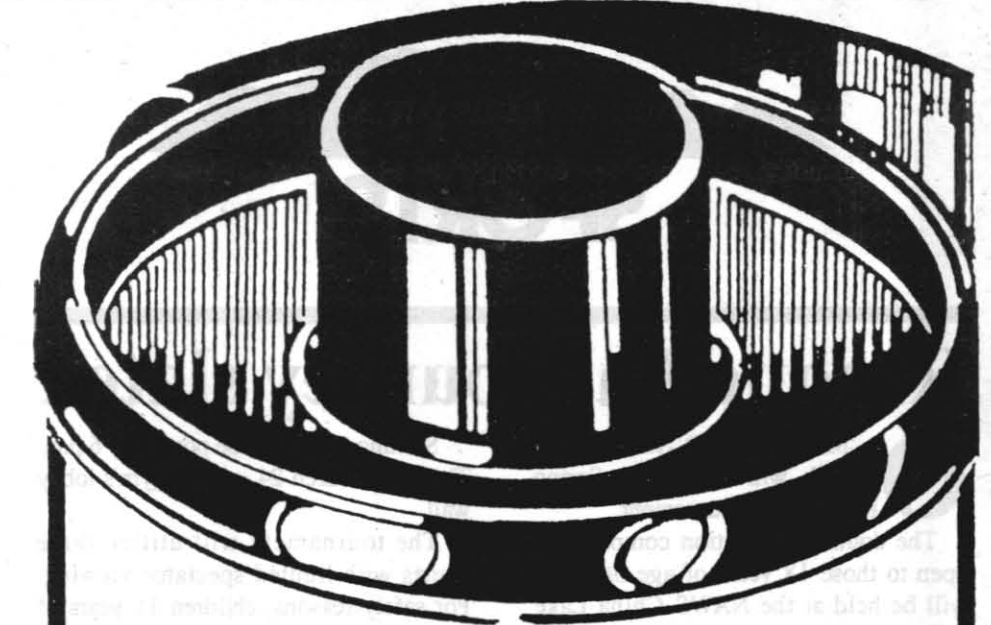


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Video Listings

KNID

Note: The week of March 14, Navy Channel 17 is presenting an evening of earthquake awareness programs, beginning at 5:55 each night. Also, once a month, Channel 17 is presenting the Safety and Environmental Affairs Journal, sponsored by the NAWS Safety Office. This month's edition can be viewed the week of March 21, Monday through Friday, at 5:55 p.m.

Monday-Friday, Mar. 14-18

5:30 p.m.: Navy News
5:55 p.m.: Make Yourself a Promise: Earthquake Preparedness for Yourself and

KNID & TVIS

Your Community

6:02 p.m.: The Whittier Narrows Earthquake

6:31 p.m.: Safety and Survival in an Earthquake

Monday-Friday, Mar. 21-25

5:30 p.m.: Navy News
5:55 p.m.: Safety and Environmental Affairs Journal for March
6:25 p.m.: Mining: Discoveries
6:35 p.m.: Common Ground
7:04 p.m.: Gleam Team

TVIS

Programs listed below will be available for viewing on Channel 3 in all FOTS-equipped conference rooms throughout the Station. Those without access to such rooms can see the programs at Michelson Laboratory "Little D" conference room. A room will also be made available in the Training Center for each program — the room number will be posted in the lobby.

Note: We have obtained a subscription to distribute CNN Headline News over the TVIS. CNN Headline News can be seen workdays from 7 a.m. to 5 p.m. on Channel 1.

Tuesday, Mar. 15

8:30 a.m.: The Secret City: Achievements and History of China Lake

11:30 a.m.: Wellness: Relaxation Video

1:00 p.m.: Macacademy: Pagemaker- Part 3 of 3

3:00 p.m.: "Safety Programs"

Thursday, Mar. 17

8:30 a.m.: Workplace Hustle - Sexual

Harassment

9:30 a.m.: Wellness: Count Out Cholesterol

11:00 a.m.: Wellness: Relaxation Video

1:00 p.m.: Macacademy: Lotus 1-2-3 Pt. 1 of 3

3:00 p.m.: "Safety Programs"

Tuesday, Mar. 22

8:30 a.m.: Wellness: HIV/AIDS in the Workplace

11:30 a.m.: Wellness: Relaxation Video

1:00 p.m.: Macacademy: Lotus 1-2-3 Pt. 2 of 3

3:00 p.m.: "Safety Programs"

Thursday, Mar. 24

8:30 a.m.: IEEE: Chaos, Fractals and Non-linear Dynamics

11:30 a.m.: Wellness: Relaxation Video

1:00 p.m.: Macacademy: Lotus 1-2-3 Pt. 3 of 3

3:00 p.m.: "Safety Programs"

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F-4, from Page 6

to be used for training for quite a while. "I was going to accept an old RF-84, but then Bob Coffland called and said he had a real, live F-4 I could have. I thought that was a better aircraft, nearer to what we work with today, so I jumped at it."

Coffland, a quality assistance representative from the Quality Assurance Office, noted he performs collateral duties at the F-4 storage facility at China Lake. "At first I thought Capt. Mills wanted a plane to burn up, so I was going to give him an old dilapidated one, but he said, 'No, I don't want that one. I want a real one,'" Coffland said with a chuckle.

The request came at a good time, Coffland said, because he was requesting permission to take seven airplanes off the Navy inventory. The planes were ones that had been received directly from the USS Coral Sea and were badly corroded, he explained. They were beyond feasible maintenance and were costing NAWS a tremendous amount of money to upkeep.

"I went through the process, wrote the messages and talked with the people back at NAVAIR and got permission to have one of the planes transferred to the Fire

'They are always saying do more with less. If this isn't an example of that, I don't know what is. They have given us everything for nothing, and that is probably as much 'doing for less' as you can get.'

—Larry Mills,
Crash Captain, Fire Station #3

Division, instead of sending it to our Survivability Range," he explained.

But before it could be transferred, additional work was needed, Coffland noted. "That's when the Kay personnel got involved," Coffland said. "To make it a useable training aircraft instead of a plane that had a bunch of stuff removed from it, the contractors did a special process on it. The only things that were removed were the high cost items, explosive devices and avionic items. We left all of the flight controls and such on the plane.

Possession of kerosene-fired heaters discouraged at NAWS

By Inspector Lana Agullera
NAWS China Lake Fire Division

Recently on Station we had a fire incident involving a kerosene heater that would not shut off. The owner had just installed a new wick and was testing the newly acquired heater in the driveway before moving it into the house. He turned the heater off and went into the house. About five minutes later he went back out-

side to find the heater still burning and out of control. The controls had melted and there was no way to control the fuel flow.

The Fire Division was called and responded to the incident.

Fortunately, this incident occurred outdoors where no damage was done except to the heater. A similar incident indoors could have been disastrous.

The Fire Division would like to remind everyone that

"In addition," Coffland said, "Kay people spent a lot of hours swapping engines so Mills' airplane could have some installed, making it even more realistic. The engines the aircraft originally had were still useable, so they had to remove them and add others that were no longer useable to programs at China Lake.

Kay and Associates employees working on getting the plane into shape were Don Boyle, Steve Richardson, Keith Williams, Clyde Guess, Roger Keller, Ken Dikeshire and Roger Wigfield.

"You wouldn't have an airplane if it wasn't for these guys," Edmiston noted.

Mills agreed, noting tight budgets would have prevented him from getting that type of work done. The division is currently looking for a live-weight dummy to aid in its training exercises. Anyone who has any information on one is asked to call Mills at 939-5353.

"They are always saying do more with less," Mills said. "If this isn't an example of that, I don't know what is. They have given us everything for nothing, and that is probably as much 'doing more for less' as you can get."

the use of kerosene-fired heaters is discouraged anywhere on Station and strictly prohibited for any indoor use. Because they have an open flame and liquid fuel, they are a greater fire danger than other types of portable heaters; and if not maintained carefully, they could emit potentially dangerous fumes.

If you have any questions on kerosene heaters or any other portable space heaters, please contact the Fire Division Office at 939-2146.

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MS 425 - TRENDS & CURRENT PROBLEMS IN AIR TRANSPORTATION

Class Dates: March 26

April 9, 16, 30

May 7

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Thom Boggs honored for technical abilities

Former co-op student's renown in energetic combustion, detonation science fields spans the globe

By Peggy Shoaf
Staff Writer

Seeing a need and then trying to solve that need by involving others and building on their strengths is one of the keys to a successful career, noted Thom Boggs, head of the Engineering Sciences Division in the Research Department.

"Too many people waste time criticizing others and finding faults with them," he explained. "Everybody has strengths and weaknesses. Build on people's strengths and try to make them part of the team seeking the solution. Invite people to be part of the solution rather than being part of the problem. In many instances when you ask people to help, they will."

"That's not only true through work, but in the community and everything else. When you see something that needs to be done, you can sort of say, 'OK, how can we do this,' and then you ask other people to help. By and large, they do."

Since first coming to work at China Lake in 1963, Thom Boggs has had a successful career, become widely known, nationally and internationally, for his accomplishments in the fields of energetic material combustion and detonation science.

The technical expertise and personal commitment to excellence that earned this recognition recently resulted in a Meritorious Civilian Service Award. Boggs received the award from Capt. Roger K. Hull, NAWCWPNS vice commander, at a site meeting on Jan. 24.

"Your research contributions have been a major force

in shaping the body of scientific knowledge that is critical to providing for the safety of military weapons for the national defense," Hull read from the citation accompanying the award. "You should take great pride in your contributions which reflect in an outstanding manner the capabilities of the Naval Air Warfare Center Weapons Division."

In his nominating letter, Sterling Haaland, NAWCWPNS deputy commander for R&D, noted a major force

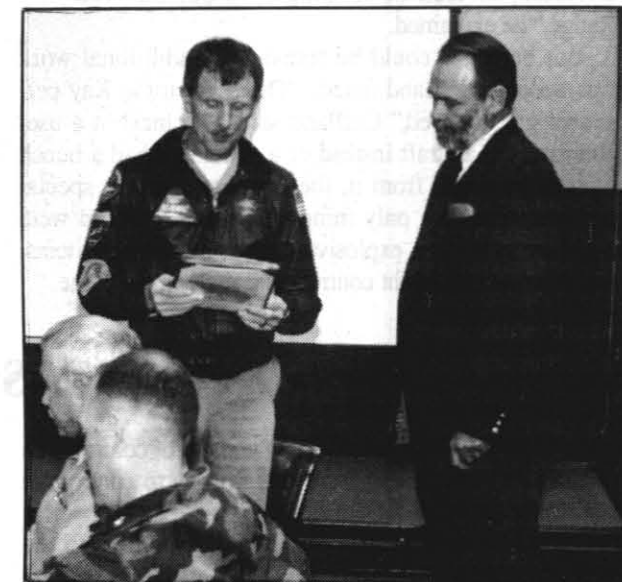


Photo by Margie Hammett, TID

EFFORTS RECOGNIZED—Capt. Roger K. Hull reads Thom Boggs' Navy Meritorious Civilian Service Award citation at a recent site meeting.

of Boggs' career in recent years has been dealing with the serious threat to life, ships and mission readiness posed by inadvertent reaction of energetic materials in munitions. "He has demonstrated the ability to plan cohesive programs to address the technical problems inherent in this area and to administer the coordinated efforts directed toward their solutions," he said.

Dealing with these problems resulted in Boggs helping establish the Insensitive Munitions Advanced Development Program at China Lake and coordinating the small-scale hazards testing for the program.

"IMAD deals with the trade-off between performance and hazards," Boggs explained. "We would like to have as high a performance in propulsion, the warhead, as possible. And, we obviously would like to have no hazards. But this is the real world, and there's no free lunch, so you have to look for trade-offs. That's been true not only with IMAD, but in all the international activities (dealing with insensitive munitions)."

Boggs has become internationally recognized as an expert in this field through his work as co-chairman of a subgroup of The Technical Cooperation Program, which involved contributions from Australia, Canada, United Kingdom and United States; as a member of the technical steering committee and past chairman of two Joint Army, Navy, NASA, Air Force (JANNAF) subcommittees; and for playing a key role, with Dr. Ron Derr, in organizing and editing "Solid Propulsion Rocket Motor Hazards," a book published by the NATO Advisory Group on Aerospace Research and Development.

Please see **BOGGS**, next page



TEAMWORK—Pam Lochhead, Cdr. Cedric Knight, Lois Herrington, Jan McFarland, David Ortiz (from SBA), Jean Piazza and Tom Wiknich celebrate their efforts in successfully awarding a major, small business contract.

CONTRACT from Page 1

particular requirement was identified — to find an 8(a) business that was qualified to handle the contract.

"One of the things that made this briefing unique was the development of a contractor profile data questionnaire designed especially for this requirement to help determine the possibility of a contract under 8(a) procedures," Herrington said. The questionnaire, on a computer disc, was given to attendees in their briefing package. Companies unable to send a representative to the briefing were mailed the package with the questionnaire and given the opportunity to purchase a video of the briefing.

"A substantial response was received," Herrington said, "and there were sufficient 8(a) businesses capable of performing the contract to provide adequate competition."

An announcement was then put in the *Commerce Business Daily* announcing the solicitation of the contract as a competitive 8(a).

"Because Echo Range is a remote site and requires careful planning for day-to-day operations, the team wanted to ensure that contractors understood what would be entailed under the contract," Herrington explained. "To accomplish this, an on-site

tour of Echo Range was arranged. More than 100 contractor personnel participated in the tour."

The formal request for proposal was issued Dec. 11, 1992, and a pre-proposal conference was held in January 1993. "This was the team's final chance to address and assist these contractors with any questions they had before proposal submission," Herrington explained.

"Basically, the industry briefing allowed us to find out at the start of the process if there was an eligible business out there that was qualified to handle the contract," Herrington said. "Under the regular procedures, we wouldn't have found out that information until way later in the process, which would have resulted in lost time and money if there wasn't one. In addition, by entwining total quality management practices and procurement integrity requirements, it allowed open and direct communication between us and the contractors, resulting in the best possible contract."

"The process has been so successful that other agencies have requested information and are considering incorporating it into their own selection process."

Counseling available for employees with financial problems

By John Powers
Code C621

Each year thousands of people are confronted with overwhelming money problems. It all starts when it's time to pay your bills. You take out your checkbook, look at the balance and add up what you owe. You realize you don't have the money to pay the bills, so you begin with priorities. Some get paid and others are put off to a later date. Don't let this happen to you.

Financial debt counseling is available through the Civilian Employee Assistance Program (CEAP) Office. Arrangements have been made for a representative from the Consumer Credit Counselors of Kern County, a non-profit community service agency from Bakersfield, to come to the Naval Air Weapons Station to offer counseling. Your financial situation will be reviewed by a trained counselor and a plan developed to get you on the road to financial security. This service is being offered free of charge.

If you believe you need financial debt counseling, all you need to do is call the CEAP Office, telephone number 939-3892 or 939-2574, for an appointment.



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NAWCWPNS signs CRADA with Superconducting Core Technologies

Commercialization potential of high temperature superconducting technology brought the Naval Air Warfare Center Weapons Division and Superconducting Core Technologies, Inc. (SCT) together for a Cooperative Research and Development Agreement (CRADA) in January.

Stephan H. Andrade, chief operating officer for SCT praised the agreement saying, "This gives us the opportunity to work with a world class research organization." He also noted the CRADA allows SCT to make the best use of its resources by cooperating in research and testing efforts with Navy scientists.

The Navy and SCT want, in particular, to explore development of tunable high temperature superconducting ferroelectric antenna elements and antenna arrays in the VHF and UHF frequency bands.

Under terms of the CRADA, NAWCWPNS provides an extensive background in the technology and expertise in analysis, design and testing to enhance development of the technology. SCT brings the ability to define commercial and dual use capabilities, materials processing and device design capabilities.

If the CRADA partners are successful in developing and exploiting the technology, both the private sector and government will reduce their costs of doing

business in the area of high temperature superconducting ferroelectric materials with radar, telecommunication and satellite communication applications.

Don Bowling and Anna Martin of the NAWCWPNS Research Department noted the Navy had informally worked with SCT for the past 18 months in this effort. They said the CRADA gives the Navy a conduit to superconducting research in private industry and allows NAWCWPNS to leverage its resources through effective cooperation with other researchers.

Navy and industry representatives said the technical problems in development and commercialization of the superconducting ferroelectric antennas were industry wide and the agreement should help drive efforts toward practical solutions.

Andrade, Bowling and Martin acknowledged that this was not a quick cure for technical difficulties. Potential marketable products are years down the road. Nonetheless, they see a vast potential for such products and the potential for the CRADA to be worth millions of dollars.

While this is SCT's first CRADA with NAWCWPNS, the company has an existing agreement with the Naval Research Laboratory. The CRADA is for one year, with two option years.

Compu Chatter

By Rashell Foster
PC Lab

Have you ever wondered what it would be like to make a map and be able to plot points on certain areas and have it calculate the exact distance for you. Well, we have a new software application that you just might not want to pass up, its called GeoPoint BaseMap. We feel it's the world's easiest personal mapmaking tool available for the Mac. It's a color mapping application that can be run on any Macintosh or Powerbook, requires 2MB of RAM and 2MB of hard disk space and it's even System 7 compatible.

Use BaseMap to create a custom map the way you want it. Zoom in and plot precise location with the pushpin tool and assign custom names and categories. Measure the distance between points or draw precise contours around locations. You can cut and paste into other applica-

Mapmaking tool available on software

tions like word processors, page layout and graphic or presentation packages.

Some of the features include custom maps to global, national or regional scale, precise latitude/longitude locations, exact radial contours around points and global geopolitical/U.S. state borders. BaseMap enables you to visualize and present your geographical data, satellite trajectory and radar footprints just by simply importing your data and displaying.

Compared to other mapping software GeoPoint BaseMap has all the same features and lists at a retail price that is under \$200.

This product will be demonstrated March 21 at the PC Lab, with the first class at 10 a.m. and the second at 1 p.m.. Call the PC Lab to reserve a demo seat today, 499-2081.

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BOGGS, from Page 8

The technical development of Boggs' career is chronicled in his publications—179 papers and articles, Haaland continued. His publications are widely referenced, both in American and foreign open literature, and his skills have brought him jobs as diverse as serving as a technical reviewer for publications, such as *Combustion Science and Technology*, *Combustion and Flame*, *AIAA Journal* and *Applied Mechanics Review*, to interviewing Soviet scientists at the request of the Air Force Foreign Technology Division.

A more recent accomplishment, Haaland said, was organizing and chairing a symposium on the energetic material CL-20, which was recently developed at China Lake. More than 100 scientists from throughout DoD and contractor community attended.

Boggs joined the China Lake workforce as a Cooperative Education Student after his sophomore year at University of California at Berkeley.

"I had been unloading box cars next

to the Southern Pacific Yard in Oakland," he said. "I was doing that three days a week and going to school two days a week, carrying a full load. When you have a five-day-a-week math class, missing three out of five days is tough. I figured there had to be an easier way to go to school. So, I applied for the Co-op Program."

"I was originally scheduled to go to Edwards Air Force Base to work on the X-15 Program. About three weeks before I was to go, I got a phone call from Edwards informing me there was no housing at Edwards and that I would have to commute from Lancaster. Under those conditions, I didn't think I could save enough money for schooling."

"They then told me, 'We understand there are openings at China Lake. Would you be interested in going there?'"

"I said, 'Where?' I had never heard of the place."

"Now I'm desperate, because it was only two weeks until the end of the semester, so I accepted the job and came down that summer. I didn't have a

car, so I took the bus to Los Angeles and a bus from Los Angeles out to here. I fell asleep on the bus someplace near Mojave and woke up just as we were going through Red Rock Canyon. I thought, 'What have I gotten myself into?'"

"Coming down the hill to Inyokern, I said, 'I think this must be the end of the world!'"

After graduating from Berkeley in January 1966 with a bachelor's degree in mechanical engineering, Boggs came back to China Lake to work full time in the Engineering Department. He went to work for the Research Department in 1967 and in 1986 was selected to his present position.

During his career, Boggs has received a number of awards, including the L.T.E. Thompson Award in 1988, the JANNAF Combustion Subcommittee Award in 1985 and the Arthur S. Flemming Award in 1978. In 1991 he was selected as an NAWC Senior Fellow, the only NAWC division head to receive this technical honor.

Overdue library books can result in bad credit

Kern County Library patrons with long overdue materials and/or outstanding fines and fees will now find they must either pay or have their credit rating impaired. The library is owed hundreds of thousands of dollars in outstanding fines.

Beginning March 16, all outstanding fines and fees not paid within 100 days of notification will be automatically turned over to a collection agency and an additional fee of \$20 will be added to their account.

Patrons will then be given 30 days

during which they may pay the fines and clear their accounts. After the 130 days, if the fines are not paid or arrangements made with the collection agency, their credit rating will reflect the debt. For more information, call the library at 805-861-2130.

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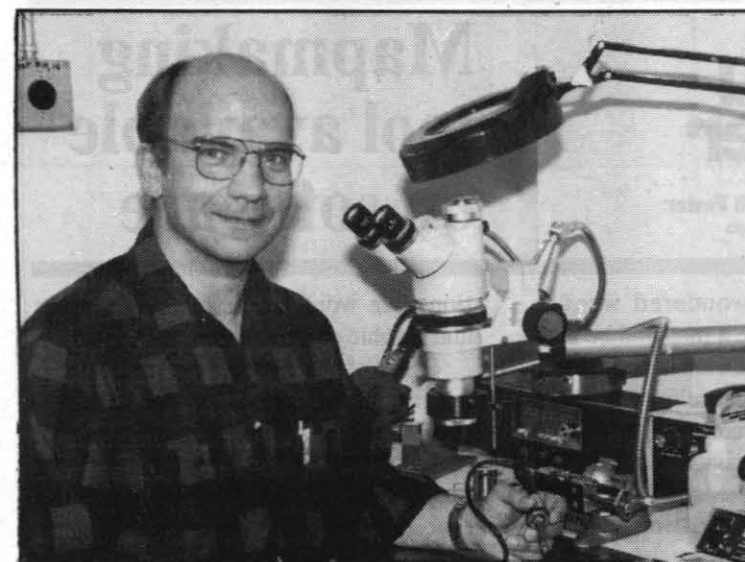
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Dr. John Fischer

Photo by Margie Hammett, TID

FISCHER from Page 1

similar efforts within NASA, the Air Force and the Army. "Since money is tight," Fischer said, "we try to keep in constant contact to learn from each other and avoid duplication."

In the other projects, branch members are reviewing military specifications of various weapons programs and similar NAVAIR specifications for manufacturing processes that require the use of ODSs. These specifications will be changed to require the use of non-ODS processes as they are developed.

Besides the award, Fischer's work has carved out another leadership area for NAWCWPNS. Fischer will be the Weapons Division's, and thus the Navy's, electronics representative on a joint DoD and Department of Energy task force investigating low-residue soldering, also known as "no

clean" technology. Since many of the ODSs are used to clean components after assembly, the task force will seek to find benign materials and assembly processes that will require no or little cleaning and eliminate the need for strong solvent solutions.

Fischer said that meeting the deadline for elimination of ODSs is further complicated by the fact that what works as a replacement for a given substance in one application may not work in another.

"Depending on what you're doing, there might be ten different substances required to replace just one ODS," Fischer said. "What works for Hughes in a process for a Cruise Missile component may not work for McDonnell Douglas in the F-18. So there remains a lot of work to be done."

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OPERATIONS DIVISION NEWS

APPLICATION PROCEDURES

Applications must be received at the Human Resources Department (HRD) Reception Desk, at any site, no later than 5:00 p.m. on the closing date of the announcement. Individual 171s must be submitted for each vacancy. LATE APPLICATIONS WILL NOT BE ACCEPTED UNLESS ON APPROVED LEAVE, TDY, ETC. THE ENTIRE TIME THE ANNOUNCEMENT IS OPEN. Please make a copy of your SF-171 application for your own retention before you submit it. (Only applications with original signature and date will be accepted.)

Submit a copy of your latest narrative performance assessment/appraisal of record with any application filed against a vacancy announcement. If the assessment/appraisal does not clearly state the tasks/duties performed, attach a copy of your performance plan.

A supplemental narrative addressing your qualifications to each Quality-Ranking Factor (QRF) is highly recommended. This information will be used to identify "highly qualified" candidates to be referred for selection. Additional information will not be accepted after the closing date of the announcement.

When multiple grade levels are advertised, applicants will only be rated for the lowest grade level they indicate on their SF-171 that they will accept and higher grade levels for which they qualify. Applicants may review the X-118 Qualification Standards at the China Lake Technical Library; at the Point Mugu Directorate/Department Resources Offices; or at any NAWCWPNs Human Resources Department Office.

AREA OF CONSIDERATION INFORMATION

Applications will be accepted from "current appointable employees" at NAWCWPNs and, unless otherwise noted in the specific announcement, the tenant commands with approved cross-service agreements. These include employees with career or career-conditional appointments; temporary employees with Veterans Readjustment Act (VRA) eligibility or reinstatement eligibility; handicapped employees serving on an excepted Schedule (A) appointment, VRA employees, and temporary employees within reach on an OPM certificate (or equivalent). If a tentative selection is made from tenant, VRA, or temporary applicants, the selection process cannot be completed until a waiver to the hiring freeze is approved by COMNAVAIR. Appointable persons include those with reinstatement eligibility, those within reach on an OPM certificate, and those eligible for noncompetitive permanent appointment (e.g., VRA, handicapped).

NOTES

1. If selection is made below the full performance level, the selectee may be promoted to the next higher level(s) without further competition provided the following conditions are met: (1) OPM requirements are met, (2) management determines the incumbent is performing at the higher grade level, and (3) there is work at the higher grade level to justify the promotion. **PROMOTION IS NOT GUARANTEED.**

2. First-time supervisors and managers are required to serve a probationary period of 12 months. Those who do not satisfactorily complete the probationary period will be returned to positions of no lower grade and pay than their former position.

3. **Drug Testing Designated Position.** An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to a final selection. (Exception: If the position change is for 30 days or less or the applicant currently occupies a Department of Defense Testing Designated Position (TDP), no applicant test is authorized.) The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all Department of Navy employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or unsafe practice. All individuals will have the opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test result will be provided to the selecting official and servicing Human Resources Office before a final selection is made. A verified positive drug test result of a current Department of Navy employee will also be provided to the employing activity/command.

4. **This is a Defense Acquisition Workforce Improvement Act (DAWIA) Designated Position.** P. L. 101-510 requires that all applications for DAWIA designated positions that are advertised be evaluated utilizing a Quality-Ranking Factor (QRF) to determine the best qualified candidates. A supplemental narrative addressing the DAWIA QRF is highly recommended. Applicants who would like to obtain more information on the DAWIA mandatory requirements and/or definitions of DAWIA career fields should contact their Department Office DAWIA representative or their Personnel Management Advisor. **Note:** Applicants selected for Critical Acquisition Positions (GS-14/DP-4 and above) will be required to sign a service agreement to remain in that position for at least a 3-year period.

5. **Merit Promotion Positions for Point Mugu Site Vacancies.** Applicants must meet all eligibility requirements (including, when applicable, time-in-grade and qualification requirements) within 30 calendar days of the closing date of the announcement.

GENERAL INFORMATION

The Naval Air Warfare Center Weapons Division is an Equal Opportunity Employer. Selection will be made on a fully equal basis without discrimination. Selection will not be made on non-merit reasons such as race, color, religion, sex, national origin, age, politics, marital status, physical handicap, or membership or non-membership in an employee organization.

All vacancies are subject to restrictions imposed by the DOD Priority Placement Program (PPP). Incumbent must hold or be able to obtain the appropriate security clearance.

As of 1 August 1992, Mandatory Direct Deposit/Electronic Funds Transfer (DD/EFT) became the standard payment within DOD for pay of certain civilian personnel. Newly hired civilian personnel and employees (not currently enrolled) who are selected for competitive promotion, reassignment, transfer, etc., will be required to enroll in DD/EFT within 60 days. An asterisk (*) preceding an announcement number indicates a modification has been made to the vacancy advertisement; please note indicated changes.

MERIT PROMOTION

CHINA LAKE SITE ONLY

No. C29-020RR, Secretary (Typing), DG-318-2/3, Intercept Weapons Department, NAWCWPNs, China Lake, CA, C29A—Area of Consideration: China Lake only. **Opening Date:** 3-10-94. **Closing Date:** 3-17-94. **Selecting Official:** John Weaver, (619) 939-8461. **HRD Contact:** Pris Bonin, (619) 939-3118. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** The incumbent will provide secretarial and administrative support to the Surface-to-Air Program Director, C29A and to the Technology Office, C2901A, Intercept Weapons Department. **Quality-Ranking**

Factors: Ability to perform full range of secretarial and administrative support duties including calendar management, telephones, travel, conferences, files, and record systems. The incumbent must be able to obtain and maintain a Secret Clearance. Promotion potential to a DG-3, but not guaranteed.

OXNARD PLAIN

*No. P73-001-MG4, (1) Electric Power Controller Leader, WL-5407-10, Navy Air Weapons Station, Public Works Department, Utilities Operations Branch, Santa Cruz Island Utilities Operation Section, P73623—Area of Consideration: Current Appointable Navy

Employees on the Oxnard Plain. **Opening Date:** 2-24-94. **Closing Date:** 3-24-94. **Selecting Official:** Lt. Pastrana, (805) 989-1413. **HRD Contact:** Mary Lou Gutierrez, (805) 989-3230. **Permanent Change of Duty Station Authorized:** No. **Summary of Duties:** Incumbent carries out Power Plant Operator duties, pumps and treats potable water, assists in off-loading supply vessel, assigns tasks to workmen of various trades to accomplish a variety of maintenance, emergency repairs, and services. Prepares daily time records and associated reports such as sick and/or annual leave. Evaluates service calls and work orders to determine nature and scope of work to be accomplished in order to make proper assignment of workmen. Responsible for the operation and maintenance of the following station utilities

components: electrical power generation plant and power distribution network including underground power feeders, transformers, and related switching; individual boiler plants and heating systems; and air conditioning systems in various buildings. **Job Elements:** Ability to lead. **Quality-Ranking Factor(s):** Knowledge of power generation and distribution, heating, refrigeration, water, fuel, and sewage systems.

Note: A physical examination administered by base medical personnel may be required to determine fitness for duty in terms of specific physical capability deemed necessary by management. *Amended to correct Job Element and to correct "registration" to "refrigeration" in the Quality-Ranking Factor section.

The NAWCWPNs Announcements and Human Resources Department information are published by the PAO and inserted in China Lake's "Rocketeer" and Point Mugu's "Missile" newspapers on the Thursday before payday. Copies of the insert are provided to the Albuquerque and White Sands sites. Personnel at China Lake, Albuquerque, and White Sands may send items for the Announcements section to C08033, Attn: Barry McDonald, FAX 939-2796 (DSN 437-2796). Personnel at Point Mugu may send items for the Announcements section to P0703, Attn: Pat Hollenbaugh, FAX 989-1785 (DSN 351-8094). Items included in the Human Resources Department Information section are provided by the Operations, Human Resources Development, and Employee/Labor Relations Divisions of the Human Resources Department. The deadline for all submissions is Wednesday at 1700, 8 working days prior to the alternate Thursday publication date. **NOTE:** All inputs MUST include the sponsor's code and phone number. Any questions or issues pertaining to this insert may be addressed to Ron Rogers at 989-3997 (DSN 351-3997), FAX 989-4388 (DSN 351-4388).



NAVAL AIR WARFARE CENTER WEAPONS DIVISION

ANNOUNCEMENTS

ALL FOUR SITES GENERAL ANNOUNCEMENTS

AWARD PRESENTATION LUNCHEON

An awards luncheon for the L.T.E. Thompson, Michelson Laboratory, and William B. McLean awards will be held at the Seafarer Club at China Lake on Wednesday, 20 April. Seating will begin at 1100; lunch will be served at 1130 and will include a soup and salad bar and coffee or tea at a cost of \$8.50 per person. All civilian and military employees are invited. The presenter will be Rear Admiral D. B. McKinney.

For more information contact, Mia McKenzie or Vicki Fernandez, C621, at 939-2537 or Paula Phillips, P621, Bldg. 211, at 989-3225. Reservations are required by 6 April.

CIVILIAN PAY GARNISHMENT LAW

In Section 9 of Public Law No. 103-94, Hatch Act Reform Amendment of 1993, Congress has authorized the garnishment of federal civilian employees' wages for most debts. Procedures to enact Section 9 of Public Law No. 103-94, garnishment of civilian employees' wages were put into place by the Defense Finance and Accounting Service as of 3 February. The

legal review of garnishments for debts for DOD civilians will be performed by the Defense and Accounting Service—Cleveland Center, Office of General Counsel (DFAS-CL/DG) except for employees paid by the National Security Agency, U.S. Army Corps of Engineers, and Army, Navy, and Marine Corps overseas payroll offices. All requests and court orders for garnishments received before 3 February will be returned to the sender. Garnishments received after that date will be returned to the sender advising them to submit the garnishments to DFAS-CL/DGG, P.O. Box 998002, Cleveland, Ohio 44199-8002.

THRIFT SAVINGS PLAN (TSP) RATES OF RETURN

According to the latest TSP fact sheet, the rates of return for the three investment funds were

	C Fund	F Fund	G Fund
January	3.40%	1.33%	0.51%
Last 12 Months	12.90%	8.92%	6.07%
C Fund—Common Stock Index (Stocks)			
F Fund—Fixed Income Index (Bonds)			
G Fund—Government Securities			

CAREER TRANSITION AND PLACEMENT CENTERS

Need assistance with your future career plans? Unsure of how to prepare a resume or complete an SF-171? Confused about the demand for your skills and educational background in today's work environment? Visit the Career Transition and Placement Center (CTPC) at the Point Mugu and China Lake sites. Both offer full-service career transition assistance daily and personal career counseling by appointment. Center resources include periodicals, brochures, and books on many topics including career planning, job searching, and retirement. IBM compatible and Macintosh computers with laser jets and applicable software are available to help you write your resume or SF171, determine your interests and values, or search available job listings via bulletin boards. The Point Mugu Center is open from 1000 to 1500 daily and is located in Building 5-1, Room 31. For more information call 989-3982/3994. The China Lake Center is open from 1300 to 1600 daily and is located in Building 02330 (the white trailer behind the Training Center). For more information call 939-0873.

CAREER TRANSITION TIPS

Achieve great career goals one small step at a time. The greatest single barrier to reaching any goal is the feeling that the action is too big, too difficult, too costly, or too threatening. If you have that feeling, you may want to try reducing your goals to smaller ones. Create a personal purpose statement describing where you want your career to head, write down as many goals you can think of to help you complete your purpose statement, choose one to work on, and concentrate on accomplishing only that goal. Dr. Freeman, a cognitive therapist in Cherry Hill, N.J. offers a simple guideline to follow: "Steps that are so small that they seem silly become steps that are easy to take."

Remember: "The man who moves mountains begins by carrying away small stones." (Chinese Proverb)

CHINA LAKE GENERAL ANNOUNCEMENTS

SAFETY OFFICE ORGANIZATIONAL CHANGE

The Safety Office has recently undergone an organizational change. The old code numbers, C8401 and C8405, are no longer valid. The new code is C0804. Primary phone numbers for the Safety Office are still 939-2315 or 939-2314.

MISSILE FLIGHT CONTROL TECHNOLOGY BRIEFING

HR Textron will present the results of recent R&D activity in flight control technology at the Seafarer CPO Lounge on Wednesday, 16 March at 0930. For further information contact Peggy Chun at 939-7245.

CERTIFICATE PROGRAM IN ENVIRONMENTAL MANAGEMENT

California State University, Bakersfield (CSUB) offers a certificate program in environmental management at China Lake. The certificate program consists of four 5-quarter unit courses. The cost for this academic year per person per course is \$400 for an undergraduate course and \$425 for a graduate course. To obtain a brochure or more information, call Cecil Webb at 939-0878.

TAP WORKSHOP

A Transition Assistance Program (TAP) Workshop is scheduled for 12-15 April at the NAWS Conference Center on King Street. Check-in begins at 0730 on 12 April. You may attend if you are 6 months to 1 year from separating. You must wear civilian clothing and bring your medical record, pen, and paper. It is recommended that you bring a rough-draft

resume to class where it will be reviewed. The TAMP Office staff can help you prepare a rough-draft resume prior to the workshop. Spouses are invited and encouraged to attend all or portions of the workshop.

Call Phyllis Bunker, 927-3785 or Pat Tobola, 927-1545 to add your name to the list, or to schedule a resume appointment. The next TAP workshop will be 5-8 July.

CHANGE IN TAMP SCHEDULE

Beginning the week of 7 March, the TAMP Airfield Office will be open on Tuesday and Thursday from 1000 to 1400. The Mainside Office will be closed at that time except for appointments. The Airfield Office is also open Monday, Wednesday, and Friday (including Flex Fridays) from 0800 to 0900. For an appointment at the Airfield, other than at the above times, call 927-1545 or 927-3785.

EMPLOYMENT OPPORTUNITY

The TAMP office has received employment information from California Department of Transportation (CALTRANS). CALTRANS has many job classifications; you are required to take an examination for all positions. Stop by Room 1017 in Building 00001 to pick up recruitment and information brochures/pamphlets if you are interested.

HOME BUYER'S SEMINAR

Do you dream of owning your own home? The TAMP office is sponsoring a home buyer's seminar to help you become familiar with the home-buying process and qualifications. The instructors are professional volunteers and will include a V.A.

mortgage lender, realtor, and CALVET representative. CALVET requirements have recently changed to the veteran's advantage, so this information will be important to you. The seminar will be held at the Training Center, Room 203 on Wednesday, 16 March, 1100-1300.

Spouses are encouraged to attend; you may bring a "brown bag" lunch. Call the TAMP office by COB 10 March to make a reservation.

50TH ANNIVERSARY VIDEOS AND PHOTOGRAPHS WANTED

The Video Projects Branch is collecting home videos and photographs taken during the 50th Anniversary Celebrations for inclusion in our archives. If you photographed anything—people, events, displays—we would love to see it. Your videos and photographs will be duplicated on videotape and promptly returned to you. Materials should be brought to our office, Bldg. 2334, in the Old Community Center on Blandy across from the Headquarters Building, or contact Mark Pahuta, C6423, at 939-3819.

TECHNICAL LIBRARY CUSTOMER DATABASE

The Technical Library is establishing a database of customers and their QuickMail addresses. This Database will be used for announcements, daily routine, and special contact with customers. We presently have everyone in our database who uses a Macintosh computer but we are missing all you folks who use something other than a Mac to read and send QuickMail. If you are a registered customer of the Library and would like to be included in our

RETIREMENT

JOHN CLARK

John Clark has retired. A farewell luncheon will be held in his honor at John's Pizza on Thursday, 17 March at 1115. The High Noon Special will be served. For reservations or presentations, contact Margie at 939-1122.

TECHNICAL LIBRARY CD-ROM HOLDINGS

The staff at the Technical Library, located at the north end of the Mich Lab compound, would like to invite everyone to come in and use the library's extensive holdings of CD-ROMs. Recent additions on disk are the Pentagon Library and the National Defense University holdings. The Defense Library on Disc contains over 220,000 records, including items in the fields of international security affairs, defense policy, military history, resource management, and the art of war. Most of these items can be obtained through the Interlibrary Loan service of the Technical Library. For a complete list of CD-ROM holdings, contact the Technical Library at 939-3389/1017.



POINT MUGU GENERAL ANNOUNCEMENTS

WHAT'S NEW AT THE POINT MUGU TECHNICAL LIBRARY?

The Technical Library would like to invite its patrons to come in and see the new collection of technical books on loan from the Technical Library at China Lake. Monthly, the Point Mugu Library will receive 100 books. These books will be available for circulation at Point Mugu for 4 months. If you need specific topics or titles, call Stephanie or Sue at 989-8156. The Technical Library is located in Bldg. 511A on 13th Street. The hours are 0800 to 1600, Monday through Friday. The Technical Library would like to remind Point Mugu personnel that it has the resources to help you perform your job—be it research, development, testing, or just gathering information on that new computer network. (P6433)

LABOR REPRESENTATIVE FOR BARGAINING UNIT EMPLOYEES

The exclusive Labor Representative for the bargaining unit employees of NAWCWPNS, Point Mugu is the National Association of Government Employees (NAGE).

The local R12-33 President is Louis W. Roger; located in Trailer 10073; he can be reached at 989-1374.

CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)

Getting help when you have a problem can be a problem. Do you know that there is someone you can talk to if you or someone in your family is having difficulties? There is no charge for CEAP services, which may be used before, during (on administrative leave), or after working hours. Family members, self-referrals, and supervisory referrals are welcome. The program is located in Bldg. 2-825 (University of La Verne). All interviews are confidential. For further information, call 989-7708 or 989-8161. Ask for Martha or Bob.

EMPLOYEE COMMUTE OPTIONS PROGRAM

THE ADVANTAGES OF CAR POOLING

To participate in the Trip Reduction Program use alternate means of transportation (any mode of transportation other than a single-occupancy vehicle) to commute. There are many reasons for car pooling, depending on your personal values and needs. They include, but are not limited to, the following:

1. To reduce air pollution and traffic congestion problems. Motor vehicles are the culprits that spew more than 60% of the toxic emissions into our region's air.
2. To save personal transportation costs (such as gasoline, vehicle maintenance, repair, and depreciation costs).
3. To help Command reduce overhead costs and meet the average vehicle ridership goal established by Ventura County.
4. To reduce dependence on foreign oil.
5. For car/van poolers—good company, less stress, extra help in case of emergency, etc.
6. To receive Command benefits under the Trip Reduction Program, including preferential parking and the guaranteed ride home program for all registered NAWCWPNS employees and the Special Liberty Program for registered NAWCWPNS military personnel.

ELIGIBILITY REQUIREMENTS

To be registered in the NAWCWPNS Trip Reduction Program an individual must be an active-duty military member or civilian employee of NAWCWPNS Point Mugu or Camarillo Airport worksites using an alternative means of transportation to arrive at the worksite. Alternative means include walking, running, bicycling, car/van pooling, public transportation (including base transit system), and using a clean-fuel vehicle, such as propane, methanol, compressed natural gas, or electricity. A carpool includes passengers 16 years of age and older who are dropped off at school or work, or persons who are registered and dropped off at employer-sponsored day care or elder care facilities located within a 1/2 mile radius of the worksite.

SPECIAL COMMUTER INFORMATION

Only employees registered in the program and who have a serial-numbered yellow Point Mugu carpool sticker are authorized to use the "Carpool Only" parking spaces on station. Registered personnel should use the "Carpool Only" spaces only on days that they are actively car/van pooling. Anyone else using these parking spaces will be ticketed by the Security Department.

RIDESHARE HOTLINE

For rideshare hotline information contact employee transportation coordinator Ron Rogers at 989-3997.

Human Resources Department Information

The Human Resources Department (HRD) Information section is intended to provide timely HRD information to NAWCWPNS personnel. Any questions or issues pertaining to this section may be addressed to Ron Rogers, P622, (805) 989-3997 (DSN 351-3997), FAX 989-4388 (DSN 351-4388).

EMPLOYEE/LABOR RELATIONS DIVISION NEWS

LEAVE DONORS NEEDED

The employees listed below have been approved as leave recipients under the Leave Transfer Program. These employees have exhausted annual and sick leave because of personal or medical emergencies and anticipate being in a leave-without-pay status for at least 80 hours. Employees who wish to help a leave recipient may donate annual leave to the employee by submitting a completed OP Form 630-A (Request to Donate Annual Leave to Leave Recipient). This form is available at Administration Offices at Point Mugu and Shop Store (Tel-Mart) at China Lake. Forms for Point Mugu may be mailed to P621 and forms for China Lake may be mailed to C621. For additional information call Maria Martinez at (805) 989-3222 or Cindy Halpin at (619) 939-2018.

CHINA LAKE

Janice Henderson, C6335

Janice is caring for her brother while he is on dialysis awaiting a kidney/pancreas transplant.

Mary (Kit) Driscoll, C6432

Kit had abdominal surgery and is recovering.

Jennie Miller, P37121

Jennie is undergoing chemotherapy for bone cancer.

Alice Howard-Echols, P726

Alice is suffering from a major depressive disorder.

Myrian Connors, P651

Myrian suffered fetal demise.

Bruce Katz, C3221

Bruce has injured/broken vertebra of the spinal column and must be immobile for 6 to 12 weeks.

Howard Gerrish, C2772

Howard obtained severe injuries in an accident.

Bobbie Heidler, P7304

Bobbie has left lower lobe pneumonia and is on ventilatory support.

Brenda Davis, P625

Brenda is undergoing treatment for Lupes Erythematous.

Caroline Dishman, P2202

Caroline is on maternity leave.

Tamy Burns, C6505

Tamy is undergoing major surgery and will be off work recovering. She has exhausted all of her leave.

Pearl Mazuleni, C8322

Pearl fell on ice and fractured her arm and badly bruised her back and hip.

Annette Zuniga, P3500

Annette is taking care of her husband who is extremely ill.

Sue Gonzales, P751

Sue's son has acute lympho-blastic leukemia.

Cynthia Nunez, Code 5A32

Cynthia is on maternity leave.

Larry Kuster, C842

Larry has colon cancer and is undergoing chemotherapy and radiation treatments.

Cathy Hannah, C6132

Cathy is recovering from pregnancy complications, diabetes, and congestive heart failure.

Nancy Olavarrieta, P0704

Nancy is on maternity leave.

Melody Dates, P004B

Melody is recovering from brain surgery.

Patricia Pratt, P30, Naval Air Reserve Training

Patricia is undergoing chemotherapy and radiation treatment for perforated colon cancer.

WORDPERFECT, INTERMEDIATE (8 hrs.)

22 March; Tuesday, 0800-1630; Bldg. 5-1, Room 23. By: Tectra

Prerequisite: WordPerfect, Introduction. This course presents intermediate skills in this word-processing program such as merge operations, envelopes, mailing labels, macros, headers and footers, math, sorting text, columns, fonts, and graphics for the IBM compatible.

WORD FOR WINDOWS, INTRODUCTION (16 hrs.)

23 March; Wednesday, 0800-1630; Bldg. 5-1, Room 23. By: The Memory Co.

Prerequisite: Prior PC experience. This course introduces the user to the basic functions and features of this graphical user interface package. Students learn to use the Program Manager to manage the running applications; to use the File Manager to manage files, disks, and drives; and to exchange information between applications.

FILEMAKER PRO, INTRODUCTION (16 hrs.)

28 March; Monday, 0800-1630; Bldg. 5-1, Room 30. By: Saracen Interactive

Prerequisite: Basic Macintosh skills. In this class you will learn an introduction to databases, how to create your own database, working with information (adding, editing, omitting, etc.), layout formatting (field borders, viewing, drawing tools, moving, resizing, reshaping and aligning objects, etc.), auto-dates, field values, auto text, tab orders, buttons and scripts, and networking and passwords.

Presentation Method: Hands-On Workshop

DEALING WITH DIFFICULT PEOPLE (8 hrs.)

29 March; Tuesday, 0800-1630; Surfside, Cloud 9 Room. By: Marion Lapan

Designed to assist employees to be personally effective face-to-face and on the phone with telephone clients, co-workers, and supervisors. Skills will be learned in dealing with negative confrontations and the "difficult" personality type. These skills can improve overall human relations and reduce negative stress.

JOINT TRAVEL REGULATION: TEMPORARY DUTY TRAVEL (24 hrs.)

30 March-1 April; Wednesday-Friday, 0800-1630; Surfside. By: Edward T. Dappen

Topics include applicability of the Joint Travel Regulations, Vol. II, commercial transportation modes, privately owned conveyances, per diem, actual subsistence, miscellaneous expenses, overseas travel, travel authorizations, emergency travel, government charge cards, and travel vouchers. Participants learn to identify travel allowances and entitlement of DOD civilian employees on TDY; determine eligibility for reimbursement; compute TDY travel allowances; and resolve complex entitlement problems.

ADMINISTRATIVE POLICIES AND PROCEDURES FOR SUPERVISORS (32 hrs.)

30-31 March and 6-7 April; Wednesdays-Thursdays, 0800-1630; Surfside, Cloud 9 Room. By: Center Staff

Topics covered include a summary of general guidelines (organizational structure of DOD and subordinate commands, safety, security, privacy act, ethics, workers compensation, plant account, Drug-Free Workplace Program, and EEO, including Prevention of Sexual Harassment), affirmative employment (merit promotion, reassignment, special-interest programs, interviewing and selecting new employees, reading a 171, and obtaining performance information from previous supervisors), employee development, employee awards (and other aspects of the DEMO system), discipline (problem behavior, poor performance) and other topics of interest to supervisors.

READING AND COMPREHENSION SKILLS (16 hrs.)

21 March and 1 April; Monday and Friday, 0800-1630; Surfside, Cloud 9 Room. By: West Coast University

There are several ways to increase reading speed and comprehension. The focus of this training is on three particular methods: Scanning, Skimming, and Surveying. The course features a hands-on approach that emphasizes accelerated reading methods, comprehension, discussions, and class speedreading practice drills. Training is designed to increase reading skills, improve comprehension rapidly, and find bottom-line information. Some of the topics covered include getting rid of roadblocks, using your hands and your head, how to find the bottom line, and paraphrasing and other shortcuts.

EXCEL, BEGINNING (16 hrs.)

4-5 April; Monday-Tuesday, 0800-1630; Bldg. 5-1, Room 30. By: Saracen Interactive

Prerequisite: Basic Macintosh operating skills.

In this class you will learn basic Excel concepts—creating a worksheet; entering values, labels, formulas, and notes; worksheet development (editing, moving around, using help, functions, fill copy, absolute and relative addressing, cut and paste, paste special, formatting, insert/delete, rows/columns, borders, save); printing the spreadsheet (print area, headers, footers, page set up); keyboard macros; database operations (named ranges, split windows); charts; and linking worksheets.

Presentation Method: Hands-On Workshop

MS-WINDOWS, INTRODUCTION (16 hrs.)

4-5 April, Monday-Tuesday, 0800-1630, Bldg. 5-1, Room 23. By: COMSKIL

Prerequisite: Prior PC experience. This course introduces the user to basic functions and features of this graphical user interface package. Students learn to use the Program Manager to manage the running applications; use the File manager to manage files, disks, and drives; and exchange information between applications.

APPROACHES TO DEALING WITH ANGER (3 hrs.)

6 April, Wednesday, 1400-1700, Bldg. 5-1, Auditorium. By: Partridge Garcia Group

Are you sometimes angry without knowing why? Do you feel guilty when you feel angry? Do you either clam up or blow up? If so, you're not alone. Anger, for many people, is the most difficult emotion to handle. This class will cover

- Myths about anger
- Recognizing feelings of anger
- Causes of anger
- Effects of past learning on one's present methods of dealing with anger
- Negative methods of dealing with anger
- Three major positive approaches to dealing with anger
- Dealing with the anger of others

LOTUS 1-2-3, INTERMEDIATE (8 hrs.)

6 April, Wednesday, 0800-1630, Bldg. 5-1, Room 23. By: The Creative Solution

Prerequisite: LOTUS 1,2,3, Introduction. This course presents the various Range commands, File commands, Data commands on this spreadsheet program. Students will learn how to password protect worksheets, change the default settings, and use table lookups on the IBM compatible.

WORDPERFECT FOR THE MAC (8 hrs.)

6 April, Wednesday, 0800-1630, Bldg. 5-1, Room 30. By: Computer Focus

This course is designated for Macintosh users who want to use Wordperfect to create, revise, and print word processing documents.

CPR BASIC PROVIDER (8 hrs.)

7 April, Thursday, 0800-1630, Bldg. 5-1, Lounge. By: St. John's Regional Medical Center

This Cardiopulmonary Resuscitation course covers the anatomy and physiology of the heart and lungs; risk factors; prudent heart living; and signs and symptoms of heart attack. The participants are certified in the following CPR techniques: one- and two-person CPR; infant CPR; and obstructed airway maneuver in the conscious and unconscious adult and infant.

WORDPERFECT, INTRODUCTION (8 hrs.)

7 April, Thursday, 0800-1630, Bldg. 5-1, Room 23. By: Tectra

Prerequisite: Prior PC experience. In this course students will learn basic operations of word processing. Such as how to create, print and save documents, editing, modifying and enhancing those documents. Many functions and commands will be demonstrated.

WRITING AND UPDATING YOUR SF-171 (2 hrs.)

7 April, Thursday, 1100-1300, Surfside, Cloud 9 Room. By: Julie Streets, P622

Learn how to write and effective SF-171. Information will be presented on the best approach to completing each element of this job application form. There will be particular attention to wording/writing the experience blocks on your application and accurately reflecting your skills, abilities and accomplishments.

WORD, ADVANCED (16 hrs.)

11-12 April, Monday-Tuesday, 0800-1630, Bldg. 5-1, Room 30. By: Computer Focus

Prerequisite: MS Word Introduction. In this course you will learn how to use: style sheets: automatic and custom, based on, next style, copying and pasting styles, linked styles, changing and editing styles; Tables: multiple page tables, combining, merging and splitting cells, sorting in the table; advanced graphics: cropping, resizing, position command, flowing text around the graphic; indexes, custom menus; advanced formatting; tips, keyboard shortcuts.

MANAGING IN THE 90'S (16 hrs.)

12-13 April, Tuesday-Wednesday, 0800-1630, Surfside, Garden Room. By: P. Partridge

This course teaches the principles of transformational leadership. Participants will learn how to move from independence to interdependence while creating synergy and teamwork. They will learn the principles of effective communication in addition to how to be a paradigm pioneer while identifying the rules affecting their paradigms.

EXCEL, ADVANCED (16 hrs.)

18-19 April, Monday-Tuesday, 0800-1630, Bldg. 5-1, Room 30. By: A. H. Goettig

Prerequisite: 6 months experience using Excel; knowledge of computer programming helpful. In this class you will learn Array formulas; worksheet functions; database functions; self-adjusting worksheets; programmed macros, and custom menus.

WORDPERFECT, INTERMEDIATE (8 hrs.)

18 April, Monday, 0800-1630, Bldg. 5-1, Room 23. By: Tectra

Prerequisite: WordPerfect, Introduction. This course presents intermediate skills in this word processing program such as merge operations, envelopes, mailing labels, macros, headers and footers, math, sorting text, columns, fonts and graphics for the IBM compatible.

NEW EMPLOYEE ORIENTATION (8 hrs.)

19 April, Tuesday, 0800-1600, Place TBA

This program starts with a welcome aboard from our Commander for Research and Development. Other topics included are Standards of Conduct; Training Opportunities; Security; Employee Assistance Program; IDEAS; Continuous Improvement Program (TQM); Fraud, Waste, and Abuse; Wellness Program; and a Benefits Orientation Video.

DBASE III+, INTRODUCTION (16 hrs.)

19-20 April, Tuesday-Wednesday, 0800-1630, Bldg. 5-1, Room 23. By: The Memory Co.

Prerequisite: Prior PC experience. This course introduces database concepts and fundamental skills to create database files, use common dBASE commands, edit, and modify files using the IBM compatible.

RE-ENGINEERING THE CORPORATION (3 hrs.)

20 April, Wednesday, Time/Place TBA

Attend a videotape viewing of an earlier satellite teleconference featuring James Champy, co-author of the pioneering book "Re-engineering the Corporation." Mr. Champy will discuss the most important topic in business circles today—the radical design of a company's processes, organization, and culture. He will show how the world's best corporations use the principles of re-engineering to save millions of dollars each year, to achieve unprecedented levels of customer satisfaction, and to speed up and make more flexible all aspects of their operations.

BASIC GRAMMAR REVIEW (8 hrs.)

20 April, Wednesday, 0800-1630, Surfside, Cloud 9 Room. By: Thompson & Assoc.

Whether we are writing a proposal to sell an idea, a letter to solve a problem, or a memorandum to organize a meeting, we want results from that effort. Unless writing is presented correctly, the message will not be conveyed correctly. The objective of this workshop is to help that person who needs a refresher course in the mechanics of written expression and usage, but does not have time to return full time to a classroom for that update. Upon completion of the class, students will identify the improvement they made in applying their knowledge to topics covered during the course.

WRITING YOUR RESUME (2 hrs.)

21 April, Thursday, 1100-1300, Surfside, Cloud 9 Room. By: Julie Streets, P622

The resume is a supplementary job search tool that supports your personal marketing strategy. In this workshop you will learn how to select a resume format, organize your career, select and present events clearly and concisely, and catalog your skills and accomplishments. Learning to write a resume is especially important because the resume may partially replace the SF-171 in the near future.

BUDGET FORMULATION (32 hrs.)

26-29 April, Tuesday-Friday, 0800-1630, Surfside, Cloud 9 Room. By: Edward T. Dappen

This course will provide basic how-to instructions to develop a budget for a typical government organization. Emphasis is on administrative requirements for budget formulation, basic elements in preparing budget estimates, and steps required to assemble a budget. Workshops are used extensively throughout the course to illustrate concepts of data collection, estimating techniques, and calculations required in the compilation of an operating budget.

conomic changes, and the new emphasis on teamwork are creating more opportunities; help organizations recognize, and capitalize on, the talents of support staff; and develop new skills for a new age, including team dynamics and managing conflict.

Deadline: 20 April.
For transmission call Sue at 939-2349.

RESUMES (4 hrs.)

28 April; Thursday, 0800-1130; Training Center. By: Bob Seles

Student will learn how to assess personal skills, write an effective resume, and format a cover letter for submission to non-government employers.

To enroll call Tammy at 939-2451.

POINT MUGU GENERAL ANNOUNCEMENTS

C++ LANGUAGE, INTERMEDIATE/ADVANCED (40 hrs.)

28 March-1 April; Monday-Friday, 0800-1630; Bldg. 5-1, Room 23. By: John Francis, C2872

Prerequisite: Must have a basic understanding of ANSI C programming syntax and introduction to C++. This course is not for first-time C++ programmers.

The course will focus on data structures and algorithm development in C++. Techniques of sorting, hashing, string-parsing and pattern matching, collections of lists and queues, curve-fitting, and 2-D graphics will be discussed. An interactive CASE tool will be used to help design and code the projects. Projects will be designed and implemented in C++.

SOFTWARE AND DOCUMENTATION AND DATA (24 hrs.)

4-6 April; Monday-Wednesday, 0800-1630; Bldg. 5-1, Surfside, Cloud 9 Room. By: Software Certification

This course provides planning, policies, systems, and procedures for the identification and control of data requirements; timely and economical acquisition of data; assuring the adequacy of the data for its intended use; and proper distribution or communication of the data. Other topics include definitions, acronyms, and standards; acquisition process; technical, administrative, and software documentation (DOD-STD-2167A); CDRL/DID; data manager; data management plan; CALS; impact of MIL-T-31000, DOD-5010.12-M, and data processing.

RADIO SYSTEMS, PRINCIPLES AND PRACTICES (32 hrs.)

21-24 March; Monday-Thursday, 0800-1630, Surfside, Cloud 9 Room. By: Quintech Corp.

Prerequisite: Should have sufficient technical background to understand the materials presented in the basic mathematics, electronic devices, and circuits.

This course provides the basics of radio communication, along with the major components of these systems, transmitters, antennas, and receivers. Major topics include principles of radio communication; noise and signal-to-noise ratio; modulation amplitude (AM), frequency (FM-wide-and-narrow-band), and phase (PM) modulation signals; and analog and digital multiplexing.

AIR-TO-GROUND MISSILE SYSTEMS (32 hrs.)

28-31 March; Monday-Thursday, 0800-1630; Bldg. 5-1, Lounge. By: Evolving Technology Institute

This course covers all of the air-to-ground missile subsystems. The principal objective of the course is to update practicing engineers on active, semi-active, and passive sensors, and GPS/Inertial Systems as used in modern missile guidance and control.

This training provides an overview if the design is tactical air-to-ground missile with the emphasis on modern seeker technology. The course covers design considerations of the autopilots, the missile guidance equations, the seek and track loops, as well as the missile development process. The course addresses the application of modern control systems theory to the problem of accurately controlling and guiding a missile to its target.

MULTIPLY YOUR PERSONAL POWER AND PRODUCTIVITY (16 hrs.)

28-29 April; Thursday-Friday, 0800-1600; Training Center. By: MC12 - Terry Schmidt

This course draws heavily from neuro-linguistic programming and neuro-associative

oriented design method and the C++ language rules that support an object-oriented approach to software engineering.

SYSTEMS ENGINEERING PROCESS (40 hrs.)

25-29 April; Monday-Friday, 0800-1630; Bldg 5-1, Auditorium. By: Charles May

Intended Audience: TMC/SEC enrollees, aspiring systems engineers, and practicing systems engineers, who want to obtain a working knowledge of the process and tools available to the systems engineer for addressing the development of new complex systems and changes to existing complex systems.

This seminar will concentrate on systems engineering functions during need definition, concept exploration and definition, and demonstration and validation phases, as well as systems engineering functions in preparation for a major system modification.

ADMINISTRATIVE, CLERICAL, AND SKILLS TRAINING

EXCEL, BEGINNING (16 hrs.)

14-15 March; Monday-Tuesday, 0800-1630; Bldg. 5-1, Room 30. By: Saracen Interactive

Prerequisite: Prior Macintosh experience. This course introduces students to basic spreadsheet construction, building formulas, entering and editing data, creating charts, printing, and saving data.

BASIC SKILLS IN STATISTICS (32 hrs.)

14-17 March; Monday-Thursday, 0800-1630; Surfside, Cloud 9 Room. By: Neil Clayton

Intended Audience: Individuals seeking skills development in the use of elementary statistics.

Government employees in technical or analytical positions, including clerical, secretarial, and related office services, are frequently called upon to perform work of a statistical nature: collecting, editing, checking, tabulating, analyzing, computing, and presenting major portions of required data.

MANAGEMENT DYNAMICS FOR PROFESSIONAL WOMEN (16 hrs.)

15-16 March; Tuesday-Wednesday, 0800-1630; Surfside. By: Suzanne Hard

This course will integrate and reinforce the major objectives through the sessions. The focus will be on interactive, experimental learning, with time for analysis, feedback, and development of action plans. Reading, materials, films, small group exercises, and assessments will be utilized as learning tools.

CPR, BASIC PROVIDER (8 hrs.)

16 March; Wednesday, 0800-1630; Bldg. 5-1, Lounge. By: St. John's Regional Medical Center

This cardiopulmonary resuscitation course covers the anatomy and physiology of the heart and lungs; risk factors; prudent heart living; and signs and symptoms of heart attack. The participants are certified in the following CPR techniques: one- and

conditioning. Participants will learn practical skills that let them take charge of their mental and emotional state to become more disciplined, focused, creative, confident, powerful, and productive.

Deadline: 20 April.
To enroll call Sue at 939-2349.

FANTASTIC FRIDAY WELLNESS CLASSES

Classes Available on AWS Day

APPROACHES TO DEALING WITH ANGER

6 May; 0830-1130

YOUR CAREER CHOICE/PERSONALITY TYPE

3 June; 0800-1200

STRESS MANAGEMENT

15 July; 0800-1630

two-person CPR; infant CPR; and obstructed airway maneuver in the conscious and unconscious adult and infant.

UNDERSTANDING CULTURAL AND GENERATIONAL DIFFERENCES (4 hrs.)

17 March; Thursday, 0800-1230 and 1330-1730; Surfside, Garden Room. By: Suzanne Hard

This course will look at the impact of various demographic groups in our workplace effectiveness. The course will demonstrate how to motivate, coach, and train personnel.

WORDPERFECT, INTRODUCTION (8 hrs.)

21 March; Monday, 0800-1630; Bldg. 5-1, Room 23. By: Tectra

Prerequisite: Prior PC experience. In this course students will learn basic operations of word processing, such as creating, printing, and saving documents; and editing, modifying, and enhancing those documents. Many functions and commands will be demonstrated.

WORD, BEGINNING (16 hrs.)

21-22 March; Monday-Tuesday, 0800-1630; Bldg. 5-1, Room 30. By: PCT

Prerequisite: Macintosh Introduction. The objective of this course is to familiarize the participant with this powerful, full-featured word processing program. Participants will learn to create, edit, and format a letter, memo and proposal; insert and edit graphics; search and replace words; create headers, footers, and footnotes; check spelling and page breaks; and create form letters using Word's Table feature.

PERFORMANCE APPRAISAL/PROBLEM SOLVING (SUPPORTIVE CONFRONTATION) (16 hrs.)

22 March; Tuesday, 0800-1630; Surfside, Garden Room. By: M.A. Gallager

The purpose of this 2-day workshop is to agree on a model for supportive confrontation and to practice skills necessary to carry it out. Participants will examine conditions necessary for supportively confronting someone else's behavior. They will learn how to judge, advise, and analyze others; practice active listening; make observations and give complete messages. The workshop will also touch on what participants can do to support themselves if they unexpectedly find themselves being confronted.

NAVAL AVIATION EXECUTIVE INSTITUTE (NAEI) FY94 SEMINARS

NAEI courses are designed for GM-13/Lieutenant Commanders and above assigned to the Naval Air Systems Command. All Senior Executive Management Development Program (SEMDP) participants are required to attend certain classes and therefore have priority for available billets. Program costs are funded by NAEI. Travel and per diem expenses of nominees are funded by their individual organizations. If the course is residential, lodging and meal costs are provided by NAEI. Nominations must be submitted on an NAEI form, which may be obtained from Sandy Brigham at Point Mugu (P622), 989-3996 (DSN 351-3996) or from Lori Ryser at China Lake (C622), X2686 (DSN 437-2686). Please note that a DD-1556 is NOT required. Nominations must be submitted to Code P622 prior to the NAWCWPNS deadline dates below.

COURSE TITLE	COURSE DATES	DEADLINE DATE TO P622
Executive Health and Stress Management Location: West Coast area	6-10 Jun 94	14 Mar 94
Capitol Hill Workshop Location: Washington DC area	13-16 Jun 94	28 Mar 94
Contemporary Management Issues and Practices Location: Washington DC area	15-26 Aug 94	1 Jun 94
The Washington Arena Location: Washington DC area	6-10 Jun 94 19-23 Sep 94	14 Mar 94 30 Jun 94
Politics of National Security Location: Washington DC area	7-12 Aug 94	1 Jun 94
Executive Leadership and Career Development Workshop Location: Washington DC area	25-30 Sep 94	11 Jul 94

ON-BOARD TRAINING COURSE SCHEDULE

Nominations for courses should be submitted to the Human Resources Development Division at the site where the course is being held. To obtain a copy of the nomination form (On-Board Training Request NAWCWPNS 12410/2) contact your Administration Office or obtain one from Servmart/Telmar. For further assistance, at Point Mugu contact Mary Glasman, P622, at (805) 989-3982, and at China Lake, contact Dorothy Wiederhold, C622 at (619) 939-2359. Nomination forms should be submitted as early as possible to preclude courses being cancelled due to insufficient enrollment. NAWCWPNS employees may attend training at any site with supervisory approval and on a space-available basis. On-board training courses are presented at no cost to NAWCWPNS employees.

CHINA LAKE COURSES

SCIENTIFIC, ENGINEERING, AND TECHNICAL TRAINING

SYSTEMS ENGINEERING PROCESS (40 hrs.)

28 March-1 April; Monday-Friday, 0800-1600; Training Center. By: Robert Olson, C02A03, and Charles May, Consultant

REQUIRED FOR ENROLLEES IN THE SEC OR SEDP PROGRAMS.

This course builds upon the Systems Engineering Management course by addressing some of the tools and techniques that are available to the systems engineer to realize the systems engineering objectives addressed in the Systems Engineering Management course. This is accomplished through a series of presentations, workshops, and class exercises presented in relation to the system life-cycle phases defined in DOD 5000, from the activities that occur prior to phase 0 through system disposal. Topics addressed in this course include (1) the context diagram, the system description, and the Work Breakdown Structure (WBS) and their interrelationship; (2) the service use profile, its purpose, and its uses; (3) the concept of operations document and its role in the evolving definition of the system; (4) Measures of Effectiveness; (5) Cost and Operational Effectiveness Analyses; (6) requirements analysis; (7) states and modes; (8) functional flow block diagrams, Quality Function Deployment diagrams, and N-Squared diagrams; (9) selecting the best specification for the system/system element to be specified; (10) MIL-STD-973 and MIL-T-31000 and how they relate to the specification, drawing, and configuration control needs of systems engineering; (11) systems engineering's role in RFP preparation; (12) system design/system architecture design, including functional analysis and requirements allocation; (13) interface definition and control; (14) defining and leading an integrated interdisciplinary team; (15) risk identification, assessment, and control; (16) establishment and implementation of a technical performance measurement system; (17) design reviews; and

(18) systems engineering planning. This course is based on practical experience rather than just textbook theories and uses examples from actual programs to illustrate the pros and cons of particular approaches. This class consists of presentations, classroom workshops and exercises, and a take-home test given at the end of the class. (It is expected that the Navy System Acquisition Management course and the Systems Engineering Management course will have been completed prior to taking this course).
Deadline: 14 March.

BASIC TELEMETRY (32 hrs.)

4-7 April; Monday-Thursday, 0800-1600; Training Center. By: Byron Edde, Consultant

Prerequisite: Sufficient technical background to understand the material presented.

This 4-day class is designed for technicians, support staff, engineers, and others who require knowledge of range telemetry. Students will learn the principles, techniques, and applications of modern range telemetry systems. The course presents the theory of information transfer and its application to electronic communication, including a comprehensive and comparative study of the various techniques used. This background material is then applied to telemetry and telemetry systems.
Deadline: 21 March.

C PROGRAMMING (40 hrs.)

11-15 April; Monday-Friday, 0800-1600; Training Center. By: John Francis, C2872

Prerequisite: A good understanding of another high-level language such as Pascal or Fortran.

This course provides an introduction to programming in the language of C. C language declarations, control statements, procedures, functions, pointers, and Input/Output will be discussed in depth. There will be an introduction to software engineering and design as part of the course. The class is structured around a hands-on programming environment on the Macintosh computer. This includes debugging techniques and

ATTENTION CHINA LAKE AND POINT MUGU

TECHNOLOGY REVIEW AND UPDATE FOR TECHNICAL PERSONNEL

25-29 April 1994, Naval Postgraduate School, Monterey, CA

This course is intended for military and civilian technical personnel who are interested in refreshing and updating their knowledge in the areas of radar and EW technology, software engineering, fiber optics, sensors, micrometer and millimeter wave technology, fuzzy logic, neural networks, and linear and digital integrated circuits. Each participant in this course is expected to be involved in work in at least one of the areas mentioned. The course provides an excellent overview and stresses the more practical aspects of the topics listed.

A DD-1556 (Off-Center Training Request Form) is required in order to attend this class. China Lake personnel should submit DD-1556s to Dorothy Wiederhold, C622. Point Mugu personnel should submit DD-1556s to Lily Horton, P622. The address shown on the DD-1556 should read:

Treasurer of the United States
Research Office Code 825C
Naval Postgraduate School
589 Dyer Road - Rm. 272
Monterey, CA 93943-5131

Cost: A J.O. is required to cover the cost of \$500.

Registration Deadline: 4 April.

For further information contact Dorothy Wiederhold at 939-2359 or Lily Horton at 989-3987.

reverse engineering and changing a current program to perform additional software tasks. By the end of the course the student should be able to take a software algorithm and implement in C.

Presentation Method: Hands-On Workshop/Lecture
Deadline: 28 March.

INTRODUCTION TO UNIX OPERATING SYSTEM (16 hrs.)

25-29 April, Monday-Friday, 1230-1630; Training Center. By: Noble N. Nkwocha, C6343

Prerequisite: General computer knowledge (IBM-PC, Macintosh, or VAX).

This introductory course in Unix will cover the basic ideas and features that novice and intermediate users need in order to use the Unix system effectively. While the course emphasis will be on standard Unix, the hands-on experience will come from a Sun Work Station. Upon completion of this course, the student will have working

knowledge of the Unix Operating System, the Unix Operating System Kernel and Shells, the UnixFile System, and some of the most useful Unix Utility Programs. (Please note that a sequel to this class, Advanced Concepts in Unix, will be offered if there is a sufficient interest.)

Presentation Method: Hands-On Workshop
Deadline: 11 April.

ADMINISTRATIVE, CLERICAL, AND SKILLS TRAINING

CAREER TRANSITION AND PLACEMENT CENTER (CTPC)

The primary purpose of the CTPC is to help employees take responsibility for their own careers by providing them with information and support. Services include vacancy information, computers and software to prepare SF-171s and resumes, career

counseling, skills assessment and diagnostic assistance, information on career paths and education opportunities, retirement information and counseling, job clubs, networking, and support. The Center is located in the trailer behind the Training Center and is open for Civil Service employees from 1300-1600 each workday.

CAREER COUNSELING

One-on-one career counseling is available. Each non-payday Friday a Cerro Coso counselor is available at the Career Transition and Outplacement Center, located in the white trailer behind the Training Center. The counselor will be able to help with career decision making, resume writing, and education counseling. The following programs, inventories, and assessments are also available: Eureka, Discover, Strong-Campbell Interest Inventory, Temperament/Values Inventory, Career Assessment Inventory, Meyer/Briggs Inventory, and a Learning Skills Assessment program which help an individual to discover learning difficulties and focus on strengths to overcome those difficulties. To schedule an appointment, call 939-8126.

RETIREMENT COUNSELING

Retirement counseling is available by appointment at the Career Transition and Outplacement Center on Thursday mornings. Call John Powers at 939-2574 to schedule an appointment.

PARENTING CLASSES (12 hrs.)

NOTE CHANGE IN BEGINNING DATE!!
16 March-27 April; Wednesday, 1130-1230; Bldg. 457 (on Blandy). By: Janet Presley & Linda Eberhart

This series of classes (Systematic Training for Effective Parenting (STEP)) is designed for parents of children newborn to 6 years old. The program will give participants an opportunity to develop skills and goals for parenting very young children. Books will be available for \$14.

To enroll call 939-2468.

EQUIPMENT CUSTODIAN (3 hrs.)

17 March; Thursday, 1300-1630; Training Center. By: Debra Schlick, C6335

This course is designed to familiarize Equipment Custodians with Accountability For Plant and Minor Property. It will also provide assistance and guidance in the use of equipment management forms. It will help Equipment Custodians to understand their duties and responsibilities regarding equipment and accountable assets. Management responsibilities from equipment acquisitions through useful life and ending with proper disposition will be covered in this course. Also, a way of accessing CERMS through ACC2 network will be explained and a guide will be handed out.

Enrollments are on a call-in basis. To enroll call Pat at 939-3159.

MEN AND WOMEN WORKING EFFECTIVELY TOGETHER (8 hrs.)

18 March; Friday, 0800-1600; Training Center. By: Dr. Priscilla Partridge de Garcia

During this interactive 1-day seminar, participants will gain greater understanding for how persons of the opposite sex think and how they problem solve. They will acquire practical skills which will enable greater understanding, better communications, and increased harmony in the work and home environment. The result could be a positive atmosphere where people can express their feelings and thoughts safely.

To enroll or ask questions, call 939-2686.

PREVENTION OF UPPER EXTREMITY DISORDERS RELATED TO COMPUTER USE (1 hr.)

18 March; Friday, 1300-1400; Training Center. By: Cindy Gruhot, Consultant

This course will focus on cumulative trauma disorders and on the prevention of muscle and nerve disorders associated with computer use in the workplace.

To enroll call 939-2468.

GRAMMAR BRUSH-UP FOR WRITERS (8 hrs.)

21 March; Monday, 0800-1600; Training Center. By: Management Skills Associates

This course focuses on the most common mechanical errors in business and technical writing. A review and practice will be offered in "Writers English," including grammar, punctuation, vocabulary, and usage. This course complies with current GPO Style Manual.

To enroll call Pat at 939-3159.

EFFECTIVE COUNSELING AND INTERVIEWING (16 hrs.)

22-23 March; Tuesday-Wednesday, 0800-1600; Training Center. By: Bert Barer

This course is intended to sharpen the counseling and interviewing skills of supervisors. Course participants will fine-tune the techniques of gathering, analyzing, and sharing information and taking appropriate action. Course participants will practice and become skilled in (1) setting realistic goals for counseling and interviewing, (2) developing the proper physical setting for the counselor and subordinate, (3) using listening, coaching, and feedback techniques that produce the desired results, (4) managing confrontation with a difficult subordinate, (5) helping the interviewee to implement the resolution, and (6) identifying opportunities for coaching.

To enroll or ask questions, call 939-2686.

MOVING UP TO SUPERVISION (16 hrs.)

28-29 March; Monday-Tuesday, 0800-1600; Training Center. By: Suzanne Hard

Intended Audience: People who might be interested in becoming a supervisor.

Participants will be given an overview to explore and examine issues that impact employees as they choose to advance in their careers and accept positions with supervisory responsibilities. Participants will identify and learn how to acquire skills that are critical to becoming a successful supervisor.

The following issues will be addressed:

- Examination and assessment of promotional opportunities.
- The price one pays to advance into supervisory/management positions.
- Determination if a new supervisory position serves your purpose and enhances your productivity.
- Self-assessment.
- Examination of competencies and skills that are required to supervise. (How are these different from "worker" skills?)

To enroll or ask questions, call 939-2686.

BECOMING A MASTER OF CHANGE (8 hrs.)

30 March; Wednesday, 0800-1600; Training Center. By: Dr. Suzanne Hard, Consultant

This course is designed to examine the change process in the workplace. Emphasis will be placed on learning to view change as an opportunity and to develop attitudes that will help participants handle the stress of change.

To enroll call 939-2468.

CSUB SPRING COURSES

Cal-State University, Bakersfield (CSUB), offers at China Lake a bachelor's degree in business administration and a master's degree in administration. Employees taking one of the following courses must sign a statement at the time of registration, promising to reimburse the Government if a satisfactory grade (i.e., "C" or better) is not obtained.

COURSES UNDER CONTRACT

To enroll in these courses, call Denise at 939-2648. Registration will be held at the first class meeting. Deadline for enrolling is 10 calendar days before the starting date of the class. Enrollments for courses will be on first-come, first-served basis, unless otherwise indicated.

ADM600: SEMINAR IN MANAGEMENT (5 quarter units)

30 March-1 June; Wednesdays, 1610-2110; Training Center. By: Professor Flanagan, CSUB

Scope: Examination and application of theories and concepts pertaining to the effective acquisition, allocation, and utilization of resources—human, financial and material—in pursuit of organizational objectives. Deals with the functions of management, including planning, organizing, controlling, directing, and staffing of complex organizations, as well as the processes of management, including leadership, decision-making, and communication.

Note: This is a core course for the bachelor's degree program in business administration through CSUB.

BA490: SEMINAR IN BUSINESS ADMINISTRATION (5 quarter units)

30 March-1 June; Wednesdays, 1610-2110; Training Center. By: Professor John Hulpke, CSUB

Prerequisite: BA370, BA374, FIN300, MGT300, MGT301, MGT302, and MKT300, or consent of instructor.

Scope: A terminal integrating course. Analysis of a wide range of policy decisions, with focus on the role of the executive in planning and implementing programs.

Note: This is a core course for the bachelor's degree program in business administration through CSUB.

Math477: LINEAR ALGEBRA (5 quarter units)

30 March-1 June; Wednesdays, 1610-2110; Training Center. By: Professor El-Ansary, CSUB, (805) 664-2130

Prerequisites: Calculus III or consent of instructor.

Scope: This course will cover the following topics: Systems of Linear equations; matrices; applications; n-dimensional real vector space; n-dimensional Euclidean Space; general vector space; linear transformations; eigen values and eigen vectors. Several applications to these topics will be explored. MATLAB software will be used. At least 1-1/2 hours each week will be spent in the PC Lab at the Training Center solving problems using MATLAB.

Note: This course satisfies a core course requirement for the bachelor's degree program in computer science through CSUC and a foundation course requirement for the master's degree program in computer science.

COURSE NOT UNDER CONTRACT

To enroll in this course, call Denise at 939-2648 to obtain a registration form. The form must be returned to C622, along with a check for \$425 payable to CSU, Bakersfield at least 10 days prior to the starting date of the course. Enrollments for courses will be on a first-come, first-served basis.

Note: Prior to registration; Civil service employees at China Lake taking this course and expecting to obtain tuition support must submit a DD Form 1556 (Off-Center Training Request) via department channels to C622 with a Job Order number supplied by their department and an "objective" statement explaining how the course is job related. For more information, call Cecil Webb at 939-0878.

PPA573: EMERGENCY MANAGEMENT (5 quarter units)

31 March- 2 June; Thursdays, 1610-2110; Training Center. By: Professor Brady, CSUB

Scope: This elective seminar surveys public and private sector responses to emergencies, disasters, and crises. Private and volunteer agencies and federal, state, and local government roles are discussed. Emphasis is on public policy development and inter-agency/intergovernmental relations. There will also be a discussion of emergency management phases: mitigation, preparedness, response, and recovery, and consideration of technological and man-made hazards and natural disasters including floods, earthquakes, civil disorder, and terrorism.

Note: This course is an elective for the master's degree program in administration through CSUB and an elective in the certificate program in environmental management.

408.3: GOVERNMENT CONTRACT PRICING (36 hrs.)

4 April-20 June; Mondays, 1700-2000; Training Center. By: Marcia Crabtree, 927-3776

Prerequisite: X408.1: Elements of Government Contract Administration or consent of instructor.

Intended Audience: Participants in the certificate program in Government Contract Management.

Course Objectives: Emphasis will be placed on government price analysis and audit; stress on FAR cost principles and cost-estimating methods; truth in negotiation; cost proposal and negotiation; cost accounting; direct labor cost and rates; indirect expense—overhead and G&A; learning curves, material, subcontract and other costs; profit; incentives; contract risk analysis; and changes, follow-ons, and terminations.

Text: Armed Services Pricing Manual, Volumes I and II.

Deadline: 28 March.

DEALING WITH DIFFICULT PEOPLE (8 hrs.)

31 March; Thursday, 0800-1600; Training Center. By: Suzanne Hard, Consultant

This course is designed to assist employees to be personally effective face-to-face and on the phone with telephone clients, co-workers, and supervisors. Skills in dealing with negative confrontations and the "difficult" personality type will be learned. These skills can improve overall human relations and reduce negative stress.

To enroll call 939-3159.

DRUG-FREE WORKPLACE (2 hrs.)

1 April; Friday, 1300-1500; Training Center. By: Bob Fitzpatrick, C621

NOTE: THIS IS A NEW DATE.

This 2-hour training session is designed to provide employees with general interest information about the Drug-Free Workplace Program (DFWP) training, the program policies, testing, procedures, effects of drug use, the role of the Employee Assistance Program, and typical drug abuse behaviors.

The nation is facing a drug crisis which has led the United States Government to institute the DFWP and to encourage the private sector to follow the Government's lead. Employees may want to take this course to gain a better understanding of the DFWP and to become better informed about addiction because they are concerned about family members.

Note: Enrollments are on a walk-in basis only. No training request required.

For information or questions, call Pat at 939-3159.

WORD ON THE MACINTOSH, ADVANCED (16 hrs.)

4-5 April; Monday-Tuesday, 0800-1600; Training Center. By: Donnie Goettig, Consultant

Prerequisite: 6 months experience using Word 5.0.

In this course you will learn how to use style sheets: automatic and custom, based on, next style, copying and pasting styles, linked styles, changing and editing styles; tables: multiple-page tables, combining, merging and splitting cells, sorting in the table; advanced graphics: cropping, resizing, position command, flowing text around the graphic; indexes, custom menus; advanced formatting; tips, keyboard shortcuts.

Presentation Method: Hands-On Workshop

Deadline: 21 March.

Enrollments are on a call-in basis only. To enroll call 939-0870.

GRAPHICS ON THE MACINTOSH (16 hrs.)

6-7 April; Wednesday-Thursday, 0800-1600; Training Center. By: Olivia Francis, OVF Graphics

Prerequisite: Basic knowledge of the Macintosh operating system.

This course is a brief overview of several graphics programs on the Macintosh, using a combination of demonstrations and some hands-on Macintosh work. The student will learn to identify the different features of the programs. In this course you will learn: the difference between Paint, Pict, TIFF, and Postscript; the use of various graphic documents in an application; getting graphics into the Mac; using a paint and a draw program; using a postscript drawing editor; what to do with your graphics documents, and using graphic format resolutions.

Presentation Method: Hands-On Workshop

Deadline: 23 March.

Enrollments are on a call-in basis only. To enroll call 939-0870.

LOTUS 1-2-3 (16 hrs.)

11-12 April; Monday-Tuesday, 0800-1600; Training Center. By: The Creative Solution

This is a hands-on microcomputer course designed to provide a basic understanding of

spreadsheet systems—design, creation, revision, formatting, and printing.

Presentation Method: Hands-On Workshop

Deadline: 28 March.

Enrollments are on a call-in basis only. To enroll call 939-0870.

DBOF OVERVIEW (24 hrs.)

12-14 April; Tuesday-Thursday, 0800-1600; Training Center. By: P&M Associates

This course is a 24-hour comprehensive overview of the Defense Business Operating Fund (DBOF) especially intended for government personnel who are associated as users of the system. It is especially helpful for managers, supervisors, fund administrators, administrative officers, and planning or financial management personnel. The format consists of lectures aided by viewgraphs. There will be comprehensive reviews at the completion of each chapter, with participation of attendees. Students should bring to class a highlighter and a hand-held calculator. Enrollment is limited. To reserve a space, call 939-3159.

MS-DOS, BEGINNING (8 hrs.)

14 April; Thursday, 0800-1600; Training Center. By: Ken LaBaw, Consultant

This course provides the novice computer user with a basic understanding of how DOS manages hardware and software components, controls system operation, and directs input and output to and from peripheral devices. It includes a survey of file-storage techniques, operations commands, command structure, and utilities. Students will learn to use MS-DOS internal and external commands such as format, copy, diskcopy, dir, and chkdsk.

Presentation Method: Hands-On Workshop

Deadline: 31 March.

Enrollments are on a call-in basis only. To enroll call 939-0870.

MS-DOS, ADVANCED (8 hrs.)

15 April; Friday, 0800-1600; Training Center. By: Computer Focus

Prerequisite: Beginning DOS or equivalent.

This class covers the commands and functions that allow students to utilize their PCs with greater ease and efficiency. Students use the new DOS editor to create and modify batch files and are also introduced to redirection and piping of commands to gain greater control of the standard DOS commands.

Presentation Method: Hands-On Workshop

Deadline: 1 April.

Enrollments are on a call-in basis only. To enroll call 939-0870.

REQUISITIONER'S WORKSHOP (8 hrs.)

15 April; Friday, 0730-1600; Training Center. By: Linda Watkins, C6502

This is a "how to" workshop designed to familiarize Center personnel with the small purchase procurement process. Topics include preparation of 9-part stubs, purchase descriptions, commercial versus system orders, stub flow, lead times, GSA orders, and other information to assist and enlighten the "end user." This class will also include an overview of SPEDI.

To enroll or ask questions, call 939-2686.

EXCEL 4.0 FOR THE MACINTOSH (16 hrs.)

18-19 April; Monday-Tuesday, 0800-1600; Training Center. By: Paul Baczkiewicz, C0802

Prerequisite: Basic Macintosh operating skills.

In this class you will learn: basic Excel concepts—creating a worksheet; entering values, labels, formulas and notes; worksheet development (editing, moving around, using help, functions, fill copy, absolute and relative addressing, cut and paste, paste special, formatting, insert/delete, rows/columns,

borders, save); printing the spreadsheet (print area, headers, footers, page setup); keyboard macros; database operations (named ranges, split windows); charts; and linking worksheets.

Presentation Method: Hands-On Workshop

Deadline: 4 April.

Enrollments are on a call-in basis only. To enroll call 939-0870.

TECHNICAL REPORT WRITING

18-21 April, Monday-Thursday, 0800-1600; Training Center. By: Technical Writing Workshops

The material in this workshop will be presented in a technical manner with an emphasis on technical report formats, specifications and their modifications, document planning, audience assessment, style and tone considerations (voice), classification requirements, distribution and approval procedures, editing, and shortcuts that will save the writer valuable time. Participants are encouraged to bring work-in-progress to the workshop. Interactive editing will help the students learn to review and edit the work of others as well as their own.

To reserve a space in this workshop call 939-3159 or Quick Mail Pat Nogle at C622.

NEW EMPLOYEE ORIENTATION (8 hrs.)

19 April; Tuesday, 0800-1600; Bldg. 5-1. NAWCWPN/NAWS Staff.

Intended Audience: New employees. The program starts with a Welcome Aboard and an Overview. Other topics included in the program are Prevention of Sexual Harassment; Security; Civilian Employee Assistance Program; Wellness Program; Continuous Improvement Program (TQL); Fraud, Waste, and Abuse; and Environmental Awareness.

New employees will be contacted and approved by their Department office and enrolled.

Note: If, as a new employee, you have a question regarding attendance of the program, call your Department office. If you wish to attend, ask your Department to add you to the list.

Presentation Method: Seminar

Deadline: 12 April.

PRE-RETIREMENT SEMINAR (16 hrs.)

20-21 April; Wednesday and Thursday, 0800-1600; Training Center. By: John Powers, Employee Relations, C6211

This seminar consists of several lectures and a workshop. The lectures deal with facts affecting retirement, such as those relating to Civil Service and FERS retirement systems and Social Security. To derive maximum benefits, participants are encouraged to come to all lectures.

The workshop, "Planning a Successful Retirement," is not about facts, but is designed to help participants clarify their retirement desires and goals, decide on the kind of planning that is right for them, and decide on the actions they will take now to assist them in having the kind of retirement they want.

Spouses of enrollees are also encouraged to attend.

To enroll call Tammy at 939-2451.

LEADERSHIP SKILLS FOR SUPPORT STAFF (8 hrs.)

25 April; Monday, 0800-1600; Training Center. By: Suzanne Hard

This seminar is designed to introduce the support staff to leadership skills and time-saving techniques in communication, decision-making, motivation, problem-solving and teamwork. The acquisition of these skills will enable participants to be effective leaders in their present positions and to achieve results.

Deadline: 18 April.

To enroll call Sue at 939-2349.

FANTASTIC FRIDAY WELLNESS CLASSES

Classes Available on AWS Day

LIFESTYLE CONTROL OF CHOLESTEROL (8 hrs.)

22 April; FLEX Friday, 0800-1600; Training Center. By: Dr. Wes Youngberg, Consultant

This seminar helps the participant understand cholesterol's role in the body, and will provide information that will help individuals keep their cholesterol at a desirable level. The seminar addresses present and ongoing research, especially regarding the issue of reversibility of heart disease once established.

Deadline: 7 April.

To enroll call 939-2468.

BOOSTING YOUR IMMUNE SYSTEM (8 hrs.)

20 May; FLEX Friday, 0800-1600; Training Center. By: Dr. Wes Youngberg, Consultant

This seminar is geared to individuals who would like to optimize their immune functions in order to limit the influence of family/hereditary risk factors associated with premature aging, disability, and death. Lifestyle and environmental factors that tend to depress immune function will be discussed. Focus will be on the positive steps one can take to improve immune function for all body systems. Key factors such as nutrition, exercise, stress, and other environmental or lifestyle exposures will be discussed.

Deadline: 5 May.

To enroll call 939-2468.

SECURITY CLASS

COMPUTER SECURITY (8 hrs.)

22 March; Tuesday, 0800-1600; Training Center. By: Information Systems Security Office

This class is intended for employees who use a computer. Topics to be covered include data security, network security, TEMPEST, viruses, and computer issues specific to China Lake users.

To enroll call Cathey Mattox at 939-2612.

CAREER TRANSITION WORKSHOP (16 hrs.)

26 and 28 April; Tuesday and Thursday, 0800-1600; Training Center. By: Cerro Coso Staff

PLEASE NOTE NEW DATES!!

This workshop is designed for employees who, either by choice or by circumstances, are considering transitioning to other jobs, either on or off Center, or retirement. Since the workshop also includes self-assessment of interests and abilities, development and evaluation of options, as well as resume writing and enhancing interviewing and job search skills, it also works equally well as a career expansion and career enhancement workshop.

To enroll call Tammy at 939-2451.

SEVENTH ANNUAL SECRETARIES BRIEFING; JOINING THE EMPOWERED TEAM (2 hrs.)

27 April; Wednesday, 1000-1200; Via Satellite. By: American Management Association

Presented live via satellite on Professional Secretaries Day, the program will help secretaries, administrative assistants, and support staff professionals learn how technology, eco-

Course Title	Dates	Times	Hours	Location	Course Title	Dates	Times	Hours	Location
Management Excellence Programs					Program and Analysis				
Re-engineering the Corporation	Apr 5	TBA		CL	C++ Programming, Introduction	Apr 25-29	0800-1630	40	PM
Partnering	May 16	TBA		CL	C++ Programming, Inter/Adv	Jun 20-24	0800-1630	40	PM
Partnering	May 17	TBA		PM	UNIX Operating System, Introduction	Jul 5-8	0800-1630	32	PM
Re-engineering the Corporation	Apr 20	TBA		PM	C Programming Language, Introduction	Aug 1-5	0800-1630	40	PM
Marketing & Competitiveness	Jun 28	TBA		PM	C++ Programming Language, Introduction	Sep 12-16	0800-1630	40	PM
Marketing & Competitiveness	Jun 29	TBA		CL	Advanced Concepts in Unix	Sep 26-30	0800-1630	20	PM
Managing in a Complex Organization	Jul 26	TBA		PM					
Managing in a Complex Organization	Jul 27	TBA		CL					
Total Quality Leadership (TQL)					Technology Update Training				
TQL Tools	TBA	0800-1600	8	CL	Antenna Arrays: Phased, Near and Far Field	May 4	0830-1130	3	PM
Advanced TQL	May 4-5	0800-1600	16	CL	Antennas for Technicians	May 4	1300-1500	2	PM
Intro to Robust Design Using Taguchi Techniques	May 11	0800-1600	8	CL	Navy Applications of Virtual Reality	May 18	1300-1500	2	PM
Advanced TQL	May 24-25	0800-1630	16	PM	Advanced Electronic Warfare	Jun 13	1300-1500	2	PM
TQL Overview	May 25	0800-1600	8	CL	Electronic Warfare Overview	Jun 13	0830-1130	3	PM
TQL Overview	Jun 16	0800-1600	8	CL	Test & Evaluation of Defense Systems	Aug 3	0830-1130	3	PM
					EW: ESM/ELINT	Aug 24	0830-1130	3	PM
					Threat Simulation Modeling	Aug 24	1300-1500	2	PM
					Low Observables Radar	Sep 14	0830-1130	3	PM
					Research Trends in Airborne Radar	Sep 14	1300-1500	2	PM
NEW EMPLOYEE ORIENTATION					TMC/SEC Certificate Programs				
New Employee Orientation	Apr 19	0800-1600	8	PM	Program Management, Part II	TBA	0800-1600	16	CL
					Systems Engineering Process Course	Apr 25-29	0800-1630	40	PM
					Creative Problem Solving	Apr 26	0800-1600	8	CL
					Taguchi Methods	May 11	0800-1600	8	CL
					Systems Engineering Management	May 31-Jun 2	0800-1600	24	CL
					Navy Systems Acquisition	Jun 7-10	0800-1600	32	CL
					Program Management, Pt. 1	Jun 13-15	0800-1600	20	CL
PROCUREMENT/ACQUISITION					SAFETY AND SECURITY				
Requisitioner's Workshop	Apr 15	0730-1600	8	CL	CPR				
COTR	Apr 26-28	0800-1600	20	CL	CPR, Basic Provider	Apr 7	0800-1630	8	PM
Writing Statements of Work	Jun 8	0800-1600	8	CL	CPR, Recertification	Apr 27	0800-1630	8	PM
Statement of Work Preparation	Jul 7	0800-1630	8	PM	CPR, Basic Provider	May 11	0800-1630	8	PM
Contracting Officers' Technical Representative	Aug 16-18	0800-1630	20	PM	CPR, Recertification	Jun 8	0800-1630	8	PM
					CPR, Basic Provider	Jun 22	0800-1630	8	PM
					CPR, Basic Provider	Jul 20	0800-1630	8	PM
					CPR, Basic Provider	Aug 24	0800-1630	8	PM
					CPR, Basic Provider	Sep 21	0800-1630	8	PM
PROFESSIONAL/SCIENTIFIC/TECHNICAL					Safety				
Communications Engineering					Call Dana Christisen at 939-0729 to obtain schedule information.				CL
Local Area Networking	May 2-4	0800-1630	24	PM	Security				
Technologies in Networking	Jun 13-15	0800-1630	24	PM	On-site courses in this area will be advertised by C84301 in the insert section of the Rocketeer.				CL
LAN Troubleshooting	Jul 18-21	0800-1630	32	PM	Contact Linda Hall at 939-0985 for further information.				CL
Computer Engineering/Programming					TECHNICIAN				
C Programming, Introduction	Apr 11-15	0800-1600	40	CL	Basic Telemetry	Apr 4-7	0800-1600	32	CL
UNIX Operating System, Introduction	Apr 25-29	1230-1630	20	CL	Basic Electronics	Apr 11-15	0800-1630	40	PM
Autocad 2D	May 2-5	0800-1630	32	PM	Basic Telemetry	May 9-12	0800-1630	32	PM
C Programming, Intermediate	May 9-13	0800-1600	40	CL					
Autocad 2D	May 16-19	0800-1630	32	PM					
C++ Programming, Introduction	May 23-27	0800-1600	40	CL					
Object-Oriented Design & Analysis	Jun 6-10	0800-1600	40	CL					
Unix Operating System, Introduction	Jun 20-24	1230-1630	20	CL					
Unix Operating System, Advanced	Jul 18-22	1230-1630	20	CL					
Autocad 3D and Autolisp	Aug 8-11	0800-1630	32	PM					
C Programming, Introduction	Aug 15-19	0800-1600	40	CL					
C++ Programming, Introduction	Aug 29-Sep 2	0800-1600	40	CL					
Autocad 3D and Autolisp	Sep 19-22	0800-1630	32	PM					
C++ Programming, Intermediate	Sep 26-30	0800-1600	40	CL					
Engineering and Scientific					TRADES				
Advanced IR Systems	May 23-26	0800-1700	32	CL	Trades Classes				CL
Infrared Window and Dome Materials	Jun 15	0800-1700	8	CL	For information concerning courses in the trades area call Pat Nogle at 939-3159 or Mona Alkhafi at 939-4477.				
Logistics									
Software Documentation and Data	Apr 4-6	0800-1630	24	PM					

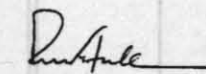
RETAIN FOR FUTURE USE

SPRING AND SUMMER TRAINING SCHEDULE

As the continuing challenge of decreasing dollar and people resources force us to make decisions on the affordability and feasibility of training and development, we need to remember that our competitiveness in the future rests with the knowledge and skills of our workforce. We need to ensure that we remain technologically up-to-date while maintaining balance in our work and home life. To accomplish this objective we should strive for a minimum of 40 hours of informal and formal training and development per employee each year.

Some training and development needs can be met by attending courses offered onboard and listed in the following spring/summer course schedule. This curriculum was developed from the results of the FY-94 Annual Training Survey and reflects a high organizational demand or an organizational need arising from the NAWCWPNS Strategic Plan. To provide increased availability of training, we are piloting a number of non-technical classes which will be offered after work or on the AWS day off.

Employees, supervisors, and managers must take responsibility for planning and accomplishing critical mission and performance related training and development goals. Only with a highly skilled and knowledgeable workforce can we move confidently into the future.



Roger K. Hull
Capt., United States Navy
Acting, Commander
Naval Air Warfare Center Weapons Division

GENERAL INSTRUCTIONS

INTRODUCTION

The Human Resources Development Division conducts on-board training for NAWCWPNS/NAWS civilians located at Point Mugu, China Lake, White Sands, and Albuquerque sites. This training is presented during working hours, at facilities either onboard the bases or in local area facilities. Most classes to be presented during the 3rd and 4th quarters of FY-94 are in this course schedule, however, announcements of other classes may be contained in the local base newspapers, or in flyers distributed throughout the commands.

ELIGIBILITY

Training is command sponsored and is presented at no cost to NAWCWPNS/NAWS employees. Courses are also available to military personnel at no cost, on a space-available basis. Tenant commands and other Federal, State, and local government employees may attend on a space-available basis, but may be charged a minimal fee.

CROSS-SITE TRAINING

NAWCWPNS/NAWS employees may attend training at any site. Travel and per diem for attendance at other sites will be paid by the attendee's directorate/command.

NOMINATION/CONFIRMATION PROCEDURES

Enroll in classes by calling the numbers listed in the course announcement or by submitting an ON-BOARD TRAINING REQUEST form (NAWCWPNS 12410/2 (9-92)) to the Human Resources Development Division. These forms are available through SERVIMART/TELMART.

COURSE HOURS

Unless otherwise stated in the course announcement, classes begin on the first day at 0800. **Please be prompt!** Instructors will not wait for those who are late. Fifteen minutes after class has convened, alternates will be seated.

In place of those confirmed on the roster who are not in attendance.

COURSE EVALUATIONS

At the conclusion of each class, participants will be asked to complete a training evaluation. Human Resources Development Division uses evaluations to determine that the vendor is providing instruction that meets the needs and expectations of the students. Please complete these evaluations carefully.

ACCOMMODATIONS FOR HANDICAPPED EMPLOYEES

Every effort is made to ensure that employees are accommodated in classes presented by the Human Resources Development Division. Please notify the Course Coordinator/Assistant of any special provisions required for students.

NAVAL AIR WARFARE CENTER WEAPONS DIVISION

HUMAN RESOURCES DEVELOPMENT DIVISION

Point Mugu Site - P622, (805) 989-XXXX, DSN 351-XXXX, Fax 989-4388, Zip 93042-5001
China Lake Site - C622, (619) 939-XXXX, DSN 437-XXXX, Fax 939-2548, Zip 93555-6001

Training Director—PATI BURGESS, Point Mugu, P622 and Associate—VICKI MUNRO, China Lake, C622

ACADEMIC PROGRAMS

Cliff Lewis (Point Mugu), X3009
Assistant, Mary Glasmann, X3982
Cecil Webb (China Lake), X0878
Assistant, Denise Gossage

BUSINESS ADMINISTRATION

Helen Casteel (Point Mugu), X3003
Assistant, Felicia Nickelberry, X3980
Marie Duff (China Lake), X0873
Assistant, Pat Nogle, X3159

CAREER PLANNING

Julie Streets (Point Mugu), X3984
Assistant, Mary Glasmann, X3982
Marie Duff (China Lake), X0873
Assistant, Tammy Berry, X2451

COMPUTER EDUCATION

Rafael Duran (Point Mugu), X3005
Assistants: Christy DeLaRosa (Point Mugu), X3995
Annette Hernandez (China Lake), X0870

DAWIA

Helen Casteel (Point Mugu), X3003
Assistant, Felicia Nickelberry, X3980
Nancy Saxton (China Lake), X3129
Assistants: Dorothy Wiederhold, X2359
Pat Oliver, X2468

COMPUTER ENGINEERING/PROGRAMMING

Lily Horton (Point Mugu), X3987
Assistant, Mary Glasmann, X3982

FELLOWSHIP PROGRAMS (Long-Term Training)

Bill Bethke (China Lake/Point Mugu), X0877
Assistant, Sue Bristow, X2349

LEADERSHIP

(Senior Executive Management Development Program (SEMDP))

Julie Streets, (Point Mugu), X3984
Roger Peck (China Lake), X0874

EXECUTIVE/MANAGEMENT/ SUPERVISOR/EEO/OTL

Sandy Brigham (Point Mugu), X3996
Assistant, Felicia Nickelberry, X3980
Roger Peck (China Lake), X0874
Assistant, Lori Ryser, X2686

LEARNING CENTER/TVIS

Bill Bethke (China Lake), X0877
Assistant, Tammy Berry, X2451

OFF-CENTER TRAINING

Marcy Ortega (Point Mugu), X3992
China Lake (See individual program areas)

NEW EMPLOYEE ORIENTATION

Mary Glasmann (Point Mugu), X3982
Sue Bristow (China Lake), X2349

PROCUREMENT

Helen Casteel (Point Mugu), X3003
Assistant, Felicia Nickelberry, X3980
Roger Peck (China Lake), X0874
Assistant, Lori Ryser, X2686

PROFESSIONAL/SCIENTIFIC/TECHNICAL

Cliff Lewis (Point Mugu), X3009
Lily Horton (Point Mugu), X3987
Assistants: Mary Glasmann (Point Mugu), X3982
Annette Hernandez (China Lake), X0870
Vicki Munro (China Lake), X2359
Assistant, Dorothy Wiederhold, X2359

SAFETY/SECURITY/CPR

Sandy Brigham (Point Mugu), X3996
Assistant, Felicia Nickelberry, X3980
Marie Duff (China Lake), X0873
Assistant, Pat Nogle, X3159

TRADES DEVELOPMENT

Helen Casteel (Point Mugu), X3003
Assistant, Felicia Nickelberry, X3980
Pat Nogle (China Lake), X3159

WELLNESS PROGRAM AREAS

Betty Miller (China Lake/Point Mugu), X0880
Assistants: Pat Oliver (China Lake), X2468
Mary Glasmann (Point Mugu), X3982

TRAINING HISTORY

Christy DeLaRosa (Point Mugu), X3995
Annette Hernandez (China Lake), X0870

TRAINING DIVISION SUPPORT OFFICE

Willa Pace (Point Mugu), X3991
Cheryl Stopps (Point Mugu), X3993
Carol Corlett (China Lake), X2675

ROOM AND FACILITIES SCHEDULING

Marcy Ortega (Point Mugu), X7956
Carol Corlett (China Lake), X2675

RETAIN FOR FUTURE USE

Course Title	Dates	Times	Hours	Location	Course Title	Dates	Times	Hours	Location
BUSINESS ADMINISTRATION					CAREER AND LIFE PLANNING				
Administrative and Analysis					Career				
English as a Second Language (ESL) One-on-one instruction is available Monday through Thursday between the hours of 0830-1530. For more information contact Pat Nogle at 939-3159.				CL	Career Counseling The Career Transition and Placement Center offers one-on-one counseling on non-payday Fridays from 1300- 1600. To set up an appointment call 939-8126.				CL
Drug-Free Workplace	Mar 16	1300-1500	2	CL	Career Counseling The Career Transition and Resource Center offers one-on-one counseling. To set up an appointment, call 989-3982 or 989-3984.				PM
Equipment Custodian	Mar 17	1300-1630	4	CL					
MTF Editor-IBM	Apr 12	0800-1600	8	CL					
How to Read NIF 009	May 10	1230-1600	4	CL					
Administrative Procedures	May 12-13	0800-1630	16	PM					
Equipment Custodian	May 19	1300-1630	4	CL	Writing and Updating Your SF-171	Apr 7	1100-1300	2	PM
How to Read NIF 009	Jul 12	1230-1600	4	CL	Writing Your Resume	Apr 21	1100-1300	2	PM
MTF Editor-MAC	Jul 12	0800-1600	8	CL	Writing Your Resume	Apr 28	0730-1130	4	CL
Equipment Custodian	Jul 21	1300-1630	4	CL	Interviewing With Confidence	May 11	1100-1300	2	PM
Developing Analysts' Skills	Aug 2-4	0800-1630	24	PM	Writing and Updating Your SF-171	May 19	1230-1600	4	CL
Drug Free Workplace	Aug 17	1300-1500	2	CL	Making a Job Change in Uncertain Times	May 24	0800-1600	8	CL
Equipment Custodian	Sep 15	1300-1630	4	CL	Your Career Choice/Personality Type (Offered on AWS day.)	Jun 3	0800-1200	4	PM
					Writing Your Resume	Jun 10	0730-1130	4	CL
American Sign Language (ASL)					Making A Job Change in Uncertain Times	Jun 16	0800-1600	8	PM
American Sign Language-Advanced	Jan 24-May 25	1230-1330	32	CL	Career Transition Workshop	Jun 28-30	0800-1600	16	CL
American Sign Language-Intermediate	Jan 24-May 25	1030-1130	32	CL	Career Transition Workshop	Jun 12-13	0800-1600	16	PM
American Sign Language-Beginning	Jan 25-May 26	1030-1130	32	CL					
Clerical					Retirement				
Professional Dev for Secretaries/ Support Staff	May 17-18	0800-1630	16	PM	Retirement Counseling The Career Transition and Placement Center offers one-on-one retirement counseling on Thursdays. For an appointment call 939-2574. For one- on-one retirement counseling, contact your personnel management advisor for an appointment.				CL
Editing for Secretaries/Support Staff	Jun 24	0800-1630	8	PM					
Official Navy Correspondence	Jul 25	0800-1600	8	PM					
Communications					Retirement Counseling The Career Transition and Resource Center offers one-on-one retirement counseling. For an appointment with your advisor call 982-3228.				PM
Grammar Brush-up for Writers	Mar 21	0800-1600	8	CL					
Dealing With Difficult People	Mar 31	0800-1600	8	CL	Pre-Retirement Seminar	Apr 20-21	0800-1600	16	CL
Technical Report Writing	Apr 18-21	0800-1600	32	CL	Retirement Planning for Younger Employees	May 18	0800-1600	8	CL
Basic Grammar Review	Apr 20	0800-1630	8	PM	Pre-Retirement Seminar	Jul 19-20	0800-1630	16	PM
Briefing Skills (Presenters, Trainers, Facilitators)	May 10-11	0800-1600	16	CL	Pre-Retirement Seminar	Aug 24-25	0800-1600	16	CL
Effective Presentations	May 23-24	0800-1630	8	PM	Retirement Planning for Younger Employees	Sep 14	0800-1600	16	CL
Listening for Understanding	May 24	0800-1600	8	CL					
Effective Presentations	Sep 21-22	0800-1630	16	PM					
Financial Management					COMPUTER EDUCATION				
DBOF Overview	Apr 12-14	0800-1600	24	CL	IBM PC				
Budget Formulation	Apr 26-29	0800-1630	32	PM	MS-Windows, Introduction	Apr 4-5	0800-1630	16	PM
Advanced Budget Analysis	May 2-4	0800-1600	24	CL	Lotus 1-2-3, Intermediate	Apr 6	0800-1630	8	PM
Advanced Budget Analysis	Aug 29-31	0800-1630	24	PM	WordPerfect, Introduction	Apr 7	0800-1630	8	PM
Secretarial Certificate					Lotus 1-2-3, Introduction	Apr 11-12	0800-1600	16	CL
Leadership Skills for Support Staff	Apr 25	0800-1600	8	CL	MS-DOS, Introduction	Apr 14	0800-1600	8	CL
Secretary's Week/AMA's Seventh Annual Secretaries Brief	Apr 27	1000-1200	2	CL	MS-DOS, Advanced	Apr 15	0800-1600	8	CL
Multiply Your Personal Power and Productivity	Apr 28-29	0800-1600	16	CL	WordPerfect, Intermediate	Apr 18	0800-1630	8	PM
Professional Development for Support Staff	May 26-27	0800-1600	16	CL	Dbase III+, Introduction	Apr 19-20	0800-1630	16	PM
Basic Naval Writing	Jun 29	0800-1600	8	CL	Windows, Introduction	May 2-3	0800-1600	16	CL
Official Naval Correspondence	Jun 30	0800-1600	8	CL	Dbase IV, Introduction	May 9-10	0800-1630	16	PM
					DOS, Introduction	May 11	0800-1630	8	PM
					PC, Introduction	May 12	0800-1630	8	PM

RETAIN FOR FUTURE USE

Course Title	Dates	Times	Hours	Location	Course Title	Dates	Times	Hours	Location
MS-Windows, Introduction	May 16-17	0800-1630	16	PM	Caring for Elderly Loved Ones	TBA	TBA	4	PM
WordPerfect, Introduction	May 18	0800-1630	8	PM	HIV/AIDS in the Workplace	TBA	1300-1600	3	CL
WordPerfect, Intermediate	May 19	0800-1630	8	PM	Introduction to Exercise	TBA	1700-1800	12	CL
WordPerfect, Advanced	May 31	0800-1630	8	PM	Lifestyle Control of Cholesterol	TBA	TBA	3	PM
Lotus 1-2-3, Introduction	Jun 1-2	0800-1630	16	PM	Nutrition Awareness for Optimal Living	TBA	TBA	2	PM
Harvard Graphics, Introduction	Jun 6-7	0800-1630	16	PM	Smoke Stoppers	TBA	1430-1530	5	CL
WordPerfect, Introduction	Jun 8	0800-1630	8	PM					
Excel for Windows, Introduction	Jun 9-10	0800-1630	16	PM	Parenting (S.T.E.P.) of Infants-6 Year Olds	Mar 9-Apr 27	1130-1230	8	CL
					Parenting (S.T.E.P.) of 6-12 Year Olds	Mar 10-May 12	1130-1230	10	CL
MS-Windows, Introduction	Jun 27-28	0800-1630	16	PM	Upper Extremity Disorders Related to Computer Use	Mar 18	1300-1400	1	CL
Harvard Graphics, Introduction	Jul 6-7	0800-1630	16	PM	Becoming A Master of Change	Mar 30	0800-1600	8	CL
MS-Windows, Introduction	Jul 11-12	0800-1630	16	PM	Lifestyle Control of Cholesterol (Offered on AWS day.)	Apr 22	0800-1600	8	CL
MS-DOS, Introduction	Jul 12	0800-1600	8	CL	Debt Reduction Techniques	Apr 27	1300-1700	4	CL
WordPerfect, Introduction	Jul 13	0800-1630	8	PM	Stress Management	Apr 29	0800-1600	8	CL
Word for Windows, Introduction	Jul 25-26	0800-1630	16	PM					
Windows, Introduction	Aug 8-9	0800-1600	16	CL	Approaches to Dealing with Anger (Offered on AWS day.)	May 6	0830-1130	3	PM
WordPerfect, Introduction	Aug 8	0800-1630	8	PM	Introduction to Exercise (Wednesdays)	May 11-Jun 29	1100-1200	8	PM
Dbase IV, Introduction	Aug 9-10	0800-1630	16	PM	Introduction to Thrift Savings Plan	May 18	1300-1700	4	CL
					Boosting Your Immune System (Offered on AWS day.)	May 20	0800-1600	8	CL
DOS, Introduction	Aug 11	0800-1630	8	PM	Contributing to a Supportive Workplace Environment	Jun 7-8	0800-1600	16	CL
WordPerfect, Intermediate	Aug 15	0800-1630	8	PM	Financing Your Future	Jun 15	0800-1600	8	CL
Dbase III+, Introduction	Aug 16-17	0800-1630	16	PM	Approaches to Dealing with Anger	Jun 20	1800-2100	3	CL
PC, Introduction	Aug 18	0800-1630	8	PM	Advanced Thrift Savings Plan	Jun 29	1300-1700	4	CL
DOS, Advanced	Aug 19	0800-1630	8	PM	Stress Management	Jul 14	0800-1600	8	CL
MS-Windows, Introduction	Aug 22-23	0800-1630	16	PM	Stress Management (Offered on AWS day.)	Jul 15	0800-1630	8	PM
Lotus 1-2-3, Intermediate	Aug 24	0800-1630	8	PM					
Dbase IV, Intermediate	Aug 25	0800-1630	8	PM	LEADERSHIP				
WordPerfect, Advanced	Sep 6	0800-1630	8	PM	EEO				
MS-Windows, Introduction	Sep 7-8	0800-1630	16	PM	Working Effectively Within the NAWCWPNS Culture	TBA	0800-1600	8	CL
					Corporate Culture Maneuvers	Apr 27	0800-1600	8	CL
Macintosh					Working/Communicating With People of Different Backgrounds	May 3	0800-1630	8	PM
Excel, Beginning	Apr 4-5	0800-1630	16	PM	Diversity: It's a Matter of Respect	May 4	0800-1600	8	CL
Word, Advanced	Apr 4-5	0800-1600	16	CL	Role of Supervision/Managers in EEO	May 18-19	0800-1630	16	PM
Graphics	Apr 6-7	0800-1600	16	CL	Understanding Cultural and Generational Differences	Jun 6	0830-1130	4	CL
WordPerfect	Apr 6	0800-1630	8	PM	Understanding Cultural & Generational Differences	Jun 7	0830-1130	4	CL
Word, Advanced	Apr 11-12	0800-1630	16	PM	Communication; Culture; Conflict	Jun 8	0800-1130	4	CL
Excel, Advanced	Apr 18-19	0800-1630	16	PM	Communication; Culture; Conflict	Jun 9	1200-1600	4	PM
Excel, Beginning	Apr 18-19	0800-1600	16	CL	Understanding Cultural & Generational Differences	Jun 9	0830-1130	4	PM
Filemaker Pro	Apr 20-21	0800-1600	16	CL	Communication; Culture; Conflict	Jun 10	0800-1130	4	PM
					Communication; Culture; Conflict	Jun 10	1200-1600	4	PM
PowerPoint	May 2	0800-1600	8	CL					
Excel, Beginning	May 23-24	0800-1630	16	PM	Executive/Mgmt/Supervisory				
Filemaker Pro	May 23-24	0800-1600	16	CL	Building Commitment in Your Organization	TBA	0730-1630	16	CL
System 7	May 25	0800-1600	8	CL	How to do OJT, Cross & Succession Training	TBA	0800-1600	16	CL
Excel, Beginning	May 26-27	0800-1600	16	CL	Managing In the 1990s	TBA	0800-1600	8	CL
System 7	Jun 6	0800-1630	8	PM	Overcoming Fear of Change	Apr 6	0800-1600	8	CL
Excel, Advanced	Jun 13-14	0800-1600	16	CL	Managing In the 1990s	Apr 12-13	0800-1630	16	PM
Excel, Beginning	Jun 13-14	0800-1630	16	PM	Contractor Performance Measurement	Apr 13-15	0800-1600	24	CL
PowerPoint, Introduction	Jun 27	0800-1630	8	PM	Creative Problem Solving	Apr 26	0800-1600	8	CL
Excel, Beginning	Jul 7-8	0800-1600	16	CL	Basic Supervision	May 9-13	0800-1630	32	PM
Excel, Beginning	Jul 11-12	0800-1630	16	PM	Skills for Conflict Resolution	May 12	0800-1600	8	CL
Filemaker Pro	Jul 13-14	0800-1600	16	CL	Basic Supervision	May 23-27	0800-1600	40	CL
Macintosh, Introduction	Jul 20	0800-1630	8	PM	Understanding Organizational Change Dealing with Employee Performance Problems	Jun 9	0800-1600	8	CL
Filemaker Pro, Introduction	Jul 25-26	0800-1630	16	PM	Admin Policies and Procedures for New Supv.	Jul 13-21	0800-1600	32	CL
Word, Beginning	Aug 1-2	0800-1630	16	PM	Admin Policies and Procedures for New Supv.	Aug 9-17	0800-1630	32	PM
Excel, Beginning	Aug 15-16	0800-1600	16	CL					
PowerPoint	Aug 17	0800-1600	8	CL					
Filemaker Pro	Aug 18-19	0800-1600	16	CL					
Excel, Beginning	Aug 22-23	0800-1630	16	PM					
Word, Beginning	Aug 24-25	0800-1600	16	CL					
Word, Advanced	Sep 1-2	0800-1600	16	CL					
Macintosh, Introduction	Sep 12-13	0800-1130	8	CL					
Filemaker Pro	Sep 19-20	0800-1600	16	CL					
Excel, Beginning	Sep 21-22	0800-1600	16	CL					
HEALTH AND WELLNESS									
Balancing Career & Family	TBA	0800-1600	8	CL					
Caring for Elderly Loved Ones	TBA	TBA	4	CL					

RETAIN FOR FUTURE USE